

Disability External Scrutiny Board

Thursday 28th January 2016 at 10.30am
in Committee Room 1 Council Offices
Market Street Newbury

Agenda

10.30 am	1	Introduction and Apologies	Jan Rothwell
10.35 am	2	Minutes from previous meeting held on 15 October 2015 and matters arising	Jan Rothwell
10.45 am	3	Presentation on Building Community Together	Andrea King
11.15 am	4	Annual Equalities Report	Rachel Craggs
11.45 am	5	Update on Taxi Usage	Brian Leahy
12.15 pm	6	Update on New Car Park Transponders	Martyn Baker
12.45 pm	7	Any Other Business Access Panel Update	
12.55 pm	8	Agenda items for next meeting	Jan Rothwell
	9	Future meeting dates	

Actions List



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Minutes of the West Berkshire Council Disability External Scrutiny Board

Meeting 15 October 2015

Item	Notes
Board Members in attendance	Jan Rothwell (Chair), John Carr, Alan Fleming, Keith Hester and Sue Hinks
Others	Paul Coe (Access for All Service Manager), Rachel Craggs (Principal Policy Officer, WBC), Glyn Davis (Principal Engineer – Traffic Management & Road Safety), Karen Felgate (Contracts & Commissioning Manager), Matthew Metcalfe (Senior Transport Services Officer), Mary Page (Adult Complaints & Public Liaison Manager) and Stewart Souden (Grounds Maintenance Manager)
1. Introduction and apologies.	<p>The Chairman welcomed everyone to the meeting.</p> <p>Apologies: Received from Tandra Forster (Head of Adult Social Care. WBC), Councillor Marcus Franks, Mick Hutchins and Elizabeth O’Keefe (representing Newbury Town Council).</p>
2. Minutes and Matters Arising.	<p>The minutes of the meeting of 16 July 2015 were agreed. For an update on previous actions, please see the attached sheet.</p> <p>Action 2: March meeting – AF advised that Thames Valley Police has completed their investigation; however his case is still ongoing.</p> <p>Action 1: July meeting – the information that RC had emailed to the Board was not what was required. AF said it had been discussed at a Council meeting about new grants in December 14 – January 15 and Jo England had been present. Action 1: RC to invite Jo England to the next meeting to discuss</p> <p>Action 2: July meeting – the Board felt that they are not being informed about consultation eg the Council Tax Reduction Scheme. RC was asked to obtain consultation dates to enable the Board to discuss the issue prior to it going out to consultation. Action 2: RC to obtain dates</p> <p>JC advised that he is no longer on the Council’s consultation list. This appears to have started on 17/8 when he stopped receiving emails from WBC. Action 3: RC to investigate</p> <p>Action 3: July meeting – RC provided an update on the issue with the car park transponders. She was asked (i) if the tender includes the ability of the new transponders to operate in both of the Newbury multi storey car parks (ii) if Blue Badge holders will have to apply for the new transponders. (iii) that the Board is advised of timescales for any changes. Action 4: RC to check</p> <p>Action 7: July meeting – RC advised that Barbara Billett wasn’t sure if</p>

