

**Agenda Item No:** 7 **Report No:** 10/17  
**Report Title:** Annual Equalities Report 2016  
**Report To:** Scrutiny **Date:** 12<sup>th</sup> January 2017  
Cabinet 8<sup>th</sup> February 2017  
**Cabinet Member:** Councillor Elayne Merry  
**Ward(s) Affected:** All  
**Report By:** Ian Fitzpatrick, Director of Service Delivery  
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**Purpose of Report:**

The report sets out progress against Lewes District Council's (LDC) Equalities Objectives for 2016 and seeks approval of the planned activities for 2017.

**Scrutiny Committee is recommended to:**

- 1 Consider progress against LDC's Equality Objectives during 2016 and make any relevant recommendations to Cabinet.

**Cabinet is recommended to:**

- 1 Consider progress against LDC's Equality Objectives during 2016.
  - 2 Consider any relevant recommendations made by Scrutiny Committee.
  - 3 Approve the proposed Equalities Action Plan 2017 set out in Appendix C.
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## **1 Reasons for Recommendations**

- 1.1** The Equality Act 2010 protects people from discrimination on the basis of the protected characteristics of disability, race, sex, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, and marriage and civil partnership. The Act applies to employment rights, service provision, and the provision of goods and facilities.
- 1.2** The Act includes a general Public Sector Equality Duty, which requires public authorities to proactively consider equality implications in all they do. This involves giving due regard to the need to eliminate discrimination and harassment, advance equality of opportunity, and foster good relations between groups of people with protected characteristics.
- 1.3** In addition, the Act imposes specific duties on public authorities for the purpose of enabling the better performance by the authority of the general duty referred to above. The specific duties require local authorities to set one or more Equality Objectives, publish information annually to show how they have met the provisions of the Act, and review their objectives at least every four years.
- 1.4** This report details progress against LDC's Equality Objectives during 2016 and summarises some of the equalities related work undertaken. This enables Members to scrutinise the Council's work in this area, and ensures that LDC fulfils the specific equality duties set out above.

## **2 Equality Analysis of Council Services**

- 2.1** At LDC, we demonstrate we are giving the due regard required to the equality duties by carrying out Equality Analysis (EA). We regularly analyse our services and our policies, as well as any planned changes to them. There has been in place a three-year rolling Programme of Scheduled Equality Analyses of service delivery areas. EA is also carried out for any key decision, such as new service or policy proposals or project initiation, as part of committee reporting process and structures. This helps to ensure that key decisions to be made by the Cabinet or Council have considered equalities implications.
- 2.2** The analysis prompts consideration of whether the service, policy or the key decision being proposed unreasonably discriminates against people who have one or more of the protected characteristics as set out in the Act. It also assesses how equality of opportunity and good relations between groups are to be promoted, and what positive impacts there are for equalities.
- 2.3** 6 EAs are scheduled to be carried out as part of the 2016 programme, and 12 EAs have been carried out for key decisions as of the end of November. These EAs have resulted in 17 recommendations being

made. Examples of actions completed in 2016 that came out of equality analysis undertaken in 2015 and 2016 include:

- Planning forms were amended to enable people making representations to include their equalities monitoring information, with the aim of being able to identify what groups are using the service so improvements to meeting their needs can be made.
- Increased use of social media and greater engagement with young people and harder to reach groups, such as ethnic minorities and disabled people, to promote electoral registration and voting.
- The introduction of regular social activities and increased support and information around rent and support charges for Sheltered Housing Tenants.
- Increased review frequency of the most vulnerable Sheltered Housing Tenants and liaison with Adult Social Care regarding potential support measures.

**2.4** Examples of recommendations arising from EA that are due to be completed during 2017 include:

- Ensuring equality monitoring information for staff is as complete and up-to-date as possible.
- Effective communication and consultation for staff and external stakeholders for JTP processes.
- Robust affordability assessments for homelessness applicants housed in private sector accommodation.
- Improved equality monitoring for people using the licensing service.

