

TITLE: HR, IIP & EQUALITIES UPDATE INCLUDING REVISED SINGLE EQUALITY SCHEME 2012 - 2015

Committee: Personnel and Corporate Service Committee

Date: 22 November 2012

Author: Head of HR and Facilities Management

[M164]

1.0 ISSUE

1.1 To provide the Personnel and Corporate Service Committee with key management information for the period 1 September – 31 October 2012 relating to:

- Appointments, Transfers and Resignations;
- Exit Interview Responses;
- Investors in People (IIP); and
- Equalities.

2.0 RECOMMENDATION(S)

2.1 That the Committee:

- (i) notes the content of the information report.
- (ii) adopts the Council's revised Single Equality Scheme 2012 – 2015 with immediate effect.

3.0 APPOINTMENTS, TRANSFERS & RESIGNATIONS

3.1 Attached at appendix 1 are details of employees who have commenced, transferred or terminated employment with the authority during the period 1 September – 31 October 2012. During this period, there were 4 appointments, 6 leavers and 3 employees transferred to other posts across the Council.

3.2 4 members of staff who left the Council's employment resigned voluntarily and 2 due to the end of a fixed term contract. This equates to 3% of the total workforce. Turnover for the same period during 2010/11 was 1% (2 members of staff).

3.3 4 of the 6 members of staff who left the Council's employment completed an exit interview questionnaire. Key responses were as follows:

EXIT INTERVIEW QUESTION	YES	NO
Were the goals/targets of your role clearly explained?	3	1
Did your salary match your expectations of the job?	4	
Did you receive appropriate support to do your job?	4	
Did you receive adequate training for the role?	3	1

Were you satisfied with communications across the Council?	3	1
Would you recommend the Council as an employer?	4	

4.0 INVESTORS IN PEOPLE (IIP)

4.1 Members will recall that the Council successfully achieved IIP re-accreditation in December 2011. A copy of the final assessment report was circulated to Members at a previous meeting of this Committee.

4.2 The report set out the Council's key strengths and suggested some areas for development. The Council's IIP Group will shortly be tasked with reviewing the areas for development together with the results of the 2012 staff survey and devising an action plan to ensure that where agreed, appropriate action is taken to improve the Council's performance.

4.3 Further updates will be provided to Members in due course.

5.0 EQUALITIES UPDATE

5.1 Revised Single Equality Scheme 2012 - 2015

Management Team approved the Council's revised Draft Single Equality Scheme on 20 March 2012. The document has been updated for the following reasons:

- The scheme must be reviewed and consulted upon every 3 years.
- To reflect the introduction of the Equality Act 2010 and the new Public Sector Equality Duty that encompasses all of the new 'protected characteristics'.
- To update the statistics on the local population and the workforce to ensure that they are up-to-date and relevant, and that they meet the reporting requirements of the new equality duty.
- To include the Council's new equality objectives that must be published under the new duty by April 2012.
- To review the progress that has been made by service areas in promoting equality.

The twelve-week public consultation period ended in August 2012. A summary of the responses received is attached at appendix 2.

The final draft of the revised scheme, taking into account some of the consultation responses (as highlighted under the management response column in appendix 2) is attached at appendix 3 for Member's consideration.

6.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

6.1 All costs associated with the adoption of the revised Single Equality Scheme can be met from existing budgets.

6.2 Equality Impact Assessment (INRA) is attached at appendix 4.

7.0 APPENDICES

7.1 Appendix 1 – Employees who have commenced, transferred or terminated employment in the period 1st September – 31st October 2012.

7.2 Appendix 2 – Consultation Responses – Revised Single Equality Scheme 2012 – 2015.

7.3 Appendix 3 - Single Equality Scheme 2012 – 2015.

7.4 Appendix 4 - Equality Impact Assessment

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Starters, Leavers and Transfers Information for 2012/13 (HR)	Room 127 The Grange Ely	Kathy Batey Head of HR and Facilities Management (01353) 665555 E-mail: kathy.batey@eastcambs.gov.uk
Exit Interview Questionnaires		

APPOINTMENTS, TRANSFERS & RESIGNATIONS

For the period 1st September - 31st October 2012

APPOINTMENTS			
Start Date	Name	Job Title	Department
17/09/2012	Linda Jones	Electoral Services Assistant (Part Time, Fixed Term)	Legal & Democratic Services
01/10/2012	Zowie Holland	Facilities Cleaner (Part Time)	HR & Facilities Management
06/10/2012	Mikhaila Nascimento	Public Facilities Cleaner (Part Time)	HR & Facilities Management
22/10/2012	Una Ola	Facilities Cleaner (Part Time)	HR & Facilities Management

TRANSFERS (ACROSS THE COUNCIL)			
Start Date	Name	Position Transferred From	Position Transferred To
01/10/2012	Mary Cooper	Local Land Charges & Legal Assistant Apprentice	Local Land Charges & Legal Assistant
01/10/2012	Ann Caffall	Senior Planning Officer (Fixed Term)	Senior Planning Officer
01/10/2012	Delnese Delph	Town Centre Supervisor	* Town Centre Supervisor (part time)

RESIGNATIONS/LEAVERS			
End Date	Name	Job Title	Department
05/09/2012	Lorraine Hogg	PA to Heads of Service (Part Time)	Deputy Chief Executive
30/09/2012	James Dean	Grounds Maintenance Assistant (Fixed Term)	HR & Facilities Management
05/10/2012	Linda Woodbine	Centre Administrator (e-space North)	Development Services
05/10/2012	Jane Thompson	Infrastructure & Programme Manager (Fixed Term)	Development Services
11/10/2012	Emily Butler	Facilities Cleaner (Part Time)	HR & Facilities Management
31/10/2012	Lynda Ingram	PA to Deputy Chief Executive & Leader of the Council	Deputy Chief Executive

*Working hours reduced due to flexible retirement

East Cambridgeshire District Council**Revised Single Equality Scheme 2012 – 2015 – Consultation Responses**

List of Consultees: staff, Members, Neighbourhood Panels, Individuals on the Council’s Consultation Register, Cambridgeshire local authorities, Police, Fire Service, East Cambs Access group, Sanctuary Housing, King St Housing, CAB, EADeC, Church Groups, Traveller Community Base, City of Ely Perspective, Care and Repair, Age Concern, Cambridge Campaign for Tackling Acquired Deafness, Cambridgeshire Voluntary Action Group, Isle of Ely Women’s Institute, Menter (E of England BME network), Papworth Trust

Summary of Consultation Responses

Three of the consultees provided feedback using the questionnaire provided, the remainder gave general verbal/written feedback which is included in the ‘general comments’ section in the table below.

Question	Consultee Response/Comments	Management response
The structure and content of the Single Equality Scheme and Action Plan is clear and understandable, including the reasons for the Scheme and what it is trying to achieve?	Agree Agree Agree	Noted
Comments	In 5.2.1 there is no analysis of the recruitment data, or conclusions drawn. Are there any ‘areas for improvement’? In 5.2.8, disciplinary and grievance is taken together with promotion but the key observations only relate to the first two	Areas for improvement are included under the workforce diversity section (5.2.2) Noted, key observations and areas for improvement are included in other section and not repeated under this heading to avoid

	<p>issues and the areas for improvement to the latter. This section doesn't really coherently link these three factors together.</p> <p>Detailed comments on the action plan: Knowing your community – 'By March 2014' seems a long deadline for the analyses of the 2011 Census. Perhaps this should have a shorter deadline and the 'and take appropriate action' should be a separate sub action.</p> <p>(5) A modern and diverse workforce – this includes an action to encourage and support women to progress to senior positions within the council and yet on pages 37 and 38 you quote figures about the number of women in senior grades as being reflective of the gender breakdown as a whole.</p> <p>(5) A modern and diverse workforce' – March 2014 seems a long deadline to 'consider' updating a form.</p>	<p>repetition.</p> <p>Results of the census are not expected until 2013 and therefore this action will be completed during 2013/14.</p> <p>The term senior position represents a much wider range of senior posts within the Council compared to those in the top 5% of earners (eg. Management Team).</p> <p>Previously considered in 2011. To be reviewed again by March 2014.</p>
<p>In the Scheme, the legislative context has been clearly explained (Section 2/Appendix 1).</p>	<p>Agree Strongly agree Agree</p>	<p>Noted.</p>
<p>The guidance on the Public Sector Equality Duty (Appendix 1) clearly explains what action the Council should be taking to analyse information, set</p>	<p>Agree Strongly agree Agree</p>	<p>Noted.</p>

equality objectives and publish the information and objectives in a place which is accessible.		
Comments	Statistical information is clearly presented	Noted.
Statistical information relating to the Council's service users and employees who share protected characteristics is clearly presented (Section 3).	Agree Agree Agree	Noted
Comment	It was useful to have the sources of data	Noted
The Council's equality objectives (Section 3.3) are specific and measurable and appear to focus on the biggest equality challenges facing the Council.	Agree Neither agree or disagree Disagree	Noted. Equality objectives are appropriate at this time and will become more challenging as work progresses in this area.
comments	It would be good to put in specific measures ie. How will you measure access to and take up of services and know whether this has improved or not By focussing on domestic abuse in women, Council is missing abuse on men, which is more hidden	This may vary depending on the service provided and should therefore be reflected in future service plans. Noted.
The Council's mechanisms for consulting on the revised scheme seem fair and appropriate (see 4.2).	Neither agree or disagree Agree Neither agree or disagree	Noted
Comment	Clearly demonstrates progress made in promoting equality in access to services	

The Council has clearly demonstrated the progress that has been made in promoting equality in the access to and delivery of its services (Section 5.1).	Agree Strongly agree Agree	Noted
Comments	A very Comprehensive account of what has been happening and improving Clearly demonstrates progress made in promoting equality in employment and policies and practices are fair to staff	Noted
The Council has clearly demonstrated the progress that has been made in promoting equality in employment (Section 5.2) and the Council's policies and practices are fair to staff.	Agree Neither agree or disagree Agree	Noted
Comment	It would have been good to see conclusions you draw from the demographics of staff and recruits and how these lead to your employment areas for improvement	Noted.
The procedures for carrying out equality impact assessments are effective and appropriate (Section 5.3).	Agree Agree Agree	Noted
The priorities and actions that underpin the Council's new equality objectives (Appendix 7) are realistic and appropriate.	Neither agree or disagree Agree Disagree	Noted
Comment	Priorities and action that underpin the	

	<p>equality objectives are realistic and appropriate. Focus on domestic abuse on men 'Gs' should be charged for work undertaken by the Council on housing and language skills</p>	
<p>Do you have any other comments about the Single Equality Scheme and Action Plan?</p>	<p>'the Council does not think this information is necessary to demonstrate our compliance with the duty.' - this statement is used in the action plan. As we understand it, the Act is less about compliance and more about outcomes for service users and therefore would query why it is stated that there is to be 'No action to collect data on sexual orientation and gender reassignment' (page 47). It could be collected and these are protected characteristics. We think the reason for not collecting this data needs to be stated more explicitly.</p> <p>By treating the housing demands of the travelling community to that of the rest of the population the Council is not treating all the population equally</p>	<p>To be reviewed again in 2013/14.</p> <p>The Council treats the needs of travellers who want sites through the planning system, so in that sense they are treated the same as everyone else. In cases of homelessness the Council can only offer what is included in the statutory duties and what is available, which is usually permanent or temporary settled housing.</p>

	<p>I'm impressed with the reference to the loop system. Congratulations</p> <p>Generally broaden your approach to disability to include all sensory and mental health issues and you should meet with others as well as Papworth, eg. Cam sight, CAMTAD, Mind</p> <p>Scheme divides people by disabilities and age. Within 18-64 group there will be a significant number of people with mild to moderate hearing loss. Audiology departments usually take 50+ as the starting point for age related hearing loss. I don't think this is factored into your figures.</p> <p>The Access Group referred to throughout the document as 'the council's access group' is an independent access group called East Cambridgeshire Access Group (ECAG). It has no responsibility to East Cambridgeshire District Council (ECDC) or for their policy or provision in relation to ECDC Equality Duty.</p>	<p>Noted. To be raised with the Council's Equal Opportunities Working Group.</p> <p>Noted.</p> <p>Document amended .</p>
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	<p>Despite pointing out several times the inadequate provision of an accessible toilet in Reception, and assurances that the matter would be addressed when Reception was redesigned, there have been no modifications. ECAG was not consulted on the redesign of Reception also the design does not seem to have followed the guidance of Part M of the Building Regulations.</p> <p>Although ECDC provide assisted collection of waste and recycling they do not advertise it sufficiently well for those who need help to access the service.</p> <p>ECDC are not 'ensuring that all taxis and private hire vehicles are accessible to disabled users', as stated; most are not.</p> <p>The document gives the impression that ECDC provide the Shopmobility Scheme. ECDC have withdrawn funding for Shopmobility and Ely Museum now operates it without financial support from ECDC.</p>	<p>The Head of Customer Services & ICT and Principal Facilities & Asset Management Officer have been informed of these comments and will contact the ECAG.</p> <p>The scheme is advertised on the Council's website and promoted by staff with the Waste and Customer Services teams.</p> <p>This statement has been removed from the document.</p> <p>Noted.</p>
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	<p>Accessible toilets are provided for those people who find other toilet provision inaccessible and therefore are a service used by and of benefit to those who have had gender reassignment.</p> <p>One of the areas that The Equality Act, 2010, aims to protect disabled people and prevent disability discrimination is in the area of ‘functions of public bodies, for example the issuing of licenses’; are the department dealing with granting of licenses changing their policy to comply with this duty?</p>	<p>Noted</p> <p>All Council policies and service reviews (including those affecting licensing) are subject to an Equality Impact Assessment and where appropriate, action is taken where a detrimental impact on any protected group is identified.</p>
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SINGLE EQUALITY SCHEME 2012-2015



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

SINGLE EQUALITY SCHEME 2012-2015

CONTENTS

1		FOREWORD	4
2		INTRODUCTION	5-6
3		ABOUT EAST CAMBRIDGESHIRE AND THE COUNCIL	7
	3.1	Our Community	7
	3.1.1	Population Size & Growth	7
	3.1.2	Gender	7
	3.1.3	Age Structure	7
	3.1.4	Migration	8
	3.1.5	Ethnicity	8
	3.1.6	Disability & Health	9
	3.1.7	Religion	9
	3.1.8	Sexual Orientation	9-10
	3.1.9	Gender Reassignment	10
	3.1.10	Marriage & Civil Partnership	10
	3.1.11	Pregnancy & Maternity	10
	3.2	Our Staff	10-11
	3.3	Our Equality Objectives for 2012-2015	11
	3.4	The Council's Equality and Diversity Management Structure	12
4		HOW WE DEVELOPED THE SCHEME	13
		Mapping and Monitoring: Gathering and Using Information	13
		Involvement and Consultation of Stakeholders	13
5		THE SINGLE EQUALITY SCHEME	14
	5.1	EQUALITY IN SERVICE DELIVERY	14
	5.1.1	Disability Equality	14-19
	5.1.2	Gender Equality	20-24
	5.1.3	Race Equality	24-27
	5.1.4	Age Equality	27-30
	5.1.5	Religion/Belief Equality	31
	5.1.6	Sexual Orientation Equality	31
	5.1.7	Gender Reassignment	32
	5.1.8	Marriage & Civil Partnership	32
	5.1.9	Pregnancy & Maternity	33
	5.1.10	Community Engagement	34
	5.2	EQUALITY IN EMPLOYMENT	35
	5.2.1	Recruitment Data	35
	5.2.2	Workforce Diversity	35-36
	5.2.3	Gender Pay Gap	36-37
	5.2.4	Flexible Working	37
	5.2.5	Childcare Scheme	37
	5.2.6	Supporting Staff With Disabilities	38

5.2.7	Workforce Training	38-39
5.2.8	Workforce Disciplinary, Grievance and Promotion	39
5.2.9	Workplace Culture	39
5.3	IMPACT AND NEEDS/REQUIREMENTS ASSESSMENTS (INRAs) AND MONITORING	40
5.3.1	Carrying out Equality Impact Assessments	40
5.3.2	Guidance for Council Officers	40
5.3.3	Quality Assuring our Impact Assessments	40-41
5.3.4	Diversity Monitoring	41
	(a) In Employment	41
	(b) In Policy Development & Service Delivery	41-42
5.3.5	Publication of our Impact Assessments	42
5.4	RESPONSIBILITY AND ACCOUNTABILITY	42
5.5	GIVING US FEEDBACK	42

APPENDICES

1	Implementing the Public Sector Equality Duty at East Cambridgeshire District Council	43-50
2	A list of the groups and organisations to be consulted in the development of this Scheme	51
3	Equality Impact Assessment: A Checklist for Officers	52-53
4	Equality Impact Assessment: Initial Screening Template	54-55
5	Equality Impact Assessment Template	56-58
6	Single Equality Scheme Feedback Form	59-61
7	Single Equality Scheme Action Plan 2012-2015	62-66

1. FOREWORD

The Single Equality Scheme is our commitment to meeting the duties placed upon us by the equality legislation. Specifically, this relates to the Equality Act 2010.