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	<p>there were any specific links from the Council website to the CCG but had said they would be happy to add links if the Board could identify where these should be. Action 5: RC to discuss this with AF</p>
<p>3. Commissioning Care Providers – how users are or can be involved in the decision making process and how complaints are handled</p>	<p>Karen Felgate (KF) and Mary Page (MP) attended the meeting. The Council has an obligation under the Equality Act to involve service users in procurement. Most involvement occurs at the pre-spec stage when focus groups are held. Service users can also be involved in the tender process but they are unable to score the evaluations if they are not part of the council. AF asked if they could make notes which could feed into the evaluation process. KF said their input would be very helpful when defining the specification and asked Board members to let her know if they would like to be involved. Action 6: Board Members to contact KF if they want to be involved in defining tender specifications</p> <p>AF advised that he had never been consulted about the type of care he would like and he doesn't see why he should have to reduce his social opportunities because of the council's policy. KF said that the issue has become more acute over the last few months as providers have issues with recruitment and retention.</p> <p>AF commented that the in-house social care team are superb and it would be ideal if the same standards applied to other providers. He added that service users are frightened of complaining about their care in case it is withdrawn.</p> <p>MP advised that the Care Quality Intelligence Board meets once a month to talk about each provider and score them against a risk matrix. If the providers fall below a certain standard, they work with them to resolve the issue.</p> <p>KF said her team is looking at the approved provider list to see if it is possible to reduce travel time by appointing lead providers that would enable care agencies to focus on a specific area.</p> <p>They have tendered for the rural care contract and ABI will be delivering this. They are looking at the domestic care issue to see if they can set up something totally different but it is early days. So they are aware of the problem and trying to address it. Care Provider Forums are held to discuss the issues and if the Board has any suggestions they would like to hear from them. However, recruitment and retention of staff is the key issue.</p>
<p>4. Update on Transport issues in relation to the bus service</p>	<p>Matthew Metcalfe (MM) attended the meeting and gave a presentation. All buses are DDA compliant so steps are taken to make them more accessible. They have also worked with Go Ride regarding low floor mini buses. Wheelchair spaces are designed according to the DfT's guidelines and as a result they are not large enough for the bigger wheelchairs.</p> <p>AF said that he had been unable to get his wheelchair into the space provided by Stagecoach. SH said that often the audio system is</p>

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	<p>switched off and it isn't possible for people with a disability to read the bus stop information. In addition, it isn't possible to have 2 wheelchairs travelling together on Reading Buses and AF asked if WBC was able to do anything about it. Action 7: MM to advise if it is possible</p> <p>MM said that the introduction of Kassel kerbs is still ongoing as it is reliant on the availability of S106 funding. They do try to highlight the location of Kassel kerbs on their literature and MM will email a location map to JC so he can put it on the www.wbda.org website. Action 8: MM</p> <p>AF mentioned that there was a bus stop in Hilden's Drive with no markings and people are parking there as a result. Action 9: MM to investigate</p> <p>AF noted that it would be handy if the information cards with driver information were available in Braille. Action 10: MM to investigate</p> <p>MM also advised:-</p> <ul style="list-style-type: none"> • All bus drivers have to hold a CPC qualification and Reading Buses are an accredited CPC training agency. • The Blue Assist Scheme can now be accessed from a mobile phone and can be changed to suit people's needs, so it is not just available for buses. Bus stop signage is now in a larger font and real time passenger information is available. • Newbury Bus Station is to be closed in October 2016 and buses journeys will be commencing and terminating from the car park by the Library. The planning application in relation to this is due to be considered shortly. • Most bus services do not run after 7 pm and from 31/12/15 the night time bus from Newbury to Thatcham will be terminated. • From January 2016, a bus service will be starting at the Racecourse development and will operate from Monday – Saturday.
<p>5. Accessible usage of Pelican crossings</p>	<p>Glyn Davis (GD) attended the meeting and gave a presentation. He advised that design specifications have to be adhered to for any new equipment that is installed. Poles at pelican crossings should be 500mm from the kerb line and 500mm off the tactile paving. However if the required width of pavement is not available they can either not install the crossing or install it so that is accessible, even if it doesn't meet the design guidelines. They also have to work the installation of the poles around the location of utilities underground. For example, they had to work round a gas pipe when they were installing the crossing at St John's Roundabout. This resulted in it being placed further back on the footpath. AF commented that this was a better location as it meant it was easier to control a wheelchair.</p> <p>The Pelican crossing push button should always be on the side of the oncoming traffic; however it is still put on the right-hand side in one way streets, which, it was noted, is not helpful for someone with a guide dog. GD asked the Board if they could raise any issues of this sort with him.</p>