**2.5** In February 2016 the Programme of Scheduled Equality Analysis for 2014/17 was reviewed in light of Joint Transformation Programme (JTP). It was noted that a number of the services included in the Programme were either already shared with Eastbourne Borough Council (EBC) or were in the scope of the first phases of the JTP. As such, the decision was taken by the Corporate Management Team (CMT) to revise the Programme of Scheduled Equality Analysis to remove those that were in the immediate scope of the JTP and to retain those already shared with EBC but carry out analysis in conjunction with them. The revised Scheduled Programme of Equality Analysis can be found at Appendix A.

**2.6** The importance of giving due regard to equalities implications for both service users and staff throughout JTP processes has been recognised. A new joint approach to EA for the various stages and projects within the JTP is to be developed by LDC/EBC officers. The new services and

policies developed as part of the JTP will be analysed using this joint approach rather than the LDC only EA process as set out in our current committee reporting structure. This new approach will involve consultation with both staff and external stakeholders to ensure robust and quality analysis is undertaken. Developing and then undertaking this joint approach to equalities analysis for the JTP will form a significant amount of the equalities work to be completed during the 2017 year.

### **3 Progress towards meeting LDC Equality Objectives**

**3.1** In 2015, LDC reviewed the three high-level Equality Objectives adopted for 2012/16 and agreed that these objectives remain relevant and can guide LDCs current programme of work on equalities. As the Council is in a period of significant change, and will continue to be so over the next 12 months, it was agreed by Members that the objectives be retained and reviewed again in 2017.

**3.2** The objectives are:

Theme: inspire exceptional contribution – awareness and understanding

- Objective: ensure all councillors and staff receive appropriate learning opportunities so that good practice in equality and diversity is embedded in the culture and work practices of the organisation.

Theme: unswerving commitment to customer service – flexibility and responsiveness

- Objective: ensure effective use of engagement, consultation, monitoring and equality analysis to develop services responsive to the diverse needs of our community.

Theme: fairness and accessibility

- Objective: ensure offices and services are accessible to people with disabilities.

**3.3** An Annual Equalities Action Plan sets out specific equalities-related work the Council commits to undertaking to help it meet these objectives. Appendix B details progress against the 2016 Equalities Action Plan, which included:

- Equalities training sessions were provided for Councillors.
- An on-line equalities training module for staff was introduced to provide an annual 'refresher' to supplement face-to-face induction sessions.

- Training was provided for Managers and Project Leads on Equality Analysis.
- Use of Ward Profiles, detailing information about the demographic make-up and economic situation for each area, were promoted to Councillors.
- The Celebrating Diversity themes promoted to staff during the year were Men's Health and International Women's Day.
- We continued work on our two-year project to make our District more Dementia Friendly. The focus during this first year was to train two Officers to become Dementia Friends Champions who then delivered dementia awareness information sessions to staff and Councillors.
- Our Food Hygiene Team delivered training to the Turkish food businesses on 'how to achieve 5 and keep it' in their community language.
- We continued to support the White Ribbon Campaign and promote it at events within the District, such as the Tenants Conference, the RISE Living Library and the Lewes District Business Awards. In November we achieved reaccreditation of White Ribbon status in partnership with EBC.

**3.4** Equality is at the heart of all that the Council does, and many other projects have a significant impact on the achievement of our Equality Objectives. A number of key achievements over the 2016 year, which promoted equality and aimed to eliminate discrimination, included the following:

- We continued to support the education and personal development of young people in the District, promoting work experience, apprenticeship and graduate trainee schemes.
- We continued to work with Plumpton College to support their Supported Internship Programme for young people with learning disabilities. We provided talks at the college, tours of our work places, activities out in the community with our Rangers and internship placements within our Waste and Recycling and Customer Service teams.
- Our Community Grants programme maintained grants to key organisations such as the Citizens Advice Bureau and Sussex Community Development Agency at existing levels.
- We continue to work with the Black and Minority Ethnic (BME) Advocacy service 'Sompriti' to provide outreach and advocacy support to BME residents. In 2015/16 they provide bilingual advocacy to 10 clients around issues such as housing, benefits,

and health. They ran 3 well attended Women's Group meetings that included activities such as health walks, dementia information sessions, and promotion of council services. Ongoing support was provided for the BME business forum, with two meetings incorporating a training session on health and safety. An IT workshop for older BME community members held. They ran two community events, which included story-telling and lantern-making in the Newhaven Community Space Garden and marking the Chinese New Year at St Leonards Church in Seaford.