Beyond the legal duties, the scheme sets out our commitment to taking equality and human rights into account in everything we do, whether that's providing services to our local population, employing people, developing policies or communicating and involving people in our work.

It is a long-term commitment and will be regularly refreshed to ensure its continued relevance.

The scheme has been subject to consultation with our trade union representatives, Equal Opportunities Working Group, Management Team, partners and stakeholders, however, we would still very much welcome your views in shaping it further and influencing its development over time. If you would like to be involved, please write to us or complete our feedback form attached as Appendix 6. Full contact details are provided on page 42 of this document.

Councillor Peter Moakes
Leader of the Council

John Hill
Chief Executive

2. INTRODUCTION

- 2.1 Equality is about treating individuals fairly, supported by legislation designed to promote equality and eliminate discrimination and harassment. Diversity is about the recognition and valuing of difference for the benefit of the Council and the individual. Equality and diversity are not interchangeable but are interdependent. There is no equality of opportunity if difference is not recognised and valued.
- 2.2 The Equality Act came into force on 1st October 2010, providing a new cross-cutting legislative framework to protect the rights of individuals and advance equality of opportunity for all; to update, simplify and strengthen the previous legislation; and to deliver a simple, modern and accessible framework of discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.
- 2.3 The Act brought together all of the previous discrimination laws into one, and replaced a whole raft of long established legislation including the:
- Sex Discrimination Act 1975;
 - Race Relations Act 1976;
 - Disability Discrimination Act 1995;
 - Employment Equality (Religion or Belief) Regulations 2003;
 - Employment Equality (Sexual Orientation) Regulations 2003;
 - Employment Equality (Age) Regulations 2006;
 - Equal Pay Act 1970;
 - Equality Act 2006, Part 2; and
 - Equality Act (Sexual Orientation) Regulations 2007.
- 2.4 The Equality Act 2010 introduced a new public sector equality duty (see Appendix 1) with which local authorities, and other organisations exercising public functions, must comply, and replaced the previous equality duties relating to race, disability and gender. The duty is split into two parts, the general duty and the specific duties. The general duty requires local authorities to have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between those who share a relevant protected characteristic and those who do not; and
 - foster good relations between those who share a relevant protected characteristic and those who do not.
- 2.5 For these purposes the "relevant protected characteristics" are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 2.6 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.

- 2.7 The specific duties support and aid compliance with the general duty.
- 2.8 The Council has introduced a single equality scheme to develop an overall view of equality, diversity and human rights.
- 2.9 The aims and principles underpinning our single equality scheme are to:
- Develop measures and actions to ensure discrimination does not occur, whether it is direct, indirect, intentional or unintentional.
 - Positively promote equality of opportunity.
 - Challenge discrimination against people who work for the Council or who use our services.
 - Raise staff awareness and understanding of these issues.
- 2.10 The Single Equality Scheme Action Plan (Appendix 7) is our public commitment of how we plan to meet the duties placed upon us by the equality legislation, and reinforces our commitment to promoting and valuing equality and diversity in all that we do.
- 2.11 We recognise that the Council and the environment in which it operates are not static and believe that both the Scheme and the action plan should be living documents which are flexible and which meet the needs of the communities we serve.
- 2.12 Consideration of Human Rights is an important factor in the production of this Scheme. An appreciation of how the principles of Human Rights apply to Equality is vital to achieving the aims and objectives outlined in this Scheme.

3. **ABOUT EAST CAMBRIDGESHIRE AND THE COUNCIL**

3.1 **Our Community**

3.1.1 Population Size & Growth

The District of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at 84,900 (ONS mid-2010 population data). The population has increased by 11.41% since 2002, and is forecast to increase by a further 22% by 2031 (Cambridgeshire County Council Research Group).

3.1.2 Gender

The Nomis labour market statistics show that in East Cambridgeshire:

- 50.5% of the **total** population are female and 49.5% male.
- 46,300 residents are 'economically active' (i.e. people who are either in employment or unemployed), 44% female and 56% male.
- The gross weekly pay for female workers is £441 in comparison to £568 for male workers.
- The hourly rate of pay for female workers is £11.55 in comparison to £14.19 for male workers.
- As at December 2011, women account for 38% of people claiming Job Seekers Allowance (JSA), men 62%.

3.1.3 Age Structure

According to the Annual Demographic and Socio-Economic Report for East Cambridgeshire (April 2011) produced by Cambridgeshire County Council Research Group, East Cambridgeshire has an ageing population, see the population forecasts by age group below.

Age	%		
	2011	2016	2021
Under 16	19.5	19.3	18.7
16 – 19	4.2	4.0	4.2
20 – 24	5.2	4.6	4.5
25-39	16.6	15.5	15.3
40-64	36.4	35.7	34.4
65-75	9.7	11.3	11.7
75+	8.6	9.6	11.3

Despite growth in the total sizes of all age groups by 2031, the proportion of children and young people that make up the population is forecast to decrease whilst the proportion of older people increases. Significant growth may be seen in the number of people aged 65+. In 2009 17% of the population was within that age group. Should forecast assumptions hold, by 2031 that proportion may have grown again to over 26%. Conversely, the percentage of children and young people (0-19) is forecast to decrease by 2 percentage points between 2009 and 2031.

3.1.4 Migration

Migration consists of inflows (in-migration) and outflows (out-migration) of people. Net migration is the difference between those flows. Each flow is made up of internal (people who live in the UK) and international (people who come to the UK from outside) components.

The internal migration portion of the Office for National Statistics (ONS) mid-2009 population estimate for East Cambridgeshire suggests that more people came to the district from other parts of the UK than left for other parts of the UK. Net in-migration was approximately 700 people. East Cambridgeshire had the lowest absolute level out-migration and the second lowest absolute level of in-migration in the county.

International migration is extremely difficult to measure. Currently, two data sources can be used to estimate incoming migration: National Insurance Number (NINo) registrations and registrations for the Workers Registration Scheme (WRS). In 2009 approximately 1,000 people registered for NINos in East Cambridgeshire, which is 39% fewer than in 2008. Between 2002 and 2009 the largest proportion (78%) of registrations were Eastern European migrants. WRS registrations are required by migrants from the so-called A8 countries of Poland, Lithuania, Estonia, the Czech Republic, Slovenia, Latvia, Slovakia and Hungary. The scheme is due to end in April 2011. In 2009 just over 350 WRS registrations were issued in East Cambridgeshire, which was 57% fewer than in 2008.

3.1.5 Ethnicity

There has been no new data on East Cambridgeshire's ethnic diversity since the 2001 Census, see below:

Resident Population by Ethnic Group	% of Total
White	97.9
Mixed	0.7
Asian or Asian British	0.5
Black or Black British	0.3
Chinese	0.4
Other Ethnic Group	0.2

Travellers were not identified as an ethnic group in the 2001 Census though this changed in the 2011 Census (still awaiting publication). The Cambridge Area Travellers Needs Assessment 2005 estimated that in Cambridgeshire and Peterborough there were 6,080 Gypsy/Travellers, making them one of the largest minority ethnic groups in the area. East Cambridgeshire's travellers estimate was 1,060 in 2005, which equates to 1.4% of the 2005 district population.

3.1.6 Disability & Health

In 2011 it was predicted that 4,194 people in East Cambridgeshire aged 18-64 have a moderate physical disability (approx 5.2%) and 1,265 have a serious physical disability (approx 1.6%)¹. This means that 5,459 people in East Cambridgeshire aged 18-64 were predicted to have a moderate or serious physical disability (approx 6.8%).

The PANSI system predicts that in 2011, 8,399 (10.5%) people aged 18-64 in East Cambridgeshire would have a common mental health disorder, increasing to 9,742 (12%) by 2030 .

3.1.7 Religion

There has been no new data on the religious make up of East Cambridgeshire since the 2001 Census, see below:

Religion	% of Total
Christian	74.8
Buddhist	0.2
Hindu	0.1
Jewish	0.1
Muslim	0.2
Sikh	0.1
Other Religion	0.3
No Religion	15.5
Religion not stated	8.7

As shown above, the religion with the highest proportion of followers in East Cambridgeshire is Christianity.

3.1.8 Sexual Orientation

There is no statistically reliable data on the proportion of East Cambridgeshire residents who declare themselves as LGBT (lesbian, gay, bi-sexual and transgender). However, Stonewall, the national charity working for equality for lesbians, gay men and bisexuals, states that a reasonable estimate for the UK's population of LGB people would be 5-7%. In 2011, this would equate to approximately 3,117 – 4,364 people over the age of 18 in East Cambridgeshire.

According to the Terence Higgins Trust, when people are described as transgender this suggests someone who feels that some aspect of the sex and gender they were born with does not fit who they feel they really are. When people are described as transsexual this is usually used to describe a person who feels that they were born the 'wrong' sex, and who identifies

¹ The figures are from the Projecting Adult Needs and Service Information System (PANSI). The system provides population data by age band, gender, ethnic group, and by disability living allowance and guardianship for English local authorities.

with and would like to be accepted as a member of the opposite sex. No local data is available on the transgender and transsexual community in East Cambridgeshire.

3.1.9 Gender Reassignment

With regards to the transgender community, in 2011 the Gender Identity Research and Education Society estimated 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 number who have so far sought medical care is likely to be around 0.025%, and about 0.015% are likely to have undergone transition. Based on 2010 population estimates, this would equate to 849 residents of East Cambridgeshire that may be experiencing some degree of gender variance and that 12 residents are likely to have undergone transition.

3.1.10 Marriage and Civil Partnership

There has been no new data on the marital status of East Cambridgeshire residents since the 2001 Census, see below:

People Aged 16 and Over					
Single (never married)	Married	Re-married	Separated (but legally married)	Divorced	Widowed
13,980	29,354	5,084	1,248	4,327	4,645

The Civil Partnership Act 2004 came into force in December 2005. ONS statistics on the number of civil partnerships in Cambridgeshire is as follows:

2008			2009			2010		
Total	Male	Female	Total	Male	Female	Total	Male	Female
72	37	35	70	30	40	60	22	38

3.1.11 Pregnancy and Maternity

The ONS routinely collect birth registration data. Figures for 2010 indicate that there were 1,091 live births in East Cambridgeshire, 575 male and 516 female.

3.2 **Our Staff**

The Council employs 196 staff (as at 31 December 2011), and the profile of the workforce can be summarised as follows:

- 131 (67%) of staff are female and 65 (33%) male.
- 2% of the Council's employees consider themselves to have a disability.
- 91% of the Council's employees are White, 2% are of mixed ethnic origin, 1% are Asian, 1% are Chinese and the remainder have declined to state their ethnicity.

- 110 (56%) of staff are Christian, 19 (10%) are of Other religious belief, and the remainder have declined to state their religion.
- 4 (2%) are aged 19-24, 64 (32%) are aged 25-39, 123 (63%) are aged 40-64, 5 (3%) are aged 65-75. The average age is 45.
- Only 1% of Council staff are within the age range of 16-19.

3.3 Our Equality Objectives for 2012-2015

The Council has divided its equality objectives for 2012-15 into five categories, these are:

1. Knowing your community and equality mapping
2. Place shaping, leadership, partnership and organisational commitment
3. Community engagement and satisfaction
4. Responsive services and customer care
5. A modern and diverse workforce

These categories relate to the five performance areas within the Equality Framework for Local Government (a national tool for measuring progress against the equalities agenda) and reflect how the Council works internally with its own workforce, and externally in delivering services to East Cambridgeshire residents.

The Council's equality objectives for each of the performance areas is set out below:

1	Improve the data the Council has on its residents and service users to develop a better understanding of the community we serve, and ensure that we assess the implications of our decisions on the whole community.
2	Ensure that the Council commits publicly to improving the equality outcomes for the local community, and ensure that corporate and service level structures are in place to deliver and review the equalities agenda.
3	Broaden the Council's consultation processes and improve community engagement so that local residents and service users feel empowered to influence the way the Council's services are provided before priorities are agreed.
4	Continue to work to improve access to and take-up of Council services.
5	Ensure that the Council's employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.

3.4 The Council's Equality & Diversity Management Structure

The Equal Opportunities Working Group meets quarterly and is chaired by the Head of HR & Facilities Management. Membership of the Group includes Elected Members, Heads of Service and other Council staff.

The role of the group is to:

- Assist with the development of all Equality Policies and Action Plans;
- Assist with the communication and mainstreaming of equalities into Council policy and practice; and
- Co-ordinate, monitor and review the Council's performance and progress in complying with equalities legislative requirements and good practice.

The Group reports to the Council's Management Team and Personnel & Corporate Services Committee. Organisational responsibilities for implementing specific parts of the action plan rest with the Chief Executive, Deputy Chief Executive and Heads of Service. However, all managers have responsibility for promoting and supporting the mainstreaming of equality and diversity throughout the Council.