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	<p>The tactile cone turns green at the Sainsbury's roundabout crossing to indicate that it is safe to cross, however pedestrians are not aware of this as the buttons don't control the lights. A revised junction with new crossings is due to be developed here in the next 2 years.</p> <p>In response to feedback about the Newtown Road crossing, controls with audible signals will be installed. JC commented that the green man at the crossing by St John's Road Post Office should be on the opposite side of the road as it is currently only on the pole adjacent to the pedestrian. GD advised that this was the new style of crossing and that it would have been helpful if the DfT had run a national public awareness campaign to advise people of the changes. The DfT had felt this would be perceived as patronising by the public, which was why it did not take place. Action 11: GD to check on the legality of moving the green man to the pole on the opposite side of the road</p> <p>The council has moved away from touch sensitive buttons to push buttons as the touch ones were very unreliable and there was a two month wait for a replacement when they went wrong.</p> <p>In London there are crossings that state how long pedestrians have to wait until they are able to cross the road. This may be rolled out in West Berkshire in the future, if the feedback is positive from the London scheme. Crossings with speed detectors are operated in West Berkshire. These can extend the time of the crossing if a pedestrian is taking a long time to cross the road.</p>
<p>6. Access to Public Spaces</p>	<p>Stewart Souden (SS) attended the meeting. He showed the Board the proposed kissing gate solution for Linear Park and advised that funding was being provided to pay for their installation. AF asked if they could be installed in areas which aren't too steep and SS will ask Valerie Witton to carry out an access audit of the area. Action 12: SS</p> <p>SS will ask the Parish Council if they can look at the accesses that AF had identified that they control eg the access at Mapledurham Drive where there is a height difference on either side of the access point.</p> <p>The access to Linear Park at Albury Gardens will be amended with the S106 funding received from Ikea.</p> <p>AF asked about the overhead barriers that restrict the height of vehicles entering the car parks. He understood that a mechanism was going to be inserted to enable vehicles with wheelchairs to open and shut the barrier. Action 13: SS to investigate</p> <p>SS will provide RC with an update on progress. JC will draw a solution of how the barrier could operate and email it to SS. Action 14: SS & JC</p>
<p>7. Update on the Implementation of the Care Act</p>	<p>Paul Coe gave a presentation to the Board, which RC will email out with the minutes. He advised:-</p>

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	<ul style="list-style-type: none"> • Phase 2 of the Care Act has been postponed until April 2020, due to the cap that has been placed on care costs. • The principle of wellbeing is central to the Care Act and the test is whether there is a significant impact on someone's wellbeing. • The emphasis is on Local Authorities having regard to minimising the need for future care and support. • Carers need to be treated in a similar way to the people being cared for. Local Authorities can charge carers for the support services provided to them but WBC doesn't charge and has no plans to do so. • Eligibility is now set nationally and there are no local differences. WBC is currently negotiating with the DoH for financial help to manage the change from the critical level to the new national standard. • Legislation says that if someone is eligible for care, a duty is placed on the Local Authority to co-operate and provide care, but it doesn't state how quickly this should be in place. However there is a duty to provide information and advice and co-ordinate wider provision. • Since the introduction of the Care Act, safeguard concerns have increased as they now include additional criteria such as domestic abuse.
<p>8. WBC Equality Policy & Equality Objectives</p>	<p>RC advised that the refreshed WBC Equality Policy had been signed off at Individual Executive Member Decision (IEMD) in September and included a number of changes.</p> <p>The WBC Equality Objectives 2015-19 had also been signed off at IEMD and are as follows:-</p> <ul style="list-style-type: none"> • Ensure our workforce is reflective of our communities. • Endeavour to minimise unlawful discrimination, harassment and victimisation and advance equality of opportunity for employees and all members of our communities. • Implement new ways of working to develop communities to be more resilient in meeting the needs of vulnerable people • Close the education attainment gap for vulnerable pupils. <p>RC was asked to invite Andrea King to the next meeting to provide an update on the new ways of working that are being implemented. Action 15: RC</p>
<p>9. AOB</p>	<p>Access Panel update: there was no update as the meeting is taking place in November.</p> <p>Publication of DES Board minutes: RC to request that the minutes of the DES Board meetings from 2007 are put back on the Equalities page of the WBC website so they are available for people who are unable to attend the meetings. Action 16: RC</p> <p>Council Tax Reduction Scheme consultation: This should have been available in Braille. It was noted that JC, KH and AF were not directly consulted on this. Action 17: RC to discuss with the Consultation</p>