- 3.5** In February 2016, in light of the implications of the JTP, CMT made the decision to defer undertaking a self-assessment against the Equality Framework for Local Government. This will be completed in conjunction with Eastbourne Borough Council once the Joint Transformation Programme is complete.

#### **4 Equalities Work Programme for 2017**

- 4.1** The proposed action plan for 2017 is set out in appendix C.
- 4.2** A significant new area of focus is ensuring the equalities implications of the JTP are given robust and due regard. There will be focus on how the transformation will impact both our staff and customers.
- 4.3** We will review our Equality Objectives and related policies in conjunction with Eastbourne Borough Council as part of the JTP policy alignment work-stream.
- 4.4** We will embark on the second year of our campaign to help make the District more 'Dementia Friendly'. We will be running more information sessions for staff and Councillors and will be working with partners to establish two Local Dementia Action Alliances within the District.
- 4.5** We will implement the White Ribbon Campaign action plan and continue to campaign against violence against women and girls.

#### **Financial Appraisal**

- 5** There are no direct financial implications as a result of this report.

#### **Legal Implications**

The Legal Services Department has made the following comments:

- 6** The general public sector equality duty referred to in paragraph 1 above is conferred by section 149(1) of the Equality Act 2010; and the specific equality duties also referred to in paragraph 1 are set out in the Equality Act 2010 (Specific Duties) Regulations 2011.

The information which the council is required to publish annually under its specific equality duties must include, in particular, information relating to

persons who share a relevant protected characteristic (e.g. disability, race, sex, age) who are—  
(a) its employees;  
(b) other persons affected by its policies and practices.

Information about this and the council's equality objectives must be published in such a manner that ensures the information is accessible to the public.

This report fulfils the council's specific equality duties.

(Lawyer consulted: OD – 1.12.16)

### **Risk Management Implications**

7 No risks are identified.

### **Equality Screening**

8 It is the function of this report to scrutinise the progress of the Council towards meeting its equality objectives in eliminating discrimination, promoting equality of opportunity and fostering good relations. For this reason it is not considered necessary to carry out a separate Equality Analysis of the report itself.

### **Background Papers**

9 [Equality Act 2010 Guidance](#)

10 [LDC Equality Policy](#)

### **Appendices**

11 Appendix A - Revised Programme of Equality Analysis 2016

Appendix B – Equalities Action Plan 2016

Appendix C - Draft Equalities Action Plan 2017

## Appendix A - Revised Programme of Equality Analysis 2016

	Focus	Responsible Manager	Target Date	Comment
HR	Recruitment and Development	Helen Knight	April 2016	This will now be completed as part of the wider JTP HR Policy Alignment Project.
Legal and Democratic	Legal Enforcement and Advice	Mark Reynard (Lead TBC)	June 2016	Review as scheduled in conjunction with EBC
Facilities	Property and Estate Management	Bee Lewis (Contracts Manager)	Dec 2016	Review as scheduled in conjunction with EBC
Business Strategy and Performance	Partnerships and Grant Funding	Jo Harper (Lead TBC)	Dec 2016	A governance review of Partnerships is taking place so this EA will be retained as part of that process
Waste and Recycling	Waste Review	Greg Martin	June 2016	As the Waste Review is taking place, an EA of that process will be retained ahead of the JTP process
Facilities	Car Parking	Bee Lewis (Contract Manager)	Dec 2016	Review as scheduled in conjunction with EBC
Facilities	Public Conveniences	Bee Lewis (Contracts Manager)	Dec 2016	Review as scheduled in conjunction with EBC



Appendix B – Equalities Action Plan 2016

Ref	Action	Lead Officer	Resources	Target date	Year End Position
1.	Provide training for managers and lead officers on equality analysis	Equalities Officer	Officer time	Complete for all heads of service and managers by March 2016	Completed
2.	Develop e-learning courses for staff and councillors on equalities topics on Learning Pool/Nexus Academy	Equalities Officer/Human Resources Manager	Officer time	March 2016	Completed
3.	Promote internal learning and promotion of equalities through seasonal Celebrating Diversity themes	Equalities Officer/Communications Officer	Officer time, design and print costs	3 themes completed during 2015/16	Completed
4.	Undertake an Equal Pay Review	Human Resources Manager	Officer time	n/a	Deferred until after Phase 1 of JTP
5.	Develop equalities data reporting on the workforce profile in line best practice and open data transparency	Equalities Officer/Performance Officer/Human Resources Manager	Officer time.	n/a	Deferred until after Phase 1 of JTP
6.	Provide Cabinet with Annual Equalities Report for 2015/16	Equalities Officer	Officer time	January 2017	Completed
7.	Promote use of equality profiles for wards within Lewes district with staff and Councillors	Equalities Officer	Officer time	March 2016	Completed