4. HOW WE DEVELOPED THE SCHEME

4.1 Mapping and Monitoring: Gathering and Using Information

4.1.1 In addition to the staff information on ethnic origin, disability, gender, age and religion, we have used information from other sources to develop the Scheme and action plan including:

- ONS mid-2010 population data
- Information from the Cambridgeshire County Council Research Group on local demographics (as at April 2011)
- ONS 2001 Census
- PANSI (Projecting Adult Needs and Service Information) System
- Nomis Official Labour Market Statistics
- Local Government Group (2010) Local Government Demographics
- The Council's Workforce Development Plan
- The Council's Sustainable Community Strategy 2011-2031
- The Council's Local Development Framework and Masterplan
- The East Cambridgeshire Domestic Violence Strategy
- The Council's Housing Strategy for People of Black and Minority Ethnic Origin, Gypsies and Travellers and Migrant Workers
- The Council's Community Safety Strategy
- Equality and Human Rights Commission (2011) Equality Act Codes of Practice (and associated guides)
- Government Equalities Office (2011) Equality Act 2010: What do I need to know? Quick Start Guides
- Government Equalities Office (2009) Working Towards Equality – achieving equality for women and men at work
- End Violence Against Women and The Equality and Human Rights Commission (2009) Map of Gaps 2: The postcode lottery of Violence Against Women support services in Britain
- Results from the Council's bi-annual staff survey
- IDeA, LGE and EHRC websites
- Qualitative data from the Cambridgeshire Diversity Officer Network raising service and employment equality issues
- Equality impact assessment of the Single Equality Scheme

4.2 Involvement and Consultation of Stakeholders

4.2.1 The Council recognises the importance of consultation in the development and implementation of its Single Equality Scheme. Involvement and consultation helps to give minority groups an opportunity to provide input about the provision of services.

4.2.2 This Scheme will be reviewed and consulted upon with Council staff, local residents, community groups, partner organisations, parish councils, the Council's Access Group and other disability organisations and associations every three years. A list of the groups and organisations consulted in the review of this Scheme is attached in Appendix 2.

5. THE SINGLE EQUALITY SCHEME

5.1 EQUALITY IN SERVICE DELIVERY

The public sector equality duty (see Appendix 1) give public bodies legal responsibilities to demonstrate that they are taking action on disability, gender, race, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership and pregnancy and maternity. The tables on pages 14-34, set out how East Cambridgeshire District Council is actively promoting equality in the access to, and delivery of, its services.

5.1.1 Disability Equality

The Equality Act 2010 (previously the Disability Discrimination Act) defines a disabled person as someone whose “physical or mental impairment has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities”. This definition covers a wide range of physical, sensory and mental disabilities, including diabetes and those with long term conditions, chronic mental health problems, learning difficulties, HIV, cancer, multiple sclerosis and mental health service users.

Please refer to Section 3.1.5 which provides predictive data on the proportion of East Cambridgeshire residents with a moderate or serious physical disability.

The Council is required to make 'reasonable adjustments' to its buildings and services so that disabled people living in East Cambridgeshire can access them. Whilst the Council is not required to make 'reasonable adjustments' which are impractical or beyond its means, failure or refusal to provide a service to a disabled person that is offered to other people is discrimination unless it can be justified. The East Cambridgeshire Access Group (ECAG) is an independent body which reviews issues relating to accessibility and disability issues.

The Council has already made progress in its approach to disability equality. This includes:

<p>Access to Council Buildings and Sites</p>	<p>Installing a hearing loop for people who are hearing impaired, in the Council Chamber for committee meetings, at the Council's Oliver Cromwell House visitor attraction, and at the Council's business units – E Space North and E Space South.</p> <p>Building ramps around the Council buildings to remove steps at entrances</p>
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	<p>and exits, and providing portable ramps for wheelchair users, including in all polling stations during the election period and in the kitchen of the Oliver Cromwell House visitor attraction.</p> <p>Making modifications at the Council's main offices to lifts, toilets and reception desk following advice from the East Cambridgeshire Access Group. There are also dedicated disabled parking bays for use by staff and visitors.</p> <p>At E-Space North, providing powered assisted doors at the entrance, accessible toilets on both floors, disabled persons lift and all corridors are sufficiently wide enough for two wheelchairs to pass. The reception desk has a lowered area for wheelchair users to complete signing-in sheets etc. There are also dedicated disabled parking bays and dropped curbs for wheelchair use.</p> <p>At E-Space South, providing an accessible toilet on the ground floor, and a dedicated disabled parking bay and dropped curb for wheelchair use.</p>
<p>Assisted Collections for Waste and Recycling</p>	<p>Providing assisted collections to residents that are unable to put out their waste and recycling because of a serious long-term illness or disability.</p>
<p>Oliver Cromwell House Visitor Attraction (Historic Building)</p>	<p>Providing an interactive kiosk at the Attraction so that any visitors unable to access the whole building can obtain a feel of the attraction via an interactive screen.</p> <p>Providing printed material and audio headsets for the Attraction.</p>
<p>The Council's Website www.eastcambs.gov.uk</p>	<p>Electronically enabling services through the Council's website making them more accessible to disabled service users.</p> <p>Providing Access Keys on the Council's website so that service users can use the keyboard to navigate to key areas.</p>

	<p>Providing 'Listen to this page' functionality on the Council's website for visually impaired service users.</p>
Translation Service	<p>Providing the services of a professional translator if a precise translation is required into an alternative format, i.e. large print, Braille, audio cassette/CD. For further information: Translation Service</p>
Parking	<p>Providing parking for blue badge holders, which is not subject to time limits, in all Council owned car parks.</p>
Ely Shopmobility	<p>Shopmobility is a scheme to provide electrically powered scooters and manual wheelchairs to help people who have limited mobility, e.g. through permanent or temporary disablement, accident, illness, or pregnancy, to shop and use the other facilities in Ely. There is no charge for using the mobility aids but the service must be pre-booked.</p>
Concessionary bus fare scheme	<p>Providing free bus travel for people who:</p> <ul style="list-style-type: none"> ▪ are registered deaf; ▪ are without speech; ▪ are prevented from obtaining a driving licence on medical grounds; ▪ are registered blind or partially sighted; ▪ have a learning disability; ▪ do not have the use of both arms; and/or ▪ are in receipt of the Higher Mobility Element of Disability Living Allowance.
Assistance for Mandatory Disabled Adaptations	<p>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).</p> <p>If the disabled adaptation work required is over £30,000 then discretionary funding in the form of a loan may also be available.</p>

	<p>This would be an interest free deferred payment loan, up to a maximum level of £20,000, for works deemed reasonable and necessary.</p>
<p>Building Control and Development Control</p>	<p>Delivering inclusive environments through the Council's planning processes. An 'inclusive' environment is one that can be properly accessed and used by everyone.</p> <p>All of the following accessibility issues are taken into account when planning social housing and other spaces through consultation with the Council's Access Group:</p> <p>Problems for wheelchair users include level changes (kerbs and stairs); narrow doorways and corridors; and controls, handles or switches that are too high to reach from a seated position as well as access to washing and toilet facilities.</p> <p>People with ambulant impairments but who do not use a wheelchair may have trouble negotiating level changes, gradients or may have insufficient clearance for walking aids.</p> <p>People with visual impairments may have problems with insufficient lighting; people with hearing impairments may find it difficult to negotiate areas with lots of hard walls and floors, resulting in poor acoustics.</p> <p>Best practice around access solutions means a greater use of facilities by everyone - in short, a better facility all-round that fulfils its potential and physically welcomes all members of the public.</p>
<p>Local Development Framework</p>	<p>The Council aims to ensure that a proportion of all new general market housing is suitable, or easily adaptable for occupation by people with disabilities (Lifetime Homes Standard or equivalent).</p> <p>Sheltered schemes for the disabled who</p>

	<p>require communal facilities, wardens or on site management and/or medical support, will be determined on a site by site basis according to need.</p> <p>The transport impact of new development is a key planning issue, and the planning design process should ensure access to a site is safe and convenient, and the needs of all users, including the disabled, are taken into account.</p>
<p>Housing Advice</p>	<p>The Council's Housing team make home visits to people who are unable to get in to the Council when they need housing advice or assistance. This often includes disabled residents.</p> <p>For clients who are wheelchair users, the team liaises with Social care and Papworth Trust to ensure that the accommodation provided meets their needs.</p> <p>The Council's Housing Team includes a designated officer for people with mental health issues who is actively involved in the Mental Health Accommodation Forum and the Mental Health Housing Sub Group, aimed at enabling people with mental health issues who are leaving hospital to access appropriate accommodation and advice.</p>
<p>Disability Sport</p>	<p>The Council believes all local residents should have the same access to sport, leisure and recreational opportunities. The Sports Development Team recognises the diverse needs of the districts residents, and is committed to making the necessary steps to ensure equal sporting opportunities for all of its residents.</p> <p><u>Disport</u></p> <p>Disport East Cambs was launched in 2005 to provide and raise awareness of sporting and recreational opportunities for people with disabilities in East Cambridgeshire. The forum consists of people from the voluntary sector, local authority and</p>

	<p>county council, schools, and parents, all of whom have an interest in developing disability sport in the district.</p> <p>Disport East Cambs aims to raise awareness of disability issues within the district, improve communication links and information on local organisations and clubs, to apply for funding to enable the delivery of activities, courses and information.</p> <p><u>The Cambridgeshire & Peterborough Disability Sports Forum (CDFS)</u></p> <p>Representatives from Sports Development teams and School Sports Partnerships have come together to form the CDFS. This group have organised the annual Youth Games Plus, Tournaments Plus and Festivals Plus. The Youth Games Plus is the biggest event in the Eastern region of it's type, and brings together students with disabilities for a range of schools across Cambridgeshire & Peterborough to take part in a range of sporting activities. The Festivals Plus is a programme of competitions enabling special needs schools to take part in meaningful competitive and non-competitive sport.</p> <p><u>Disabled Facilities at the Paradise Swimming Pool</u></p> <p>The Council owned swimming pool has a hoist to help people with specific needs in and out of the pool. It also has a stair lift to access the balcony and meeting room.</p> <p>Details of sports activities for people with disabilities are available from the ECSport website: Disability Sport</p>
<p>Supporting Staff with Disabilities</p>	<p>See Section 5.2.6</p>

5.1.2 Gender Equality

Please refer to Section 3.1.2 which provides data on the gender profile of East Cambridgeshire residents.

The Council has already made progress in its approach to gender equality. This includes:

<p>Violence Against Women (VAW) Services</p>	<p>Domestic Violence (DV) remains a priority of the East Cambridgeshire Community Safety Partnership in its Community Safety Strategy for 2011-2014.</p> <p>The Council will support and deliver on awareness raising actions as part of the Countywide Implementation Group for DV, including the delivery of a multi agency DV awareness conference.</p> <p>A Profile of Identified DV Offenders</p> <table border="1"> <thead> <tr> <th>District</th> <th>No. of Cases</th> <th>Peak Age</th> <th>Ethnicity</th> </tr> </thead> <tbody> <tr> <td>Cambridge</td> <td>114</td> <td>19-40</td> <td>68% White British 11% White Other</td> </tr> <tr> <td>East Cambs</td> <td>40</td> <td>31-40</td> <td>88% White British 8% White Other</td> </tr> <tr> <td>Fenland</td> <td>110</td> <td>31-40</td> <td>75% White British 17% White Other</td> </tr> <tr> <td>Hunts</td> <td>138</td> <td>31-40</td> <td>82% White British 6% White Other</td> </tr> <tr> <td>South Cambs</td> <td>71</td> <td>41-50</td> <td>80% White British 7% White Other</td> </tr> </tbody> </table> <p>Domestic Violence Offence Rate 2011/12 (East Cambs) Independent DV Advocacy Service (IDVAS) referrals = 93 (out of 720) 44% of these are repeats 4% male 2% disability Ages most at risk 19-25 Multi-Agency Risk Assessment Conference (MARAC) referrals 2011/12 = 24 (of 143)</p> <p>The DV agenda in Cambridgeshire is now broadening to incorporate more work on Sexual Violence, this has included the appointment of an Independent Sexual Violence Counsellor (ISVA) in addition to the established Independent Domestic Abuse counsellors (IDVA's).</p>	District	No. of Cases	Peak Age	Ethnicity	Cambridge	114	19-40	68% White British 11% White Other	East Cambs	40	31-40	88% White British 8% White Other	Fenland	110	31-40	75% White British 17% White Other	Hunts	138	31-40	82% White British 6% White Other	South Cambs	71	41-50	80% White British 7% White Other
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	<p>The Council has been actively involved in supporting a dedicated Southern Policing Division Domestic Violence Task Group and Implementation Group. Membership includes District and County Councils, Cambridgeshire Constabulary, Housing Associations, Social Services and the Voluntary Sector.</p> <p>During 2011-2012, the Group has achieved the following successes:</p> <ul style="list-style-type: none"> • Developing a Domestic Abuse Strategy for Cambridgeshire for 2012-2015. • Developing a Violence Against Women and Girls Sexual Violence action plan for 2012-13. ▪ Producing the latest 2011/12 edition of the Domestic Violence Directory online, providing details of local and national services for people affected by DV. ▪ Funding the Independent DV Advocacy Service (IDVAS) that supports victims. ▪ Joint funding a Domestic Violence and Sexual Violence Partnerships Manager and independent DV Advocates that offer counselling, support and referrals to Multi Agency Risk Assessment Conferences for victims of DV. ▪ Providing 'hide my visit' icons on the Council's DV web pages 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). The nearest refuges are at Wisbech and Cambridge City. ▪ Adopting DASH (a Risk Indicator Checklist for domestic abuse). ▪ Improving information sharing and recording across key agencies. ▪ Rolling out community-based and Freedom Programmes. ▪ Providing enhanced (LSCB-accredited) training to over 2,000 professionals. ▪ Developing a Drug and Alcohol Team DV Strategy. ▪ Increasing number of successful Court
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	<p>outcomes.</p> <ul style="list-style-type: none">▪ Providing 'move-on' accommodation in the community for those leaving refuge▪ Developing and implementing the Domestic Homicide Review framework.▪ Providing a support service in Addenbrooke's Hospital A&E.▪ Establishing a Multi-Agency Referral Unit and mainstreaming funding. <p>In addition the East Cambridgeshire Community Safety Partnership funds translations of Home Office DV literature.</p> <p>The Council's Housing Team includes a designated Domestic Violence officer who works closely with women suffering from DV. This includes:</p> <ul style="list-style-type: none">▪ Partnership working with the Domestic Violence Advocacy Service, refuge, Women's Aid, East Cambs family project, CHS floating support team, Sanctuary Housing Association, King Street Housing Society and private landlords to ensure the safety and ability of affected women to access a variety of types of accommodation to ensure their needs are met most appropriately.▪ Chairing the Domestic Violence Task group that feeds up to the Implementation group and to the Strategic Group.▪ Working closely with the Community Safety Partnership and sharing responsibility for organising the Domestic Violence Awareness day each year.▪ Attending the Multi Agency Risk Assessment Conference, which is convened monthly and is overseen by Co-ordinated Action Against Domestic Abuse (CAADA). This is for the top 10 most at risk cases in the area where agencies work together to draw up an action plan to help protect victims.▪ Managing the DAISI project which provides short term accommodation and specialist counselling for women
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	<p>at low risk of pursuit, in conjunction with the East Cambs Family Project.</p> <ul style="list-style-type: none"> ▪ Working in partnership with DHIVERSE, the Council can refer DV, rape or sexual assault victims there for support and counselling. ▪ Working closely with 3 refuges in Cambridgeshire. ▪ Working in an holistic way with victims to ensure that they are as protected as they can be and supported appropriately. <p>The designated DV officer in the Council's Housing team has undergone a vast amount of training in DV including honour based violence, occupation orders, injunctions, home owner and tenancy rights and is due to attend training on forced marriage.</p> <p>As well as having a designated officer, all housing advice staff have had some training on domestic violence to ensure that they all have an understanding of the effects of DV and are able to provide advice and support in the absence of the designated officer.</p>
<p>Women and Enterprise</p>	<p>It has been identified that for a variety of reasons, it can be more difficult for women to start up and run a business in the UK than in comparable economies.</p> <p>The Council's e-space business centres and Ely Business Hub help support entrepreneurs in the district with office space and start up advice, and female entrepreneurs are signposted to the relevant support groups and resources available, e.g. the enterprising women website: http://www.enterprising-women.org/</p>
<p>Women in Employment</p>	<p>See section 5.2.2.</p>
<p>Local Development Framework</p>	<p>Over the last 3 years, significant consultation has been carried out on the development of the Council's Local Development Framework to guide the</p>

	<p>growth of the district over the next 18 years.</p> <p>It is widely recognised that women are more likely than men to work close to home, fitting paid work around caring responsibilities. Therefore, there is a big emphasis on making new development more sustainable, particularly in the sense of being more accessible and closer to facilities and services.</p>
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5.1.3 **Race Equality**

Please refer to Section 3.1.5 which provides data on the ethnic diversity of the East Cambridgeshire population.