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	<p>Team and Bill Blackett</p> <p>Membership of the Board: it was agreed that Gwen Mason would be invited to join the Board as a co-opted Member due to her extensive experience of disability issues and the ToR will be amended to read 'The Board can agree to co-opt members with relevant personal experience'.</p> <p>Action 16: JC to invite Gwen to join the Board / RC to amend the ToR</p> <p>Concern was expressed about the attendance of EOK at Board meetings as the Board's role is to scrutinise WBC and it did not seem appropriate for someone to be reporting back to Newbury Town Council on this. Action 17: JR to discuss this with EOK</p> <p>JC advised that Brian Leahy had produced a report following consultation with the taxi trade on the requirement for equipment to be marked the taxi registration, training etc. This had resulted in the consultation period being extended until the end of November and Board members being invited to the consultation forum taking place on 29/10.</p>
<p>10. Agenda items for next meeting</p>	<ul style="list-style-type: none"> • Jo England to provide information on grants and assistance available to people with disabilities • Andrea King to provide a presentation on Restorative Practice • Brian Leahy to provide an update on the taxi usage • RC to set the January 2017 meeting date and invite Nick Carter to attend
<p>Meeting dates for 2016</p>	<p>Thursday 28 January 2016, 10:30 – 1pm: Committee Room 1 Thursday 14 April 2016, 10:30 – 1pm: Committee Room 1 Thursday 14 July 2016, 10:30 – 1pm: Committee Room 1 Thursday 27 October 2016, 10:30 – 1pm: Committee Room 1</p>

DES Board Actions List

March 2015 meeting	
Action 2: Tandra Forster to discuss AF's care provision issue with Mary Page and AF to make a formal complaint about his treatment.	Thames Valley Police has completed its investigation but AF's case is still ongoing.
October 2015 meeting	
Action 1: The information RC had emailed to the Board on the grants and assistance available to people with disabilities was not what was required. It had been discussed at a Council meeting about new grants in Dec 14 – Jan 15 and Jo England had been present. RC to invite Jo to the next meeting to discuss	<p>Jo England has advised that she is not the correct person to advise on this and that it is Mel Brain so Mel has been invited to attend the meeting.</p> <p>Email sent to DES Board 22/12 setting out the information that JE and MB can provide to check that MB is able to provide the information they require:-</p> <ul style="list-style-type: none"> • Jo England would be able to provide information on the Communities grant which gives help to people in emergencies and was the old Social fund. It is primarily for people on benefits which would include people with disabilities. • Mel Brian would be able to provide information on the Flexible Home Improvement Grant, the Home Repair Assistance Grant and the Disabled Facilities Grant. <p>JC has suggested that the information provided by JE is what is required as she can advise on Government policies etc. Unfortunately she is on leave on 28/1 and so is unable to attend.</p>
Action 2: RC to obtain dates for consultation exercises to enable the Board to discuss issues prior to it going out to public consultation.	<p>DES Board advised by email on 3/11/15 of consultation on WBC savings proposals. RC monitoring WBC Forward Plan for other consultation exercises.</p> <p>DES Board sent email by Paul Hendry on 30/12 about proposal to cut the Access Officer post and response received from AF.</p>
Action 3: JC is no longer on the Council's consultation list. This appears to have started on 17/8 when he stopped receiving emails from WBC. RC to investigate.	JC is still on the WBC consultation list along with the rest of the DES Board and emails with consultation details will be sent out by RC. An email advising about consultation on the Council Tax Reduction Scheme was sent out on 14/9 and another email advising of the public consultation on the council's savings proposals was sent on 3/11.
Action 4: RC was asked (i) if the	i. The need for transponders has been included in the