Ref	Action	Lead Officer	Resources	Target date	Year End Position
8.	Review equality monitoring policy and procedures	Equalities Officer	Officer time, possible investment in software/technologies	n/a	To be completed as part of JTP Policy alignment
9.	Provide training to managers and lead officers on equality monitoring policy	Equalities Officer	Officer time	n/a	Deferred until after Phase 1 of JTP
10.	Develop publicity to support equality monitoring	Equalities Officer/ Communications Officer	Officer time, design and print costs	n/a	Deferred until after Phase 1 of JTP
11.	Offer 'Dementia Friends Information Sessions' to all staff and Councillors	Equalities Officer/Access Officer	Officer time	December 2016	Completed and Ongoing
12.	Investigate the resources needed and partners available to assist with seeking accreditation as a 'Dementia Friendly Community'	Equalities Officer	Officer time	March 2016	Completed, decision made not to proceed with accreditation.
13.	Promote 'White Ribbon' Activities and seek reaccreditation as White Ribbon authority in partnership with ESCC and the Lewes Domestic Abuse Working Group	Equalities Officer	Officer time	November 2016	Completed and Ongoing
14.	Promote external awareness and equality through seasonal Celebrating Diversity themes	Equalities Officer/Communications Officer	Officer time, design and print costs	3 themes completed during 2015/16	Completed

### Appendix C - Draft Equalities Action Plan 2017

<b>Ref</b>	<b>Action</b>	<b>Lead Officer</b>	<b>Resources</b>	<b>Target date</b>
1.	Develop joint LDC/EBC approach to Equality Analysis for the Joint Transformation Project.	Performance Officer (Equalities)	Officer time	Jan 2017
2.	Set up Equality and Fairness Forum for consideration of equalities implications of JTP	Performance Officer (Equalities)	Officer time	Jan 2017
3.	Set up Equality and Fairness External Stakeholder Group for JTP	Performance Officer (Equalities)	Officer time	Jan 2017
4.	Provide training and guidance on Equality Duties and Equality Analysis for JTP Project Leads and Equalities Champions, Equality and Fairness Forum and Equality and Fairness External Stakeholder Group	Performance Officer (Equalities)	Officer time	Jan 2017
5.	Provide Scrutiny Committee and Cabinet with Annual Equalities Report for 2017	Performance Officer (Equalities)	Officer time	Dec 2017
6.	Offer 'Dementia Friends Information Sessions' to all staff and Councillors	Performance Officer (Equalities)	Officer time	March 2017
7.	Develop Local Dementia Action Alliance for Havens and Lewes areas.	Performance Officer (Equalities)	Officer time	March 2017
8.	Promote 'White Ribbon' Activities and implement action plan in partnership with EBC and Domestic Abuse Working Group.	Community Safety Officer	Officer time	Dec 2017

Ref	Action	Lead Officer	Resources	Target date
9.	Highlight 2 'Celebrating Diversity' themes to promote equality and diversity internally	Performance Officer (Equalities)	Officer time	Dec 2017
10.	Review and align LDC/EBC Equality Objectives and Equality Policies for JTP	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
11.	Review and align LDC/EBC Safeguarding Policies for JTP	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
12.	Review and align LDC/EBC Equality Monitoring Policies for JTP	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (217/18)
13.	Undertake an Equal Pay Review	Human Resources Manager	Officer time	Deferred until after Phase 1 of JTP (2017/18)
14.	Develop equalities data reporting on the workforce profile in line best practice and open data transparency	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
15.	Provide training for staff on all new joint LDC/EBC equalities related policies and practices.	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
16.	Undertake self-assessment against Equality Framework for Local Government	Performance Officer (Equalities)	Officer time	Deferred until after completion if JTP (2019/20)