The Council has already made progress in its approach to race equality. This includes:

Travellers	<p>There are currently about 100 traveller families living in the district on a mix of private and Council owned sites, and there are known to be between 35 and 40 traveller families housed in social housing. In addition unauthorised encampments occur, and over the last 3 years there has been an average of 13 unauthorised caravans recorded in the district, with the numbers being higher in Summer as gypsies come to the district, or pass through for seasonal work.</p> <p>The Council provides three caravan sites for travellers: Burwell (89 pitches), Earith Bridge (13), Wentworth (89).</p> <p>The Council employs a Travellers' Liaison Officer to develop and maintain the best possible relationship between the Council, the housed community and travellers throughout the District, to oversee the management of the Council's three sites, to advise and assist travellers living on their own land with planning consent and to operate procedures in respect of unauthorised encampments.</p> <p>Circular 01/06 'Planning for Gypsy and</p>
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	<p>Traveller Caravan Sites' and the Housing Act 2004 require local authorities to take account of the housing needs of gypsies and travellers, and to ensure that there are sufficient caravan pitches available in the right locations to meet identified needs. The Government's aim is to reduce unauthorised encampments in unsuitable areas, reduce conflicts over the use of land, and increase gypsy/traveller access to healthcare and education. The Circular recognises that the likelihood of land being available and affordable within settlement boundaries is limited, and, given the working patterns of gypsies and travellers, it is likely that countryside locations will need to be considered.</p> <p>The Council's Local Development Framework will need to allocate gypsy/traveller sites in the district over the next 18 years. The criteria identified for determining allocation sites, will follow national planning policy guidance.</p> <p>According to figures from the East of England Regional Assembly (EERA) (February 2008) local authorities should plan to provide for an annual increase of 3% in the overall level of pitch provision. For East Cambridgeshire this would mean the provision of a further 46 pitches between 2011 and 2025.</p> <p>The Council's Sub-District Gypsy Needs Assessment (2007) included an analysis of the gypsy population and site locations and sought to determine future locational preferences, the type of accommodation needed (Council run or private), plot size and facility requirements. The Sub-District Assessment concluded that 56% of growth was needed in the north of the district, 18% in the central area and 26% in the south. Sites of between 2 and 10 pitches, with a minimum pitch size of 300sqm, are considered the most appropriate approach.</p>
Migrant Workers	Migration Impacts Fund Project ran from

	<p>2010 to 2011 to provide support to Migrant Workers in private rented accommodation. Activities included:</p> <ul style="list-style-type: none"> ▪ Producing a 'Live Safe' leaflet for tenants in Polish, Portuguese, Lithuanian and English informing them of their rights and responsibilities. ▪ Improving the access to, and quality of information on the Council's website to provide support for migrant workers. ▪ Carrying out housing inspections in migrant worker accommodation and reducing the number of health and safety hazards. ▪ Supporting migrant workers with housing rights and needs. ▪ Making referrals to the fire service on behalf of migrant workers for home fire safety checks. ▪ Hosting a networking event for agencies and individuals supporting migrant workers. ▪ Setting up the Ely English Language Cafe where native English speakers and English learners meet for mentoring, friendship, practising English. Attendees from over 12 different national backgrounds. ▪ Facilitating language courses at G's of Barway, a major employer of migrant workers. ▪ Working with Ely College to set up ESOL course with crèche in April 2012. ▪ Producing a good practice guide for supporting migrant workers in private rented accommodation which will be available nationally as a method for good practice.
<p>Housing Services</p>	<p>According to the Council's BME Housing Strategy (2006), in East Cambridgeshire:</p> <ul style="list-style-type: none"> ▪ BME groups are less likely to be living in social housing but more likely to be living in private rented accommodation. ▪ BME groups are less likely to be living in overcrowded accommodation or accommodation with no heating. ▪ Many migrant workers live in Houses of Multiple Occupation (HMOs).

	<ul style="list-style-type: none"> ▪ It is difficult to give housing advice to migrant workers because often their landlords are also their employers. ▪ Need identified for additional pitches for Travellers in the district. <p>The Council has introduced a licensing scheme for HMOs, which will help to provide data on the numbers of properties and workers involved.</p> <p>The Council's Housing Team includes a designated officer for migrant workers.</p> <p>The Council's Housing team make home visits to people who are unable to visit the Council when they need housing advice or assistance. This often includes hard to reach groups such as Travellers.</p>
<p>The Council's Website www.eastcambs.gov.uk</p>	<p>Online language translation is available on the Council's website providing service users with a basic tool to access the website in as many different languages as possible. Once translated, the service user is then able to navigate the entire site in their chosen language (translation not 100% accurate or fluent).</p>
<p>Translation Service</p>	<p>The Council uses the services of a professional translator if a precise translation is required into another language. For further information: Translation Service</p>

5.1.4 **Age Equality**

Please refer to Section 3.1.3 which provides data on the age profile of the East Cambridgeshire population.

The Council has already made progress in its approach to age equality. This includes:

<p>Community Safety and Community Cohesion</p>	<p>The Community Safety Partnership (including the Council) continues to support initiatives around referring young people at risk of offending and from disadvantaged backgrounds into sports and leisure activities. In 2011-12 the Partnership contributed £5,000</p>
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	<p>to a referral programme that supported 50 young people through the Bring on Summer Holidays programme. Early interventions around sports and leisure are designed to tackle offending behaviour and allow access to activities that might otherwise be difficult for such individuals to participate in.</p> <p>The Partnership provides frequent market stalls and stands for awareness raising to address key themes such as:</p> <ul style="list-style-type: none">▪ Alcohol awareness▪ Drugs awareness▪ Services and how to access them▪ Anti Social Behaviour▪ Youth Work <p>The Council contributes to an Anti Social Behaviour (ASB) Case Group at which individual offenders' cases are reviewed. Opportunities arise to offer training/funding for individuals with Acceptable Behaviour Contracts (ABCs) or Anti Social Behaviour Orders (ASBOs) who have kept to their agreements.</p> <p>The Partnership helps to support the Prolific and Priority Offender (PPO) scheme, which again includes a client base of individuals from predominantly socially disadvantaged backgrounds. Small amounts of funding are used as interventions to allow PPO's to integrate back into communities and access training opportunities/housing/support. All of this is done in the context of preventing reoffending, but also does tackle marginalisation of individuals and their difficulties in accessing services.</p> <p>The Partnership is also currently supporting a number of youth work projects in Ely. An example of this is the Street Based Youth Work project which aims to provide detached youth work engagement in some of the most deprived wards in the district. The project aims to reduce actual and perceived rates of anti social behaviour and to offer support and further referrals to sports/arts and training programmes to the most vulnerable.</p>
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<p>Local Development Framework</p>	<p>The district faces a major challenge in increasing the provision of housing for elderly person households. Increasing provision for the elderly can bring wider community benefits from releasing under-occupied housing back into both the public sector and general housing market. The Council will therefore aim to ensure that a proportion of all new general market housing is suitable, or easily adaptable for occupation by the elderly (Lifetime Homes Standard or equivalent).</p> <p>Sheltered schemes for the elderly who require communal facilities, wardens, or on site management and/or medical support will be determined on a site by site basis according to need.</p>
<p>Senior's Physical Activity</p>	<p><u>Mature & Active Programme</u></p> <p>The EC Sport Mature & Active programme is a project lead by East Cambridgeshire District Council that brings together physical activity, sport and leisure and promotes healthy living for people over the age of 55 within East Cambridgeshire. From badminton to T'ai Chi to tea dances, the Council aims to coordinate, promote and deliver activities in all pockets of the district, making activities accessible and affordable.</p> <p><u>Heart Beat Health Walks</u></p> <p>'Heart Beat Health Walks' have been organised in partnership between East Cambridgeshire District Council and Cambridgeshire Community Services.</p> <p>Walks are for people who may be less active but who would like to kick-start a healthier lifestyle. Walks will be on routes accessible for wheelchairs and prams and open to everyone of all abilities and will only take around 30 minutes.</p> <p>Details are available from the EC Sport website: http://sports.eastcambs.gov.uk/content/mature-active</p>

<p>Homelessness Service</p>	<p>The Council is part of the Cambridge link which means that when young people (under 28) become homeless or are threatened with homelessness, the Council can complete one common referral form with them and all their details are on a central database. This means that:</p> <ul style="list-style-type: none"> a) the individual does not have to fill out several homeless application forms at a time when they may be very anxious; and b) if they are turned down for accommodation by one Housing Association, they could be offered accommodation by another without them having to re-apply.
<p>Housing Advice Service</p>	<p>The Council's Housing team makes home visits to older people to:</p> <ul style="list-style-type: none"> ▪ give them housing advice; ▪ ensure that they can access all aspects of the Housing service; and ▪ make sure that they are assisted with the bidding process of Home-Link if required (http://www.home-link.org.uk/). <p><u>Floating Support</u></p> <p>Floating Support is a central part of local homelessness strategies. It is mainly used for those with low to medium support needs, enabling them to live in their own accommodation and therefore has a key preventative role.</p> <p>Effective floating support services can be highly cost-effective, preventing tenancy failure and building an individual's long-term resilience and ability to live independently. Floating Support may be a particularly relevant service for young people leaving care.</p> <p>For floating support services - i.e. accessing the benefit system, needing support to move house or with any tenancy issues - the Council's Housing team refer young people to the Young People's Floating Support Scheme and older people to Cambridge Housing Society.</p>

5.1.5 **Religion/Belief**

Please refer to Section 3.1.7 which provides data on the religious make up of East Cambridgeshire.

The Council has started to make progress in its approach to religion and belief equality. This includes:

<p>Community Safety and Community Cohesion</p>	<p>The Council is working with the Police and Sanctuary Housing to:</p> <ul style="list-style-type: none"> a) task a multi-faith organisation to deliver exhibitions and events in East Cambridgeshire on community safety and cohesion issues to fill gaps in service and identify those most in need of support in the community. b) form a community tension-monitoring group to meet on a quarterly basis.
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5.1.6 **Sexual Orientation**

There is no statistically reliable data on the proportion of the East Cambridgeshire population who declare themselves as LGBT (lesbian, gay, bi-sexual and transgender), please refer to Section 3.1.8.

The Council has started to make progress in its approach to equality on the grounds of sexual orientation, this includes:

<p>LGBT Cambridgeshire</p>	<p>East Cambridgeshire District Council recognises that feeling comfortable in the workplace has numerous benefits for an individual and an organisation, therefore the Council supported the development of LGBT Cambridgeshire. The aim of this network is to bring together support available to LGBT colleagues that work in the public sector in the county.</p>
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5.1.7 **Gender Reassignment**

There is no local data on the proportion of the East Cambridgeshire population who have undergone gender reassignment. However, Section 3.1.9 gives an indication of the likely proportion based on national guidance.

Gender reassignment is a new ‘protected characteristic’ introduced by the Equality Act 2010. At this time the Council does not have any evidence to demonstrate how it is actively promoting equality in the access to, and delivery of, its services for this equality group.

5.1.8 **Marriage and Civil Partnership**

Please refer to Section 3.1.10 which provides data on the marital status and number of civil partnerships in East Cambridgeshire.

Marriage and civil partnership is a new ‘protected characteristic’ introduced by the Equality Act 2010. The Council has started to make progress in the access to, and delivery of, its services for this equality group, this includes:

<p>Marriage, Civil Partnerships & Ceremonies</p>	<p>Under current legislation a civil marriage can only take place between a man and a woman whilst a civil partnership can only take place between two men or two women.</p> <p>A civil marriage or civil partnership ceremony can take place in any registration office in England and Wales, or in a licensed room at a venue approved by the relevant local authority.</p> <p>Legislation introduced in December 2011 also allows for civil partnership registration in religious buildings, provided the room(s) have been licensed for the purpose by the local authority.</p> <p>Cambridgeshire County Council is the relevant authority for the East Cambridgeshire district. For further information visit their website at: www.cambridgeshire.gov.uk</p>
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5.1.9 Pregnancy & Maternity

Please refer to Section 3.1.11 which provides data on the birth rate in East Cambridgeshire.

Pregnancy and maternity is a new ‘protected characteristic’ introduced by the Equality Act 2010. The Council has started to make progress in the access to, and delivery of, its services for this equality group, this includes:

<p>Childcare in East Cambridgeshire</p>	<p>The Council supports the Families and Childcare Information Service which provides the public with up-to-date and accurate information on the childcare services available in East Cambridgeshire. They work closely with under-8s advisers and childcare providers. Visit their website at: www.familiesandchildcare.org.uk</p>
<p>Ely Shopmobility</p>	<p>Shopmobility is a scheme to provide electrically powered scooters and manual wheelchairs to help people who have limited mobility, e.g. during pregnancy, to shop and use the other facilities in Ely. There is no charge for using the mobility aids but the service must be pre-booked.</p>

5.1.10 Community Engagement

The Localism Act requires local partners to work together and with communities to develop services that are relevant and delivered at the most local level possible.

The Council recognises the importance of consultation and community engagement with different audiences, including individual residents, partner organisations and parish councils in the development and implementation of its responsibilities for equality and diversity. Involvement and consultation helps to give minority groups an opportunity to provide input about the provision of services.

The Council's Community Engagement Policy states that it aims to support strong, active and inclusive communities, who are informed and involved in decision-making and who enable the Council to improve public services to enhance quality of life across East Cambridgeshire. The Strategy recognises that engagement should not be a one-off activity, but provide the fundamental basis of everything the Council does.