<p>car park transponder tender includes the ability for the new transponders to operate in both the Newbury multi storey car parks (ii) if Blue Badge holders will have to apply for the new transponders. (iii) that the Board is advised of timescales for any changes.</p>	<p>tender. Martyn Baker has informed that existing and working transponders already issued will continue to function as the signal receivers will not be changed;</p> <ul style="list-style-type: none"> ii. They will produce information for Blue Badge holders on how to apply for new transponders nearer to the implementation date of the new equipment; iii. They do not have a firm date as yet, but it is likely to be in the period February to March 2016 and car parks will provide information for all of customers. <p>Martyn has been invited to the January meeting to provide an update and answer any questions</p>
<p>Action 5: Barbara Billett had advised that she could add links from the Council website to the CCG if the Board could identify where these should be. RC to discuss this with AF</p>	<p>JC has suggested a link from a health-related page would be appropriate. RC to bring examples of health-related pages on the WBC website to the meeting.</p>
<p>Action 6: Board Members to contact Karen Felgate if they want to be involved in defining tender specifications.</p>	
<p>Action 7: Matthew Metcalfe to advise if it's possible to discuss with RBC fact that 2 wheelchairs are not able to travel together on Reading Buses.</p>	<p>The buses used by Reading Buses on their local bus services comply with the requirements of the Equality Act 2010 and the PSV (Accessibility) Regulations 2000. The legal requirement is for local buses to have wheelchair access and appropriate accessibility features approved by the Disabled Persons Transport Advisory Committee. There must be a designated space for one wheelchair passenger. Unfortunately this means that the design of the buses (compliant with all the regulations and legislation) is such that two wheelchair passengers could not travel together.</p>
<p>Action 8: Matthew Metcalfe to email a map showing the location of Kassel kerbs to John Carr so he can put it on the www.wbda.org website.</p>	<p>Completed</p>
<p>Action 9: Matthew Metcalfe to find out if the markings were now in place at the bus stop in Hilden's Drive.</p>	<p>This December there will be a parking consultation covering Hilden's Drive in Tilehurst. The proposal is to protect the approaches to the Kassel Kerbs with double yellow lines. The council anticipates a lot of objections from people who park their cars in the vicinity of the Kassel kerbs.</p>
<p>Action 10. Matthew Metcalf to investigate whether it is possible for information cards with driver information to be made available</p>	<p>Matthew has discussed this with the officers who introduced the safer journey card. The conclusion was that the Council would not be in a position to introduce a Braille version because of the high cost of doing so. Also, there was the thought that the Blue assist Scheme app is a better solution</p>

in Braille.	than the paper information card.
<p>Action 11: Glyn Davis to check on the legality of moving the green man to the pole on the opposite side of the road at the St John's Post Office Pelican Crossing.</p>	<p>The green men on the opposite side can be used but not with the near side green men. This would mean that the council would have to replace all the push buttons and run new cables as a minimum around the site and fit new far side green men. The cost of this providing no duct work is required would be in the region of £20k.</p> <p>A further issue is that the Department for Transport advise against far side green men, and although this is only advice, the council does try to adhere to all DfT guidelines as liability is a concern.</p> <p>So there are two issues with far sides which are cost and liability. GD does not have the budget to even consider this at the moment as there are other sites in dire need of refurbishment/update and these must remain a priority.</p> <p>They could consider fitting repeaters to the Post Office crossing. These are as the name suggests repeater units of the green men but they are mounted higher up the pole above the push button unit and above head level so they are visible to all, these are on the side they cross from not opposite as far sides are..</p>
<p>Action 12: Stewart Souden to ask Valerie Witton to carry out an access audit of Linear Park to see if the proposed kissing gate solution could be installed in areas which aren't too steep.</p>	<p>SS has ordered the upgrading of the access point into Linear Park to become DDA compliant as requested. However he does not currently have any funding to upgrade the other points but will be able to look at it again in 2016.</p> <p>Unfortunately the Access Officer post is at risk, as part of the savings being consulted on at the moment.</p>
<p>Action 13: Stewart Souden to investigate whether a mechanism can be inserted into the overhead barriers that restrict entry to car parks to enable vehicles with wheelchairs to open and shut the barrier</p>	<p>SS mailed a key to AF in October to enable him to open the overhead barrier. Email sent to AF by RC on 19/10 confirming this.</p>
<p>Action 14: (i) Stewart Souden to provide RC with an update on progress with making access points wheelchair friendly. (ii) John Carr to draw a plan of how this may operate</p>	<p>(i) There is no update at present as the funding for this work will not be available until the new financial year. (ii) The plan was not required as JC has been sent a key.</p>
<p>Action 15: RC to invite Andrea</p>	<p>Andrea King will be giving a presentation to the DES Board</p>