Good examples of consultation and community engagement at the Council include:

- The Annual Strategic Assessment – which gathers opinions on community safety issues around hard-to-reach groups.
- Quarterly Neighbourhood Panels - where local people can request action about issues of concern in their immediate area.
- Consulting on the development of the Council's Local Development Framework has been carried out over the last 3 years on potential policy options to guide the growth of the district over the next 18 years.
- Development of the Council's Register of Consultees - where the Council invites members of the public and local groups to join a ready panel of interested parties who have agreed to comment on proposed policy and service changes.
- Consulting with specialist groups, individuals, associations and organisations, e.g. the East Cambridgeshire Access Group and/or Papworth Trust on accessibility issues for disabled service users.
- The 'ShapeYourPlace' community website being launched in April 2012 with our Cambridgeshire partners including the County Council, Police and Fire and Rescue Service.

5.2 EQUALITY IN EMPLOYMENT

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

To inform our priority areas for improvement we have gathered evidence from our equality monitoring data, equality impact assessments and consultation with staff, including our staff survey.

5.2.1 Recruitment Data

- During the period 1st April 2011 to 31st March 2012, the Council recruited to 33 vacancies and received a total of 533 applications.
- Of the total applications received, 113 candidates were shortlisted and 420 were not shortlisted.
- Of the shortlisted candidates:
 - 89% were White, 1% were Mixed, 1% were Black, 1% were Chinese and 8% declined to state.
 - 46% were male, 46% were female and 8% declined to state.
 - 6% were disabled, 88% were not disabled and 6% declined to state.
 - 6% were aged between 17-24, 43% between 25-39, 17% between 40-49, 19% between 50-59, 4% between 60-74 and 11% declined to state.
 - 51% were Christian, 1% Muslim, 15% Other and 33% declined to state.
- Of the candidates who were not shortlisted:
 - 72% were White, 1% were Mixed, 2% were Asian, 1% were Black, 0.5% were Traveller/Gypsy, 0.2% were Chinese and 23.3% declined to state.
 - 46% were male, 20% were female and 34% declined to state.
 - 3% were disabled, 74% were not disabled and 23% declined to state.
 - 23% were aged between 17-24, 34% between 25-39, 10% between 40-49, 8% between 50-59, 2% between 60-74 and 23% declined to state.
 - 42% were Christian, 2% Hindu, 1% Muslim, 16% Other and 39% declined to state.

5.2.2 Workforce Diversity

Key Observations

- The Council employs 196 staff (as at 31 December 2011).
- 131 (67%) of staff are female and 65 (33%) male. The gender breakdown in local government nationally is 75% female and 25% male².

² Data obtained from the Local Government Demographics report produced by the Local Government Association Analysis and Research Team (October 2010).

- Female employees form the greater proportion of both the Council's full-time and part-time workforce, with 14% more full-time female employees than full-time male employees and 66% more part-time female employees than part-time male employees.
- 6 females (60%) and 4 males (40%) fall within the top 5% of earners.
- There are no Black and Minority Ethnic (BME) staff or disabled employees at senior grades.
- 2% of the Council's employees consider themselves to have a disability.
- 91% of the Council's employees are White, 2% are of mixed ethnic origin, 1% are Asian, 1% are Chinese and the remainder have declined to state their ethnicity.
- 110 (56%) of staff are Christian, 19 (10%) are of Other religious belief, and the remainder have declined to state their religion.
- 4 (2%) are aged 19-24, 64 (32%) are aged 25-39, 123 (63%) are aged 40-64, 5 (3%) are aged 65-75. The average age is 45.
- 48% are married, 9% are single, 1% are widowed and the remainder are unknown.
- Only 1% of Council staff are within the age range of 16-19.
- For the period 1st January to 31st December 2011, 25 members of staff left the Council's employment. This equates to a turnover rate of 12.9%. Of the 25 employees, 15 were male and 10 female. All of the leavers were White British, and 1 was disabled. The majority of leavers were in the 25-39 age bracket (32%).

Areas for Improvement

- To employ more people of school leaving age (16-19) by attending more career fairs and providing opportunities for apprenticeships.
- To provide more opportunities for disabled people to work for the Council through our arrangement with the Papworth Trust.
- To monitor local demographics and engage with existing and new communities.
- To develop more innovative recruitment and retention strategies and working practices to attract a more diverse workforce.

5.2.3 Gender Pay Gap

Key Observations

- Across the Council's pay scales, this higher proportion of females to males is quite evenly reflected, although women do account for a much higher proportion – 72% – of the lower grades (i.e. Scales 1-4). The reason for this being that the majority of these lower graded posts are administrative assistants, customer service advisors and facilities posts which more commonly attract female applicants because they are part time/job-share and fit around their childcare or other domestic commitments.
- As at December 2011:
 - Middle management, technical, professional posts (largely Grades 5-8) are 55 female (65%) and 30 male (35%).

- Senior professional and Principal Officer posts (largely Grades 9-11) are 14 female (61%) and 9 male (39%).
- Heads of Service posts are 6 female (75%) and 2 male (25%). All three levels appear to quite closely reflect the gender breakdown of the Council as a whole, and there does not appear to be any equalities issues from the data.

Areas for Improvement

- To develop a greater understanding of the gender split between different types of work at the Council and develop strategies to encourage women and men into areas where they are under-represented.
- Investigate the impact of maternity leave on career progression at the Council, including the roles that women return to, information given when on leave, the impact on working patterns, management responsibilities and corporate culture.

5.2.4 Flexible Working

Key Observations

- The right to request flexible working has been extended to all employees.
- Employees over the age of 55 have the right to request flexible retirement.
- 61% of staff are employed on a full time basis and 39% part-time.
- Of the total number of part time staff, 83% are women and 17% are men.
- During 2011-12, 12 flexible working requests and 4 flexible retirement requests were received. 88% of the requests received were approved.
- Of the 16 flexible working requests received, 12% were from male members of staff.

Areas for Improvement

- Ensure that male staff are fully aware of the flexible working options including part-time opportunities and reduce the difference between male and female employees taking up part-time working.

5.2.5 Childcare Scheme

Key Observations

- For the period 1st January to 31st December 2011, 7 female employees commenced maternity leave (3.6% of total staff).
- Eligible employees 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.
- As at 31 December 2011, 15 members of staff were accessing the Scheme, 11 women (73%) and 4 men (27%).

5.2.6 Supporting Staff with Disabilities

Key Observations

- 2% of the Council's employees consider themselves to have a disability.
- The Council has engaged in an agreement with the Papworth Trust that identifies the Trust as a key source of disabled candidates for employment opportunities within the Council.
- The Papworth Trust provides support to employees who develop a disability or health related issue that constitutes a threat to their continued employment.
- Quarterly meetings are held (where necessary) between Papworth Trust, disabled employees, line managers and HR to provide an integrated approach to supporting the disabled member of staff in the workplace.
- Processes in place to effectively manage reasonable adjustments and redeployment (see the Council's Attendance Management and Stress at Work Policy and Procedure).
- Liaise with Access to Work and provide specialist equipment where required.

Areas for Improvement

- Re-introduce disability awareness training for all Council staff.
- Improve line managers' capabilities in supporting staff with disabilities.

5.2.7 Workforce training

The Council is committed to offering learning and development opportunities to all staff, and will work in a targeted way to ensure all staff can access training and are able to use the skills required for their career progression.

Key Observations

- For the period 1st January to 31st December 2011, Council staff attended a total of 606 training courses, including in-house, external and professional. Our monitoring data tells us that the attendance on training courses was:
 - 65% female and 35% male.
 - 92% were White, 2.3% were Mixed ethnic origin, 0.3% were Asian, and the remaining 5.4% were Unknown.
 - 2.3% were disabled.
- This data tells us that take-up of training opportunities within the Council across all equality groups is proportionate.
- Learning agreements provide staff with paid leave to complete professional qualifications.
- Large proportion of in-house training provision delivered by Council officers, including Freedom of Information/Data Protection, Preparing Committee Reports, Bribery Act, Appraisee/Appraiser, Staff Induction and ICT.

Areas for Improvement

- Review questions asked in the Council's bi-annual staff survey to identify any obstacles to obtaining training.

5.2.8 Workforce Disciplinary, Grievance and Promotion

Key Observations

- The Council has effective disciplinary and grievance procedures in place.
- Systems are in place within HR to monitor cases of discipline and grievance against equalities data.
- Bite size training sessions/clinics for managers on key HR policies and practices, i.e. discipline, grievance, performance management as required.

Areas for Improvement

- Introduce formal arrangements for succession planning.

5.2.9 Workplace Culture

Key Observations

- The Council has developed, publicised and promoted a Dignity at Work Policy for dealing with cases of bullying and harassment.
- The Council has developed, publicised and promoted a Community Safety Strategy and Plan, which sets out the priorities and action that the Council is taking in relation to community safety issues, including domestic violence and anti-social behaviour.
- The Council offers support to staff on a range of issues that may affect their personal well-being, financial and mental health, including counselling and 'mini medicals' with the Occupational Health Nurse.
- Equalities awareness training has been provided to all Council staff and elected Members.
- The Council has in place an Equal Opportunities Working Group that meets quarterly.

5.3 IMPACT AND NEEDS/REQUIREMENTS ASSESSMENTS (INRAS) AND MONITORING

5.3.1 Carrying out Equality Impact Assessments

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 Impact and Needs/Requirements Assessment process (INRA), also known as an equality impact assessment, 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.

Carrying out an INRA at the start of the policy development process allows the policy holders to identify, at every step, what the consequences may be to different groups, and whether a policy should adopt a certain direction/approach/criterion or eligibility requirement or whether there are any opportunities to promote equality.

In this section, the term 'policy' needs to be understood broadly to include all Council policies, strategies, functions, activities and decisions.

5.3.2 Guidance for Council Officers

A checklist has been developed for Council officers to guide them through the impact assessment process (see Appendix 3). In the first instance, the officer would complete an Initial Screening Template (see Appendix 4) to scope the impact and decide whether a full impact assessment (INRA) is required. If this identified the need for a full impact assessment, then the officer would complete the detailed INRA template (see Appendix 5).

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 actions so this can inform decision making.

5.3.3 Quality Assuring our Impact Assessments

The Chief Executive, Deputy Chief Executive and Heads of Service are responsible for reviewing and signing off completed impact assessments relevant to their service areas.

In addition, the Council has set up Scrutiny and Verification Panels, comprising of two to four members from the Council's Equal Opportunities Working Group. The role of the panels are to:

- (1) Review and challenge completed impact assessments.
- (2) Ensure that all Council officers, when developing/revising policies and practices, give appropriate consideration to how people access the services they provide and the implications of the policies they develop for all groups in the local community.
- (3) Challenge whether the Council is meeting all the requirements of the public sector equality duty.
- (4) Challenge whether the policy/practice is seeking to improve the quality, responsiveness and accessibility of local public services.
- (5) Help to improve consultation, especially with hard-to-reach groups.
- (6) Help officers to step back from day-to-day service delivery, and to consider the impact of their policies/practices on the whole community.
- (7) Ensure that completed impact assessments are suitable for publication on the Council's website for public inspection.
- (8) Ensure that any differential impact is reported to the appropriate Committee before any changes to service provision are made.

5.3.4 Diversity Monitoring

a) In Employment

The Council successfully monitors the diversity of its workforce in relation to age, gender, ethnic origin, religion/belief, disability, marital status.

In employment, equality monitoring can help us to:

- measure the make-up of our workforce and compare it to national data;
- analyse HR practices and procedures to see how they affect different groups of employees; and
- understand the causes of any pay gap by group.

b) In Policy Development & Service Delivery

The Council's Customer Relationship Management (CRM) system collects and stores details of the Council's customers and the services they are accessing. Diversity monitoring data is collected for customers who register on-line.

In policy development equality monitoring can help us to understand:

- whether the policy is likely to have the intended effect;
- how proposed policies might affect particular groups; and
- how we can amend policies to eliminate discrimination and promote equality.

In service delivery, equality monitoring can help us to understand:

- the needs of service users;
- which groups are using our services;
- which groups are not using our services;
- how to reach under-represented groups;
- how satisfied different groups are with our services;
- differences in service outcomes; and
- how to use our resources better.

5.3.5 Publication of our Impact Assessments

The Council is committed to publishing the results of our impact assessments. These are available on the Council's website at: www.eastcambs.gov.uk. Copies of impact assessments can also be made available on request.

5.4 RESPONSIBILITY AND ACCOUNTABILITY

The Council's Chief Executive has overall responsibility for making sure that we carry out the actions in this Scheme. Actions have been allocated to the relevant Heads of Service across the Council. They are responsible for carrying these out and reporting on progress. The HR section will monitor the Council's progress.

The Council's Single Equality Scheme will be reviewed and updated every three years. Progress against the action plan will be monitored annually and reported to the Council's Personnel & Corporate Services Committee.

5.5 GIVING US FEEDBACK

The Council welcomes feedback on its Single Equality Scheme. You can do this by either completing and returning the Consultation Response Form in Appendix 6 or by contacting us using the information below:

Principal HR Officer
The Grange
Nutholt Lane
Ely
Cambridgeshire
CB7 4EE

Telephone: 01353 665555
Email: equalities@eastcambs.gov.uk

Implementing the Public Sector Equality Duty at East Cambridgeshire District Council

What is the Public Sector Equality Duty?

The public sector equality duty came into force on 5 April 2011 and encourages public bodies to engage with the diverse communities affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different groups, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The equality duty consists of a general duty, with three main aims, and specific duties designed to help public bodies meet the general duty. The specific duties came into force on 10 September 2011.

The Council was previously subject to three separate equality duties relating to race, disability and gender equality. Each was underpinned by further duties in secondary legislation (specific duties) with different features, timescales and reporting requirements. Section 149 of the Equality Act 2010 consolidates and harmonises the race, gender and disability duties into one and has extended coverage of the duty to include:

- age
- disability
- gender reassignment
- marriage and civil partnership (but only in respect of eliminating unlawful discrimination)
- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation.

There is now one set of general and specific duties for the Council to follow.

The General Duty

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

1. eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
2. advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
3. foster good relations between people who share a protected characteristic and people who do not share it.

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 general duty also applies to contractors who are in the process of 'exercising public functions'. This means that private companies, charities, social enterprises and other voluntary organisations delivering public services must give 'due regard' to the general duty. Staff involved in commissioning and procurement need to have a good understanding of the equality duty.

The Specific Duties

The specific duties regulations are intended to support the Council to meet the requirements of the public sector equality duty. The specific duties regulations will require the Council to publish:

- a) information to demonstrate the Council's compliance with the equality duty by 31 January 2012 and thereafter, at least annually.
- b) one or more equality objectives by 6 April 2012, and thereafter at least every four years. Equality objectives must be specific and measurable.

There are three steps to the specific duties:

1. information analysis;
2. equality objectives; and
3. publication.

Information Analysis

The Council has to demonstrate compliance with the duty by publishing information no later than 31 January 2012 and at intervals of no more than a year. The information published must include:

- information relating to employees who share protected characteristics; and
- information relating to service users who are affected by the Council's policies and practices, who share protected characteristics.

The information about employees could include:

- the make-up of the overall workforce;
- the gender pay gap and pay equality issues;
- recruitment and retention rates for staff with different protected characteristics;
- applications for flexible working and their outcomes for different protected characteristics;
- applications for learning and development opportunities and their outcomes for staff with different protected characteristics;
- grievances and disciplinary issues for staff with different protected characteristics.