<p>King to the next meeting to provide an update on the new ways of working being implemented.</p>	<p>at the January 2016 meeting.</p>
<p>Action 16: RC to request that the minutes of the DES Board meetings from 2007 are put back on the Equalities page of the WBC website.</p>	<p>DES Board minutes from 5/5/09 have been put onto Issue Manager with the other Council meeting minutes and are accessible via the Council's website. RC sent an email to the DES Board on 10/12 to advise that they are now accessible and providing the link.</p>
<p>Action 17: RC to discuss why JC, KH and AF were not directly consulted about the Council Tax Reduction Scheme with the Consultation Team and Bill Blackett.</p>	<p>Bill Blackett has advised that he was unaware of the existence of the DES Board or the WB Disability Alliance. However they did consult with every current recipient of council tax support, who fell into three groups, working age (who will be affected by the proposed changes, pensioners and vulnerable. The latter two groups are protected and not affected by the changes. Vulnerable has been defined as those in receipt of disability related benefits.</p> <p>When the consultation was published, notification went out on twitter and facebook and also anyone registered for consultation should have received an email alert. Those who claim council tax relief were written to individually and everyone else was emailed. RC sent an email to the DES Board on 14/9 advising about the consultation.</p> <p>As they review annually and consult on any proposed changes they will take on board the need to specifically include such groups.</p>
<p>Action 18: JC to invite Gwen Mason to join the Board / RC to amend the ToR.</p>	<p>RC has amended the Board's ToR and these were emailed to the Board with the October meeting minutes.</p>
<p>Action 19: JR to discuss EOK's membership of the Board with her</p>	

West Berkshire Council Equality Objectives and Activities 2015 – 16 Annual Report

Introduction

Following the introduction to the Equality Act 2010, public authorities are required to comply with the general equality duty and specific equality duties as set out below:

General Duty

In exercising our functions, West Berkshire Council must have due regard to the need to:

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

The nine protected characteristics are as follows: Age; Disability; Gender Reassignment; Marriage & Civil Partnership, Pregnancy & Maternity; Race; Religion & Belief; Sex; Sexual Orientation.

Specific Duties

In summary, the council is required to:

1. Publish information to demonstrate our compliance with the general equality duty. This needs to be done annually in January each year. This information must include information relating to people who share a protected characteristic who are employees or others affected by our policies and practices. (Employee information is published in the Annual Employee Report. Details of where this can be found are included below.)
2. We must prepare and publish one or more objectives that act to further any of the aims of the general equality duty. This must be done at least every four years, beginning in 2012. The objectives must be specific and measurable.

The council's equality objectives are drawn from the West Berkshire Council Strategies for 2014-18 and 2015-19, where equality is core to the way in which we plan and deliver our services.

The following table sets out the council's equality objectives and supporting activities, and provides a summary of our progress over the last year.

West Berkshire Council Equality Objectives Progress Update at December 2015

Equality Objective 1: Ensure our workforce is reflective of our communities (from Council Strategy 2014/15)

Performance Measure (i): On an annual basis, review % of council staff with protected characteristics compared to census data.