Published information could also include details of policies and programmes that have been put in place to address equality concerns within the workforce, and information from staff surveys.

The information about policies and services could include:

- the number of people with different protected characteristics who access and use services in different ways;
- customer satisfaction levels and informal feedback from service users with different protected characteristics and results of consultations;
- complaints about discrimination and complaints from people with different protected characteristics;
- service outcomes for people with different protected characteristics.

Published information could also include details of policies and programmes that have been put in place to address equality concerns in service delivery.

The specific duties do not require public bodies to ask every member of staff or service user about such issues as their age, sexual orientation, or religious beliefs. It will be for individual public bodies to decide whether such information is necessary for them to demonstrate their compliance with the Equality Duty.

The Council should cover all of the protected characteristics and can use the following ways to collect the information:

- national statistics;
- staff satisfaction surveys;
- HR records;
- equal opportunities monitoring forms;
- evidence of involvement, engagement and consultation; and
- equality impact assessments.

Equality Objectives

The Council must prepare and publish one or more specific and measurable equality objective/s which focus on the biggest equality challenges facing the Council. The objective/s must be published no later than 6 April 2012 and subsequently at intervals no greater than four years. To make them effective, the objectives should be based on evidence, state what steps are being taken to achieve them, and list who is responsible in particular areas.

Publishing the Information

The Council must publish the information and objectives in a place which is accessible to staff and the public.

Public Sector Equality Duty - Information Analysis

<u>Information Required</u>	<u>What information we already have available</u>	<u>Is this information being published?</u>	<u>What is missing?</u>	<u>Action Required</u>
The make-up of the overall workforce	<p>Key workforce statistics are evidenced in the Council's Single Equality Scheme (5.2.2) and Workforce Development Plan, including:</p> <ul style="list-style-type: none"> ▪ number of staff ▪ gender breakdown ▪ % full-time and part-time ▪ ethnicity profile ▪ age profile ▪ disability profile ▪ religion/belief profile ▪ marital status ▪ pregnancy rates (see 5.2.5) <p>These documents are updated every three years.</p>	Yes – on the website and Intranet.	No data collected on sexual orientation or gender reassignment	<p>No action to collect data on sexual orientation and gender reassignment – the Council does not think this information is necessary to demonstrate our compliance with the duty.</p> <p>Instead, we will use the Council's Single Equality Scheme to give an indication of the likely proportion of LGBT staff based on national guidance.</p>
The gender pay gap and pay equality issues	<p>The proportion of male to female staff at different pay scales is evidenced in the Single Equality Scheme (5.2.3).</p> <p>Equal pay audit carried out as at 1 April 2007 providing a detailed comparison between rates of pay and gender.</p>	<p>The Scheme is published on the website/Intranet.</p> <p>The equal pay review was not published due to the sensitive nature of the data.</p>	Pay gap information for other protected groups.	Equal pay audit to be reviewed and updated by HR. To include pay gap information for other protected groups. Summary data to be published that does not disclose sensitive information.
Recruitment data	<p>The diversity monitoring data for all job applicants, including gender, ethnicity, religion, disability and age is recorded by HR and reported to MT annually. Key recruitment statistics are evidenced in the Council's Single Equality Scheme (5.2.1).</p>	<p>Annual report to MT.</p> <p>The Scheme is published on the website/Intranet.</p>	Diversity monitoring data only collected for six equality strands.	Management Team to consider expanding the collection of diversity monitoring data. Does the Council think this information is necessary to demonstrate our compliance with the duty?

<u>Information Required</u>	<u>What information we already have available</u>	<u>Is this information being published?</u>	<u>What is missing?</u>	<u>Action Required</u>
Retention rates	<p>The diversity monitoring data for all leavers, including gender, ethnicity, religion, disability and age is recorded by HR. The turnover rate of staff is recorded and reported to MT and the Personnel & Corporate Services Committee quarterly and annually.</p> <p>Leaver statistics are evidenced in the Council's Single Equality Scheme (5.2.2).</p> <p>Results from staff surveys will indicate if there is any issue/area of concern that staff wish to complain about.</p>	<p>The turnover rates are made available in a Committee report which is a public document.</p> <p>The Scheme is published on the website/Intranet.</p> <p>Results are published internally only.</p>	<p>Diversity monitoring data only collected for six equality strands.</p> <p>As above.</p> <p>No data is published externally.</p>	<p>Management Team to consider expanding the collection of diversity monitoring data. Does the Council think this information is necessary to demonstrate our compliance with the duty?</p> <p>As above.</p> <p>No action to publish this data. With less than 200 staff, issues raised may be too easily identifiable.</p>
Applications for flexible working and their outcomes	<p>HR maintain a spreadsheet of flexible working requests including the diversity monitoring data for all applicants. Flexible working statistics are evidenced in the Council's Single Equality Scheme (5.2.4).</p>	<p>The Scheme is published on the website/Intranet.</p>	<p>N/a</p>	<p>N/a</p>
Applications for learning and development opportunities	<p>All training requests are logged on the HR database against the individual's personal record. The database also captures diversity data. Training statistics are evidenced in the Council's Single Equality Scheme (5.2.7).</p>	<p>The Scheme is published on the website/Intranet.</p>	<p>Details of staff who do not take up training.</p>	<p>Map the staff who do not take up training – is there a reason for this?</p>
Grievances and disciplinary issues for staff	<p>Diversity monitoring data for all members of staff who are subject to discipline and grievance proceedings is maintained by HR.</p>	<p>No - due to the sensitive nature of the data.</p>	<p>No data is published.</p>	<p>No action to publish this data. With less than 200 staff, staff subject to disciplinary/grievance proceedings would be too easily identifiable.</p>

<u>Information Required</u>	<u>What information we already have available</u>	<u>Is this information being published?</u>	<u>What is missing?</u>	<u>Action Required</u>
The number of people who access and use services in different ways	<p>The Customer Relationship Management (CRM) system collects and stores details of the Council's customers and the services they are accessing. The Customer Services team produces statistics on the number of people contacting the Council by telephone.</p> <p>Customer Services Team Leader notifies Head of ICT&CS of departmental visitor statistics.</p> <p>Section 5 of the Single Equality Scheme sets out how the Council is actively promoting equality in the access to, and delivery of, its services.</p> <p>Details of service users are evidenced in the relevant equality impact assessments (INRA).</p> <p>Feedback from any consultation carried out.</p>	<p>No.</p> <p>No.</p> <p>Yes - the Scheme is published on the website/Intranet.</p> <p>Yes – on the Council's website.</p> <p>Yes – where evidenced in Committee report and/or INRA.</p>	<p>Corporate decision that diversity monitoring data will not be collected at first point of contact via telephone, only for customers who register on-line.</p>	<p>No action to collect additional data on service users – the Council does not think this information is necessary to demonstrate our compliance with the duty.</p> <p>Customer Services Team Leader to meet with Head of ICT&CS to discuss the production of statistics from CRM if required.</p> <p>We will continue to use the Single Equality Scheme to give an indication of the likely proportion of people accessing the Council's services.</p>

<u>Information Required</u>	<u>What information we already have available</u>	<u>Is this information being published?</u>	<u>What is missing?</u>	<u>Action Required</u>
Customer satisfaction levels and informal feedback from service users	Customer Feedback forms available at reception.	No.	Current form is not clear and feedback is not regularly encouraged.	<p>Improve processes for seeking customer feedback, e.g. improved feedback form, sample call back to customers asking them about their experience in contacting the council and accessing services, trial voting system in the reception area for a set period (i.e. one day or one week) on the experience they have received.</p> <p>Introduction of 'Shape Your Place' – a website giving residents of East Cambridgeshire the power to report problems in their neighbourhood, share good ideas, news and events.</p>
Results of consultations	<p>Consultation is routinely carried out through the Council's Neighbourhood Panels which are held quarterly.</p> <p>Consultation is carried out through the Council's Consultee Register.</p>	<p>Yes – notes and actions are published on the Council's website.</p> <p>In the majority of cases, results of consultations are evidenced in the relevant equality impact assessments (INRA) or final policy documents.</p>	<p>Need to increase participation from members of the local community.</p> <p>Different approach to consultation in different service areas.</p>	<p>New Community Development and Engagement Officer in post to actively manage the Council's community engagement agenda.</p> <p>New Community Engagement Strategy.</p> <p>Introduction of 'Shape Your Place' – a website giving residents of East Cambridgeshire the power to consult online.</p>

<u>Information Required</u>	<u>What information we already have available</u>	<u>Is this information being published?</u>	<u>What is missing?</u>	<u>Action Required</u>
Complaints about discrimination	Management of complaints has been devolved to Heads of Service.	No.	A corporate complaints register.	Review current arrangements for management of corporate complaints.
Service outcomes for people with different protected characteristics	<p>Some service areas do have the capability to run reports on service users and outcomes, e.g. the number of people who have submitted planning applications and how many of those were approved/refused.</p> <p>The Single Equality Scheme Action Plan sets out what action the Council is taking to achieve particular service outcomes for people with different protected characteristics.</p> <p>Details of service users are evidenced in the relevant equality impact assessments (INRA).</p> <p>Feedback from any consultation carried out.</p>	<p>Statistics provided to central government.</p> <p>Yes - the action plan is published on the website/ Intranet.</p> <p>Yes – on the Council's website.</p> <p>Yes – where evidenced in Committee report and/or INRA.</p>	<p>Limited data on service users and outcomes.</p> <p>Corporate decision that diversity monitoring data will not be collected for service users at the first point of contact (unless they register on-line).</p>	<p>No action to collect additional data on service users – the Council does not think this information is necessary to demonstrate our compliance with the duty.</p> <p>We will continue to use the Single Equality Scheme action plan to demonstrate what action the Council is taking to achieve particular service outcomes for people with different protected characteristics.</p>

APPENDIX 2 - CONSULTEES

East Cambridgeshire District Council
Equal Opportunities Working Group
(EOWG)
Cambridgeshire County Council
South Cambridgeshire District
Council
Huntingdon District Council
Fenland District Council
Cambridge City Council
City of Ely Council
City of Ely Perspective,
Menter (E of England BME network),
Cambridgeshire Fire and Rescue
Service
Cambridgeshire Primary Care Trust
(PCT)
East of England Local Government
Association (EELGA)
Cambridgeshire Police Authority
Sanctuary Housing Association
Care and Repair
Papworth Trust
Social Services
Cambridge Campaign for Tackling
Acquired Deafness
King Street Housing Society
Travellers' Liaison Officer
Parkside Police Station
Newmarket and District CAB
Anti-social Behaviour Case Group
Cambridgeshire & Peterborough
Probation Trust
Anglia Revenues Partnership
Age Concern Cambridgeshire
East Cambridgeshire Access Group
Church Groups
Isle of Ely Women's Institute
Olive Tree Fellowship
The Lantern Centre
The Salvation Army
Friends Families & Travellers
Community Base
Cambridgeshire Voluntary Action
Group
Neighbourhood Panels
Individuals on the Council's
Consultation Register.

APPENDIX 3: EQUALITY IMPACT ASSESSMENTS (INRA) – A CHECKLIST FOR OFFICERS

What is an Equality Impact Assessment (INRA)?

As part of any effective policy development process, it is important to consider any potential risks to those who may be affected by the policy's aims or by its implementation. The Impact and Needs/Requirements Assessment process (INRA) - also known as an equality impact assessment - 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 of the Public Sector Equality Duty.

'Policy' needs to be understood broadly to include all Council policies, strategies, functions, and decisions.

1	INITIAL SCREENING
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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 impact assessment (INRA) is required.

The following questions can help you to determine whether a full INRA 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 impact assessment is required, go to Stage 2. If not, your IST will need to be countersigned by your Head of Service and forwarded to the Principal HR Officer (go to Stage 3).

2	FULL IMPACT ASSESSMENT (INRA)
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a)	Establish clear aims and objectives	<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? ▪ <u>How will the policy be put into practice?</u>
b)	Gather information/data	<ul style="list-style-type: none"> ▪ Is the INRA informed by any data? i.e. consultation responses, complaints, applications received, allocations/take-up data, satisfaction/feedback data, access audits, census data, <u>benchmarking, workforce profile etc.</u>
c)	Assess likely impact and opportunities to promote equality	<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	<ul style="list-style-type: none"> ▪ What additional information is needed to judge how the activity is impacting on different communities, i.e. expert groups, further research, consultation etc? ▪ The Consultation Register is available to assist staff in consulting with the Council's stakeholders. ▪ The INRA should be considered as part of any consultation activity on the draft policy. Attaching it to the consultation documents is a good way to do this.
e)	Make a judgement on the policy in light of data, alternatives and consultation	Option 1: No major change, the evidence shows 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		
Option 4: Stop and remove the policy – if the policy shows actual or potential unlawful discrimination it must be stopped and removed or changed		

Your INRA will need to be countersigned by your Head of Service and forwarded to the PHRO.

3	SCRUTINY & VERIFICATION (S&V) OF COMPLETED IMPACT ASSESSMENT	<input type="checkbox"/>
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S&V Panel meeting to be held. The Panel will comprise of a panel of three Council Officers/members of EOWG. The Lead Officer responsible for completing the INRA will be asked to attend the panel session at an allotted time to summarise the findings of their INRA to the panel. Attendance will not be required for completed ISTs.

The purpose of the panel is to review and challenge completed impact assessments. They will decide if the IST/INRA needs to be referred back to the completing officer for further action. Where only an IST has been completed, the Panel may instruct the officer to undertake a full INRA if necessary.

4	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/INRA to the committee report. If the IST/INRA identifies barriers, your report should make reference to the main findings and any proposed actions so this can inform decision making.

5	PUBLICATION OF IMPACT ASSESSMENT	<input type="checkbox"/>
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The Council is committed to publishing the results of our impact assessments on the Council's website at: <http://www.eastcambs.gov.uk/east-cambs-district-council/completed-impact-assessments>. When the IST/INRA has been approved by the S&V Panel, then the final version of the completed IST/INRA should be forwarded to the PHRO 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.

6	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/INRA, 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 4: EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE

Initial screening needs to take place for all new/revised Council policies. ‘Policy’ needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an INRA 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?

--

(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 an impact (positive, negative or neutral) 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"/>
Gender	<input type="checkbox"/>	Religion and 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 (positive, negative or neutral): 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. If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Head of Service and then referred to the Council's Equal Opportunities Working Group (EOWG) for scrutiny and verification. Please forward completed and signed forms to the Principal HR Officer.

Signatures:

Completing Officer: _____ **Date:** _____

Head of Service: _____ **Date:** _____

APPENDIX 5: EQUALITY IMPACT ASSESSMENT (INRA) TEMPLATE

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

'Policy' needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions.

(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 INRA 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 an impact (positive, negative or neutral) on different groups in the community, on the grounds of any of the protected characteristics?** (please tick all that apply)

Ethnicity	<input type="checkbox"/>
Gender	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>

Age	<input type="checkbox"/>
Religion and Belief	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>
Marriage & Civil Partnership	<input type="checkbox"/>

Please explain any impact identified (positive, negative or neutral): 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) What additional information is needed to provide a clear picture of how the activity is impacting on different communities and how will you collect this information, i.e. expert groups, further research, consultation* etc? Where there are major gaps in information that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the INRA.