Annual Data: Data in the WBC Annual Employment Report 2015, which relates to data from 2014-15, has not been analysed by all 9 protected characteristics set out in the Equality Act 2010. This is because only a small set of the employee workforce have answered these questions either through the application process or through MyView. Where possible, equality and diversity data has been compared to that available for the district population from the 2011 Census and the full report can be accessed via the following link: <http://info.westberks.gov.uk/CHttpHandler.ashx?id=34897>

The report shows that three quarters of the work force was female, with only a quarter being male, which is typical for a unitary authority and the figure has remained stable for many years. 79% of employees were aged 35-64, with an older workforce again being typical of local government. 3.75% of employees were aged under 25 and 3.04% were 65 and over. The number of young people were very low when compared to the general population of 11% of young people aged 15-24 and the council is endeavouring to improve this by providing 20 apprenticeships per annum across a range of council services

The percentage of employees who declared themselves to have a disability (3.49%) was a slight increase on last year and also slightly higher than the proportion of working age (16-65) residents in the Census who reported that their day to day activities were limited 'a lot' by disability (3.2%). The percentage of employees who declared themselves of Black Minority Ethnic (BME) origin (4.07%) was slightly lower than the figure for the Census (5%).

Performance Measure (ii): Produce a breakdown of responses for the protected characteristics within the employee attitude survey 2015/16 to see if any specific areas requiring action are highlighted.

Annual Update: The responses from the Employee Attitude Survey 2015 have been broken down to provide a comparison between responses from staff with a declared disability compared to those without. This has shown that the percentage scores for staff with a disability are lower than those without in a number of areas such as satisfaction with working conditions, their perceived value by the organisation and the support they received when they first joined the council. This information helped to inform a recent report entitled 'A Corporate Approach to Disability under the Equality Act 2010' which set out the case for a corporate budget for staff reasonable adjustments. This was agreed by Operations Board in December 2015 and due to be implemented from April 2016.

Performance Measure (iii): Produce data showing representation of protected characteristics in more senior roles within the council.

Annual Data for 2014/15: Data in the WBC Annual Employment Report 2015 shows that 83.73% of jobs on the lowest WBC grades (B-F) are occupied by woman. However, only 64.17% and 26.32% of middle and senior managers respectively (defined as grades K upwards to the Chief Executive) are female. As women occupy 76.47% of all jobs in the council, this shows that proportionately more female employees are employed in lower paid jobs in the council, and proportionately more men are employed in higher paid jobs.

Senior managers are defined as the Chief Executive, Corporate Directors and Heads of Service - a total of 19 employees (1.23% of the total workforce). There is a stark contrast between the 26.32% of senior managers who are female and the percentage of the total workforce that is female. However, the senior management group is very small and has a relatively low turnover. It is hard to draw conclusions about the reasons for the disparity, which may be historical and relate to recruitment and/or retention issues. All senior managers are aged between 45 and 64. This reflects the level of experience required for these jobs.

Just over 4% of all employees declare themselves as being of black minority ethnic (BME) origin. 47.62% of BME employees are in the lowest grade group (B-F) compared to 40.53% of all employees in the council; this dropped to 0% for senior management jobs. This small, stable group of senior managers makes it hard to draw conclusions about the reason for lack of representation at this level. If just one member of this group was BME the percentage (5.26) would be higher than that for the district population in the Census. No apprentices employed in this period were BME.

With regard to the 3.49% of employees declaring themselves to have a disability, the percentage of employees in each grade group with a disability was fairly evenly distributed and comparable to the proportion of total employees in each grade band.

Just over 91% of part time employees are women. This is likely to be because women are more likely to take on caring responsibilities for children or other dependants, alongside paid work. 54.86% of part time workers are in the lowest graded jobs (B-F); this compares to 40.53% of all council employees who are in this pay band

No senior managers' work part time; however, 22.92% of middle managers work part time. The lack of part-time working at a senior level may reflect the difficulty of carrying out higher level management duties on a part time basis, or that the higher percentage of men working in these roles are less likely to want to work part time. It is positive to see such a high percentage of middle managers who are able to work flexibly.

The full Annual Employment Report can be accessed at <http://info.westberks.gov.uk/CHttpHandler.ashx?id=34897>.

Equality Objective 2: Endeavour to minimise discrimination, harassment and victimisation and advance equality of opportunity for employees and all members of our communities **(from Council Strategy 2014/15)**

Performance Measure (i): Document the number of employees and Members who have taken part in mandatory equality and diversity training at least every 3 years.