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

(i) Do you envisage any problems with these methods of information collection? i.e. not accessible to all, timescale not long enough to obtain all of the necessary information, translation facilities not available, insufficient resources etc.

(j) If it has been possible to collect this additional information, summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

(k) 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.

(l) Use the information gathered in the earlier stages of your INRA 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 changes, the evidence shows 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.	
Option 4:	Stop and remove the policy – if the policy shows actual or potential unlawful discrimination it must be stopped and removed or changed.	

(m) 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.

This completed INRA will need to be countersigned by your Head of Service. Please forward completed and signed forms to the Principal HR Officer.

All completed INRAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you will be asked to attend a half-an-hour session to summarise the findings of the INRA to the EOWG Verification panel.

Signatures:

Completing Officer: _____ **Date:** _____

Head of Service: _____ **Date:** _____

APPENDIX 6 – CONSULTATION RESPONSE FORM: Single Equality Scheme & Action Plan

For each of the following statements, please select the response that most meets your view and then provide additional comments in the space provided if appropriate (please use a separate sheet of paper if necessary):

1	2	3	4	5
I Strongly Agree	I Agree	I neither agree nor disagree	I Disagree	I Strongly Disagree

1a The structure and content of the Single Equality Scheme and Action Plan is clear and understandable, including the reasons for the Scheme and what it is trying to achieve.

1	2	3	4	5
---	---	---	---	---

1b Please make any comments on the structure and content of the Scheme here:

2a In the Scheme, the legislative context has been clearly explained (Section 2/Appendix 1).

1	2	3	4	5
---	---	---	---	---

2b Please make any comments on the legislative context here:

3a The guidance on the Public Sector Equality Duty (Appendix 1) clearly explains what action the Council should be taking to analyse information, set equality objectives and publish the information and objectives in a place which is accessible.

1	2	3	4	5
---	---	---	---	---

3b Please make any comments on the Public Sector Equality Duty guidance here:

4a Statistical information relating to the Council's service users and employees who share protected characteristics is clearly presented (Section 3).

1	2	3	4	5
---	---	---	---	---

4b Please make any comments on the statistical data here:

For each of the following statements, please select the response that most meets your view and then provide additional comments in the space provided if appropriate (please use a separate sheet of paper if necessary):

1	2	3	4	5
I Strongly Agree	I Agree	I neither agree nor disagree	I Disagree	I Strongly Disagree

5a The Council's equality objectives (Section 3.3) are specific and measurable and appear to focus on the biggest equality challenges facing the Council.

1	2	3	4	5
---	---	---	---	---

5b Please make any comments on the Council's equality objectives here:

6a The Council's mechanisms for consulting on the revised scheme seem fair and appropriate (see 4.2).

1	2	3	4	5
---	---	---	---	---

6b Please make any comments on the Council's consultation with stakeholders here:

7a The Council has clearly demonstrated the progress that has been made in promoting equality in the access to and delivery of its services (Section 5.1).

1	2	3	4	5
---	---	---	---	---

7b Please make any comments on the Council's progress in relation to equality in service delivery:

8a The Council has clearly demonstrated the progress that has been made in promoting equality in employment (Section 5.2) and the Council's policies and practices are fair to staff.

1	2	3	4	5
---	---	---	---	---

8b Please make any comments on the Council's progress in relation to equality in employment:

For each of the following statements, please select the response that most meets your view and then provide additional comments in the space provided if appropriate (please use a separate sheet of paper if necessary):

1	2	3	4	5
I Strongly Agree	I Agree	I neither agree nor disagree	I Disagree	I Strongly Disagree

9a The procedures for carrying out equality impact assessments are effective and appropriate (Section 5.3).

1	2	3	4	5
---	---	---	---	---

9b Please make any comments on the impact assessment procedure here:

10a The Scheme promotes equality and good relations.

1	2	3	4	5
---	---	---	---	---

10b If you disagree or strongly disagree, what changes to the Scheme would you suggest?

11a The priorities and actions that underpin the Council's new equality objectives (Appendix 7) are realistic and appropriate.

1	2	3	4	5
---	---	---	---	---

11b If you disagree or strongly disagree, what changes to the Action Plan would you suggest?

12 Do you have any other comments about the Single Equality Scheme and Action Plan?

Please complete and return your response marked for the attention of the Principal HR Officer, to:

(By post) East Cambs District Council
The Grange, Nutholt Lane,
Ely, Cambridgeshire, CB7 4EE

(By email) equalities@eastcambs.gov.uk

- THANK YOU FOR YOUR COMMENTS -

SINGLE EQUALITY SCHEME ACTION PLAN 2012-2015

Objective	Action	Responsibility	Timescale

(1) Knowing your Community			
Improve the data the Council has on its residents and service users to develop a better understanding of the community we serve, and ensure that we assess the implications of our decisions on the whole community.	Analyse a range of data sources, e.g. ONS population figures, Census, Nomis, PANSI to better understand the profile of our local community.	Principal HR Officer	April 2012
	Analyse the results of the 2011 Census (available from 2013) and take appropriate action	Principal HR Officer	By March 2014
	Collect, share and use equality information with partners.	Principal HR Officer	Ongoing
	Monitor take up of information requested in other languages or formats.	Principal HR Officer	By March 2014
	Continue equality impact assessments of new or revised policies/strategies/services. Use data to inform service planning.	CE; DCE; Heads of Service; Principal Officers	Ongoing
	Consider updating the Council's Diversity Monitoring Form to include the equality strands that the Council is not currently collecting data on.	CE; DCE; Heads of Service; Principal HR Officer	By March 2014
	Continue to collect and store details of the Council's customers and the services they are accessing through the Customer Relationship Management system (CRM).	Customer Services Team Leader; Head of ICT&CS	Ongoing
	Support service areas to create/adapt systems for monitoring the diversity of customers where the opportunity allows, e.g. attaching the monitoring form to applications, surveys etc.	Heads of Service; Principal Officers	Ongoing
	Research the needs of people with a disability in terms of access to services and information about our services through consultation, engagement with service users (and non users) and analysis of local, regional and national reports.	Principal HR Officer	By March 2014
	Positive activities to raise awareness in the district of equality and diversity issues (events, publicity etc)	Community Services team	Ongoing

SINGLE EQUALITY SCHEME ACTION PLAN 2012-2015

Objective	Action	Responsibility	Timescale

(2) Place Shaping, Leadership, Partnership and Organisational Commitment			
Ensure that the Council commits publicly to improving the equality outcomes for the local community, and ensure that corporate and service level structures are in place to deliver and review the equalities agenda.	Compliant equality scheme in place.	Principal HR Officer; Head of HR&FM, MT, EOWG	April 2012
	Review progress against the Single Equality Scheme Action Plan annually as part of the Council's Service Planning cycle.	Principal HR Officer	April each year
	Leader and Chief Executive commit publicly to improve equality outcomes for the local community.	Leader; CE	Ongoing
	Continue equality impact assessments of new or revised policies/strategies/services. Use data to inform service planning.	CE; DCE; Heads of Service; Principal Officers	Ongoing
	Publish completed impact assessments for public inspection.	Principal HR Officer	Ongoing
	Hold regular EOWG meetings to monitor the Council's progress against the public sector equality duty and the equality framework.	Principal HR Officer; Head of HR&FM; EOWG	Quarterly
	Present regular equalities updates to Management Team and Members.	Principal HR Officer	Quarterly/Annually
	Deliver equalities awareness training to Elected Members.	Trainer; Principal HR Officer	March 2012
	Move from a 'developing' to an 'achieving' authority within the Equality Framework for Local Government.	CE; DCE; Heads of Service; EOWG	March 2015
	All Authority and partnership publications to reflect a diverse community in terms of content and images.	Heads of Service	Ongoing
	Regularly review the Council's website to ensure that it is accessible and informative.	Heads of Service; Principal Officers	Ongoing
	Ensure council publications are available in accessible formats e.g. large print, CD, Braille etc) or alternative languages.	All Council staff	Ongoing
	Celebrate and contribute to both internal and external events and initiatives that are important in the faiths and cultures of East Cambridgeshire residents.	Community Safety Officer; Housing team; EOWG	Ongoing
	Procurement and commissioning processes to take account of the differing needs of users.	Huntingdon Procurement team; Head of L&DS	Ongoing

SINGLE EQUALITY SCHEME ACTION PLAN 2012-2015

Objective	Action	Responsibility	Timescale

(3) Community Engagement & Satisfaction			
Broaden the Council's consultation processes and improve community engagement so that local residents and service users feel empowered to influence the way the Council's services are provided before priorities are agreed.	Hold regular Neighbourhood Panels to ensure that the community can have a say in how services are delivered.	CE; DCE; Heads of Service; NP Coordinator.	Quarterly
	Promote the Council's 'Register of Consultees' to give local residents, community groups the opportunity to get involved in local decision making.	Community Development & Engagement Officer	Ongoing
	Increase use of the Council's Register of Consultees for external consultation across service areas.	Community Development & Engagement Officer	Ongoing
	Develop and implement the new Community Engagement Strategy.	Community Development & Engagement Officer; Partnerships Officer	By March 2013
	Launch the 'ShapeYourPlace' community website for East Cambridgeshire.	Community Development & Engagement Officer; Partnerships Officer; County Council, Police, Fire & Rescue Service	April 2012
	Involve and consult with vulnerable and marginalised groups and/or advocacy organisations which represent vulnerable groups, to ensure their views are taken account (as necessary).	Heads of Service; Principal Officers; Travellers' Liaison Officer; Homelessness Officers	Ongoing (as necessary)
	Task a multi-faith organisation to deliver exhibitions and events on community safety and cohesion issues.	Community Safety Officer	By December 2012
	Disabled people to receive accessible consultation materials in preferred format.	All Council staff	Ongoing
	Research existing disability forums (including learning disability and mental ill health) within the area which can be approached for consultation & engagement on disability issues.	Principal HR Officer	By March 2014

SINGLE EQUALITY SCHEME ACTION PLAN 2012-2015

Objective	Action	Responsibility	Timescale

(4) Responsive Services and Customer Care			
Continue to work to improve access to and take-up of Council services.	Manage Council facilities, services and premises to improve access for disabled people.	Principal Facilities Officer; Access Group	Ongoing
	Electronically enable services through the Council's website to make them more accessible to disabled service users.	Webmaster	Ongoing
	Support victims of sexual violence including DV and rape and improve responses and interventions: a) run awareness campaigns to link with the European football championships and London Olympics b) raise awareness with younger women (16-25) c) assess how we reach and provide services to migrant worker and traveller communities	Community Safety Officer; Community Safety Partnership; Housing team.	June-July 2012 Ongoing Ongoing
	Support people to access housing services and accommodation.	Housing team.	Ongoing
	Make available the Council's good practice guide for migrant workers in private rented accommodation.	H&S Housing Officer	March 2012
	Continue to support the English Language Café.	H&S Housing Officer	Ongoing
	Ensure that the Council's Community Safety Plan addresses equality and crime issues.	Community Safety Officer	Annually
	Improve processes for seeking customer feedback, e.g. improved feedback form, sample call back etc.	Customer Services Team Leader; Head of ICT&CS	By March 2013
	Continue to audit sports facilities and play areas across the district to assess accessibility.	Sports Development Officer	Ongoing
	Promote opportunities for disabled people and women/girls to take part in sport or physical activity across the district.	Sports Development Officer/ Disport	Ongoing
	Continue to run and promote the Mature and Active programme for people over the age of 55.	Project Officer	Ongoing
	Review the management of corporate complaints and ensure that complaints in relation to harassment and discrimination are appropriately logged and dealt with.	Head of ICT&CS, Customer Services Liaison Officer	By March 2014

SINGLE EQUALITY SCHEME ACTION PLAN 2012-2015

Objective	Action	Responsibility	Timescale

(5) A Modern & Diverse Workforce			
Ensure that the Council's employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.	Use the Council's Single Equality Scheme to identify key equality issues.	EOWG; Principal HR Officer	April 2012
	Understand the local labour market, the barriers equality groups face and the impact this has on achieving a diverse workforce.	Principal HR Officer	April 2012
	Use the Council's Recruitment and Selection Policy to promote fair and equal treatment for job candidates.	Principal HR Officer; HR Support Officer	Ongoing
	Encourage and support women to progress into senior positions within the Council.	Principal HR Officer; HR Support Officer	Ongoing
	Work with partner agencies to enhance recruitment/retention of BME and disabled employees.	Principal HR Officer; HR Support Officer	Ongoing
	Consider updating the Diversity Monitoring Form to include the strands that the Council is not currently collecting data on.	CE; DCE; Heads of Service; Principal HR Officer	By March 2014
	Implement the new pay and grading structure.	Head of HR&FM	By March 2014
	Carry out an equal pay audit and include pay gap information for all protected groups.	Head of HR&FM; PHRO	By March 2015
	Monitor and publish the Council's Gender Pay Gap.	Head of HR&FM; PHRO	By March 2014
	Raise awareness of flexible working options to both male and female employees.	HR team	Ongoing
	Review the Council's childcare scheme and other forms of support designed to assist parents/carers and produce recommendations.	Head of HR&FM	By March 2014
	Harassment of staff is dealt with promptly and systematically in accordance with the Council's Dignity and Work Policy.	Head of HR&FM; PHRO Managers	Ongoing
	Re-introduce equalities training for all staff.	Head of HR&FM; PHRO	By March 2013
	Carry out impact assessments (INRAs) on major and new employment policies, submit for scrutiny and verification, and publish these on the Council's website.	Head of HR&FM; PHRO; HR Support Officer; S&V Panels	Ongoing

Impact and Needs/Requirements Assessment (INRA)

Name of Policy, Strategy or Function:	Single Equality Scheme
Lead Officer (responsible for assessment):	Kathy Batey, Head of HR & Facilities Management
Department:	Human Resources
Others Involved in the Assessment (i.e. peer review, external challenge):	Christina Ward, HR Support Officer
Date INRA Completed:	November 2012

(a) What is the policy, strategy or function trying to achieve? i.e. what are its aims and objectives? Is it affected by external drivers for change?

Equality is about treating individuals fairly, supported by legislation designed to promote equality and eliminate discrimination and harassment. Diversity is about the recognition and valuing of difference for the benefit of the Council and the individual. Equality and diversity are not interchangeable but are interdependent. There is no equality of opportunity if difference is not recognised and valued.

This Single Equality Scheme is our commitment to meeting the duties placed upon us by the equality legislation. Specifically, this relates to the Equality Act 2010.

Beyond the legal duties, the scheme sets out our commitment to taking equality and human rights into account in everything we do, whether that's providing services to our local population, employing people, developing policies or communicating and involving people in our work.

It is a long-term commitment and will be regularly refreshed to ensure its continued relevance.

The aims and principles underpinning our single equality scheme are to:

- Develop measures and actions to ensure discrimination on the grounds of race, gender, disability, age, religion/belief or sexual orientation does not occur.
- Positively promote equality of opportunity.
- Challenge discrimination against people who work for the Council or who use our services.
- Raise staff awareness and understanding of these issues.