Full day equality and diversity training is available for staff and managers and an online refresher course is also provided. At 31/12/15, 66% of managers and 73% of staff had undertaken the training. The training also became mandatory for Members from April 2015 and at 31/12/15, 71% of Members had attended.

Performance Measure (ii): Report performance data on council employees' positive and negative experiences relating to discrimination, harassment and victimisation. (Action: Look at information held by HR in relation to grievances, disciplinary actions and exit interviews.)

Between April and December 2015 there were 5 instances where disciplinary action was taken against employees and 2 grievances were made by employees. However, there were no cases of potential discrimination ie where the employee was pregnant or BME etc.

During the same period, of the 131 employees who left the council, 23 took part in an online exit interview during which there were 84% positive responses to key questions and 16% negative responses.

Performance Measure (iii): Report proportion of Stage 2 Equality Impact Assessments (EIAs) undertaken during 2015-16 for all new and revised policies/ services entered into the executive cycle in order to check whether there will be any potential adverse impacts on people with protected characteristics.

The Equality Impact Assessment (EIA) guidance was updated during September 2015 and the process was revised. As a result, in October 2015 the committee report template for the executive cycle was amended to include a stage 1 EIA template. Therefore all authors are now required to undertake an assessment of whether the policy or service will have an impact on any of the 9 protected characteristics. If the stage 1 EIA identifies that there will be an impact, a stage 2 EIA will be undertaken and published on the council's website.

During 2014-15 the requirement for a stage 2 EIA was identified in 16% of reports going to Full Council and 11% of reports going to Executive. During the first 9 months of 2015-16, the number of stage 2 EIAs has remained static at 16% for Full Council but had increased to 27% for Executive. In addition, of the 48 savings proposals identified for 2016-17, 52% of authors identified the need for

a stage 2 EIA to be undertaken, following consultation with the public.

Performance Measure (iv): Report percentage of organisations with contracts over £100,000 whose compliance with the council's Equality Policy has been reviewed on an annual basis.

Annual Update: A process is currently being put in place, which will include criteria for an annual review and it is anticipated that this data will be available by September 2016. The Environment Director, who chairs the Procurement Board, will be raising the need for the annual review with managers at a future Board meeting. In addition, a Long Form Equalities Clause has been developed by Legal Services and is being inserted into contracts where the service has a large number of employees with protected characteristics. Training is also being provided on procurement and contracts.

Equality Objective 3: Implement new ways of working to develop communities to be more resilient in meeting the needs of vulnerable people **(from Council Strategy 2015/19)**

Performance Measure (i): Number of volunteers obtained through the village agents' volunteer scheme, focusing on, targeting rural areas and adult social care users. (Public Health Target – 18)

Quarter 1 Update	Quarter 2 Update	Quarter 3 Update	Quarter 4 Update
20	23	23	Data due April 2016

Performance Measure (ii): Approve 95% of high priority Disabled Facilities Grants within 9 weeks of receipt of full grant application

Quarter 1 Update	Quarter 2 Update	Quarter 3 Update	Quarter 4 Update
100%	100%	88%	Data due April 2016

Performance Measure (iii): Number of volunteers and staff that have received restorative practice training

Quarter 1 Update	Quarter 2 Update	Quarter 3 Update	Quarter 4 Update
30	329	795	Data due April 2016

Equality Objective 4: Close the education attainment gap for vulnerable pupils (from Council Strategy 2015/19)

Performance Measure (i): Reduce the educational attainment gap at Key Stage 2 (KS2) to 22 percentage points

Annual Update: 18 percentage points

Performance Measure (ii): Year 1 Phonics: Proportion of pupils eligible for free school meals (FSM6) achieving expected level in Phonics decoding

Annual Update: 51% at end of 2014/15

Performance Measure (iii): KS4: Proportion of children eligible for free school meals (FSM6) who achieve 5+ A*-C grades at GCSE inc English & Maths

Annual Update: 33% at end of 2014/15