The Single Equality Scheme Action Plan is our public commitment of how we plan to meet the duties placed upon us by the equality legislation, and reinforces our commitment to promoting and valuing equality and diversity in all that we do.

(b) Who are its main beneficiaries? i.e. who will be affected by the policy, service or function?

Local residents and businesses, community groups and associations, Council staff, Councillors, partner organisations and Parish Councils.

(c) Does this activity have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of (please tick all that apply):

Ethnicity
Gender
Disability

✓
✓
✓

Age
Religion and Belief
Sexuality

✓
✓
✓

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?

Disability Equality

In 2011 it was predicted that 4,194 people in East Cambridgeshire aged 18-64 have a moderate physical disability (approx 5.2%) and 1,265 have a serious physical disability (approx 1.6%)¹. This means that 5,459 people in East Cambridgeshire aged 18-64 were predicted to have a moderate or serious physical disability (approx 6.8%).

The Council is required to make 'reasonable adjustments' to its buildings and services so that disabled people living in East Cambridgeshire can access them. Whilst the Council is not required to make 'reasonable adjustments' which are impractical or beyond its means, failure or refusal to provide a service to a disabled person that is offered to other people is discrimination unless it can be justified. The East Cambridgeshire Access Group (ECAG) is an independent body which reviews issues relating to accessibility and disability issues.

The Scheme outlines the progress that the Council has made in its approach to disability equality. This includes:

- making modifications to improve access to Council buildings and sites;
- providing assisted waste collections;
- electronically enabling services through the Council's website;
- offering translations into alternative formats, i.e. large print, Braille, audio cassette/CD;
- providing parking for blue badge holders, which is not subject to time limits, in all Council owned car parks;
- providing free bus travel (subject to eligibility);
- offering assistance for Mandatory Disabled adaptations up to a maximum of £30,000;
- delivering inclusive environments through the Council's planning processes;
- ensuring that a proportion of all new general market housing is suitable, or easily adaptable for occupation by people with disabilities;
- raising awareness of sporting and recreational opportunities for people with disabilities (Disport).

Conclusions – the impact of the Single Equality Scheme in terms of disability should be positive, with no differentiation for disabled groups.

Gender Equality

The Nomis labour market statistics show that in East Cambridgeshire:

- 50.5% of the **total** population are female and 49.5% male.
- 46,300 residents are 'economically active' (i.e. people who are either in employment or unemployed), 44% female and 56% male.
- The gross weekly pay for female workers is £441 in comparison to £568 for male workers.
- The hourly rate of pay for female workers is £11.55 in comparison to £14.19 for male workers.
- As at December 2011, women account for 38% of people claiming Job Seekers Allowance (JSA), men 62%.

The Council has already made progress in its approach to gender equality. This includes:

- active involvement in the Southern Policing Division Domestic Violence Task Group and Implementation Group;
 - developing a Domestic Abuse Strategy for Cambridgeshire for 2012-2015.
 - developing a Violence Against Women and Girls Sexual Violence action plan for 2012-13.
 - producing the latest 2011/12 edition of the Domestic Violence Directory online, providing details of local and national services for people affected by DV.
 - funding the Independent DV Advocacy Service (IDVAS) that provides support to victims;
- joint funding a Domestic Violence and Sexual Violence Partnerships Manager and independent DV Advocates that offer counselling, support and referrals to Multi Agency Risk Assessment Conferences for victims of DV.
- providing 'hide my visit' icons on the Council's DV web pages 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). The nearest refuges are at Wisbech and Cambridge City.
- adopting DASH (a Risk Indicator Checklist for domestic abuse).
- improving information sharing and recording across key agencies.
- rolling out community-based and Freedom Programmes.
- providing enhanced (LSCB-accredited) training to over 2,000 professionals.
- developing a Drug and Alcohol Team DV Strategy.
- increasing number of successful Court outcomes.
- providing 'move-on' accommodation in the community for those leaving refuge
- developing and implementing the Domestic Homicide Review framework.
- providing a support service in Addenbrooke's Hospital A&E.
- establishing a Multi-Agency Referral Unit and mainstreaming funding.

Conclusions – the impact of the Single Equality Scheme in terms of gender should be positive, with no differentiation between genders.

Race Equality

The 2001 Census data shows that in East Cambridgeshire 93.5% of the population was White British, and a further 4.2% were White Irish and White Other, with fewer than 1,570 people identified as from minority ethnic groups. The largest identified minority ethnic groups were Chinese, Indian, other mixed and White and Asian which overall do not represent more than 1% of the population.

Travellers are not identified separately in the 2001 Census although they are an ethnic group. The Cambridge Area Travellers Needs Assessment 2005 has estimated that in Cambridgeshire and Peterborough there are 6,080 Gypsy/Travellers, making them one of the largest minority ethnic groups in the area. East Cambridgeshire's travellers estimate was 1,060 in 2005, which equates to 1.4% of the 2005 district population and is the third highest figure in Cambridgeshire and Peterborough, after Fenland and South Cambridgeshire.

The internal migration portion of the Office for National Statistics (ONS) mid-2009 population estimate for East Cambridgeshire suggests that more people came to the district from other parts of the UK than left for other parts of the UK. Net in-migration was approximately 700 people. East Cambridgeshire had the lowest absolute level out-migration and the second lowest absolute level of in-migration in the county.

International migration is extremely difficult to measure. Currently, two data sources can be used to estimate incoming migration: National Insurance Number (NINo) registrations and registrations for the Workers Registration Scheme (WRS). In 2009 approximately 1,000 people registered for NINos in East Cambridgeshire, which is 39% fewer than in 2008. Between 2002 and 2009 the largest proportion (78%) of registrations were Eastern European migrants. WRS registrations are required by migrants from the so-called A8 countries of Poland, Lithuania, Estonia, the Czech Republic, Slovenia, Latvia, Slovakia and Hungary. The scheme is due to end in April 2011. In 2009 just over 350 WRS registrations were issued in East Cambridgeshire, which was 57% fewer than in 2008.

The Council has already made progress in its approach to race equality. This includes:

- providing three caravan sites for travellers: Burwell (89 pitches), Earith Bridge (13 pitches) and Wentworth (89 pitches);
- employing a Travellers' Liaison Officer to develop and maintain the best possible relationship between the Council, the housed community and travellers throughout the District;

- allocating provision for gypsy/traveller sites in the district over the next 18 years through the Council's Local Development Framework;
- supporting migrant workers with housing rights and needs, including producing a good practice guide for supporting migrant workers in private rented accommodation which will be available nationally as a method for good practice.
- producing a 'Live Safe' leaflet for tenants in Polish, Portuguese, Lithuanian and English informing them of their rights and responsibilities.
- providing translation services.

Conclusions – the impact of the Single Equality Scheme in terms of ethnicity should be positive, with no differentiation between ethnic groups.

Age Equality

According to the Annual Demographic and Socio-Economic Report for East Cambridgeshire (April 2011) produced by Cambridgeshire County Council Research Group, East Cambridgeshire has an ageing population, see the population forecasts by age group below.

Age	%		
	2011	2016	2021
Under 16	19.5	19.3	18.7
16 – 19	4.2	4.0	4.2
20 – 24	5.2	4.6	4.5
25-39	16.6	15.5	15.3
40-64	36.4	35.7	34.4
65-75	9.7	11.3	11.7
75+	8.6	9.6	11.3

Despite growth in the total sizes of all age groups by 2031, the proportion of children and young people that make up the population is forecast to decrease whilst the proportion of older people increases. Significant growth may be seen in the number of people aged 65+. In 2009 17% of the population was within that age group. Should forecast assumptions hold, by 2031 that proportion may have grown again to over 26%. Conversely, the percentage of children and young people (0-19) is forecast to decrease by 2 percentage points between 2009 and 2031.

The Council has already made progress in its approach to age equality. This includes:

- involvement with the Community Safety Partnership which continues to support initiatives around referring young people at risk of offending and from disadvantaged backgrounds into sports and leisure activities;
- working with the partnership to provide frequent market stalls and stands for awareness raising to address key themes such as:
 - ◆ Alcohol awareness
 - ◆ Drugs awareness
 - ◆ Services in general and how to access them
 - ◆ Anti Social Behaviour
 - ◆ Youth Work
- contributing to an Anti Social Behaviour (ASB) Case Group and offering training/ funding for individuals with Acceptable Behaviour Contracts (ABCs) or Anti Social Behaviour Orders (ASBOs) who have kept to their agreements;
- supporting the Prolific and Priority Offender (PPO) scheme, enabling PPO's to integrate back into communities and access training opportunities/housing/support with tackling substance misuse problems;
- supporting a number of youth work projects;
- ensuring that a proportion of all new general market housing is suitable, or easily adaptable for occupation by the elderly;

- running the Mature and Active programme to promote physical activity and health to anyone aged 55 and over;
- organising 'Heart Beat Health Walks' for people who may be less active but who would like to kick-start a healthier lifestyle.
- Providing a common referral process for young people (under 28) who become homeless or are threatened with homelessness;
- Proving home visits to the elderly for housing advice;

Conclusions – the impact of the Single Equality Scheme in terms of age should be positive, with no differentiation between age groups.

Sexual Orientation

Discrimination law on sexual orientation was only introduced into British law in December 2003, and many organisations are now only beginning to capture information on the sexual orientation of their workforces and their local populations. Therefore, at this time, it is difficult to provide a profile of the local population.

As a public authority, the Council is bound by duties requiring it to examine the impact on equality of its policies and functions and to demonstrate how it is promoting equality as an employer and as a policy maker and service provider. Although the legislation does not explicitly require us to monitor sexual orientation, such data is, in practice, essential for helping the Council to meet its legislative duties, to identify gaps, to develop action plans and to evaluate our success in eliminating unlawful and unfair discrimination. It is also to be expected that reporting across all six equality strands will become mandatory under legislation.

Work is therefore underway to update the Council's Diversity Monitoring Form to include sexual orientation as it is the only one of the six equality strands that the Council is not currently collecting data on.

Conclusions – the impact of the Single Equality Scheme in terms of sexual orientation should be positive, with no differentiation between groups.

Religion/Belief

Discrimination law on religion was also only introduced in 2003, and many organisations are now only beginning to capture information about the religious views of their workforces and their local populations. During 2007/08 the Council improved its current diversity monitoring practices to include religion and beliefs. However, there is currently insufficient data available to provide a profile of the local population.

The Council has started to make progress in its approach to religion and belief equality. This includes working with Faith Groups in the district to promote an exhibition entitled 'faith in community' which will look at how local churches and religious groups provide 'services' to the disadvantaged.

Conclusions – the impact of the Single Equality Scheme in terms of religion/belief should be positive, with no differentiation between groups/beliefs.

(d) If you have identified an adverse impact, does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful? This is more likely to occur in services that are customer facing, particularly where judgements need to be made by Council staff about access or entitlement to services or opportunities.

YES/NO

The Council's Single Equality Scheme was developed to give an overall view of equality, diversity and human rights, and therefore it does have an impact on **all** equality areas. However, the scheme focuses on positively promoting equality, challenging discrimination, developing measures and actions to ensure that discrimination and harassment is eliminated, and raising staff awareness and

understanding of these issues. It does not disadvantage or discriminate against any of the groups in a way that is unlawful.

(e) What information or background data is currently available to assist with making the judgements above? Is the INRA informed by any 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.

The Single Equality Scheme and Impact Assessment is informed by the following:

- ONS mid-2010 population data
- Information from the Cambridgeshire County Council Research Group on local demographics (as at April 2011)
- ONS 2001 Census
- PANSI (Projecting Adult Needs and Service Information) System
- Nomis Official Labour Market Statistics
- Local Government Group (2010) Local Government Demographics
- The Council's Workforce Development Plan
- The Council's Sustainable Community Strategy 2011-2031
- The Council's Local Development Framework and Masterplan
- The East Cambridgeshire Domestic Violence Strategy
- The Council's Housing Strategy for People of Black and Minority Ethnic Origin, Gypsies and Travellers and Migrant Workers
- The Council's Community Safety Strategy
- Equality and Human Rights Commission (2011) Equality Act Codes of Practice (and associated guides)
- Government Equalities Office (2011) Equality Act 2010: What do I need to know? Quick Start Guides
- Government Equalities Office (2009) Working Towards Equality – achieving equality for women and men at work
- End Violence Against Women and The Equality and Human Rights Commission (2009) Map of Gaps 2: The postcode lottery of Violence Against Women support services in Britain
- Results from the Council's bi-annual staff survey
- IDeA, LGE and EHRC websites
- Qualitative data from the Cambridgeshire Diversity Officer Network raising service and employment equality issues
- Equality impact assessment of the Single Equality Scheme

(f) What additional information is needed to provide a clear picture of how the activity is impacting on different communities and how will you collect this information, i.e. expert groups, further research, consultation* etc? Where there are major gaps in information that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the INRA.

What additional information is needed?

Diversity monitoring data for Council customers to be able to assess the impact of this Scheme, and other Council policies, on different equality groups.

How will this information be collected?

Through the Council's Customer Relationship Management (CRM) system. However, likely to take 3 years to establish useful level of diversity monitoring data (see recommendations).

(g) Do you envisage any problems with these methods of information collection? i.e. not accessible to all, timescale not long enough to obtain all of the necessary information, translation facilities not available, insufficient resources etc.

No.

(h) If it has been possible to collect this additional information, summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

Please find a summary of consultation responses attached.

(i) What are the risks associated with the policy, strategy or function 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.

Potential risks of the new Single Equality Scheme:

- Failing to comply with equality duties and/or other equalities legislation.
- Compliance notices and/or enforcement action being taken by the Equality and Human Rights Commission.
- Insufficient staff and/or lack of cooperation to take forward the Scheme's actions and priorities.
- Financial consequences of enforcement action/non-compliance.
- Financial consequences of discrimination/harassment claims.
- Impact on the Council's reputation if we are not perceived as an 'equal opportunities employer'.
- Risk of service exclusion if we do not know who are hard-to-reach groups are and how to engage with them.

(j) Use the information gathered in the earlier stages of your INRA to consider whether there is the potential for the policy, strategy or function to result in unlawful discrimination or a less favourable impact on any group in the community, defined by the following: ethnicity, gender, disability, age, religion and belief, sexuality. If you have identified the potential for unequal impact, in what circumstances is this most likely to occur? Can less favourable impact be justified?

As set out in section (d), the Council's Single Equality Scheme was developed to give an overall view of equality, diversity and human rights, and therefore it does have an impact on **all** equality areas. However, the scheme focuses on **positively** promoting equality, challenging discrimination, developing measures and actions to ensure that discrimination and harassment is eliminated, and raising staff awareness and understanding of these issues. It does **not** disadvantage or discriminate against any of the groups in a way that is unlawful.

(k) Where you have identified the potential for unequal impact, what action can be taken to remove or mitigate against the potential for the policy, strategy or function 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.**

Not applicable.

This completed INRA will need to be countersigned by your Head of Service/Executive Director. **Please forward completed and signed forms to Nicole Pema, Principal HR Officer.**

All completed INRAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you will be asked to attend a half-an-hour session to summarise the findings of the INRA to the EOWG Verification panel.

Signatures:

Completing Officer: _____ **Date:** _____

**Executive Director/
Head of Service:** _____ **Date:** _____