

# Individual Decision

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The attached report will be taken as Individual Portfolio Member Decision on:

**Thursday, 8th February, 2018**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID3415	<b>Annual Equalities Report</b>	Councillor Marcus Franks	3 - 16



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## Annual Equalities Report - Summary Report

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<b>Committee considering report:</b>	Individual Decision on 8 February 201
<b>Portfolio Member:</b>	Councillor Marcus Franks
<b>Date Portfolio Member agreed report:</b>	08 February 2018
<b>Report Author:</b>	Rachel Craggs
<b>Forward Plan Ref:</b>	ID3415

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### 1. Purpose of the Report

- 1.1 To request the Executive Member for Community Resilience and Partnerships to agree the Annual Equalities Report. This will enable the Council to fulfil its duty under the Equality Act 2010, which requires local authorities to publish information annually that demonstrates compliance with the general equality duty.

### 2. Recommendation

- 2.1 The Executive Member for Community Resilience and Partnerships agrees the Annual Equalities Report.

### 3. Implications

- 3.1 **Financial:** No implications as the Equality Objectives have already been agreed.
- 3.2 **Policy:** Local authorities are required to publish information to demonstrate compliance with the General Equality Duty in January each year.
- 3.3 **Personnel:** No implications.
- 3.4 **Legal:** Publication of the Annual Equalities Report on the Council's website ensures that the Council meets its duty under the Equality Act 2010.
- 3.5 **Risk Management:** The Council will be in breach of the Equalities legislation if the information to demonstrate compliance with the General Equality Duty is not published.
- 3.6 **Property:** No implications.
- 3.7 **Other:**

### 4. Other options considered

- 4.1 No other options have been considered to be relevant.

## 5. Consultation

### Members:

**Leader of Council:** Not consulted.

**Overview & Scrutiny Management Commission Chairman:** Not consulted.

**Ward Members:** Not consulted.

**Opposition Spokesperson:** Not consulted.

**Local Stakeholders:** Not consulted.

**Officers Consulted:** Corporate Board, Including Everyone Board

**Trade Union:** Not consulted.

## Executive Summary

- 5.1 Following the introduction of the Equality Act 2010, public authorities are required to comply with the General Equality Duty and Specific Equality Duties.

The General Equality Duty requires the Council to have due regard, when exercising its functions, 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 Specific Equality Duties require the Council to:-

- Publish information to demonstrate our compliance with the general equality duty in January each year.
- Prepare and publish one or more objectives that act to further any of the aims of the general equality duty at least every four years, beginning in 2012.

- 5.2 The Council's Equality Objectives have either been drawn from the West Berkshire Council Strategy 2015-19 or have been developed by the Including Everyone Board (IEB), which is chaired by the Corporate Director for Environment.

- 5.3 In order to meet the requirements of the Specific Equality Duties, the Annual Equalities Report has been developed setting out progress with the Council's Equalities Objectives and the work of the IEB. The report will be published on the Council's website on 8 February 2018, after it has been agreed at Individual Executive Member Decision and a copy is attached at Appendix B.

## 6. Conclusion

- 6.1 The Annual Equalities Report will be published on the Council's website after it has been agreed by Individual Member Decision on 8 February 2018.

## 7. Appendices

- 7.1 Appendix A – Equalities Impact Assessment
- 7.2 Appendix B – Annual Equalities Report

## Appendix A

## Equality Impact Assessment - Stage One

<b>What is the proposed decision that you are asking the Corporate Board to make:</b>	To agree the Annual Equalities Report prior to publication on the council's website		
<b>Summary of relevant legislation:</b>	The Equality Act 2010 requires public authorities to publish information to demonstrate compliance with the general equality duty in January each year.		
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No		
<b>Name of assessor:</b>	Rachel Craggs		
<b>Date of assessment:</b>	23 January 2018		
<b>Is this a:</b>	<b>Is this:</b>		
<b>Policy</b>	<b>No</b>	<b>New or proposed</b>	<b>No</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>Yes</b>
<b>Function</b>	<b>No</b>	<b>Is changing</b>	<b>No</b>
<b>Service</b>	<b>No</b>		
<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>			
<b>Aims:</b>	The report sets out the council's progress with its Equality Objectives and the achievements of the Including Everyone Board		
<b>Objectives:</b>	To keep residents updated on progress within the council in order to:-  (i) eliminate discrimination, harassment and victimisation.  (ii) advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.		
<b>Outcomes:</b>	Residents are aware of the council's commitment to equality.		
<b>Benefits:</b>	Equality will be seen as core to the way in which the council plans and delivers its services.		
<b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b>			
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>	
Age	The Annual Equalities Report sets out progress	The Annual Equalities Report.	

	with the Council's Equalities Objectives and the work of the Including Everyone Board. Therefore it will have a positive effect on this group.	
Disability	As above	As above
Gender Reassignment	As above	As above
Marriage and Civil Partnership	As above	As above
Pregnancy and Maternity	As above	As above
Race	As above	As above
Religion or Belief	As above	As above
Sex	As above	As above
Sexual Orientation	As above	As above
<b>Further Comments relating to the item:</b>		
<b>3 Result</b>		
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>		<b>No</b>
<b>Please provide an explanation for your answer:</b> Because the report will have a positive impact.		
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>		<b>No</b>
<b>Please provide an explanation for your answer:</b> As above		
<b>4 Identify next steps as appropriate:</b>		
<b>Stage Two required</b>	No	
<b>Owner of Stage Two assessment:</b>	N/A	
<b>Timescale for Stage Two assessment:</b>	N/A	

Name: Rachel Craggs

Date: 23 January 2018

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# West Berkshire Council

## Equality Objectives and Activities 2017

### Annual Equalities Report

#### **Introduction**

Following the introduction of 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 its functions, the 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 and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

#### **Specific Duties**

In summary, the council is required to:

1. Publish information to demonstrate compliance with the general equality duty in January each year. This must include information relating to people who share a protected characteristic who are employees or others affected by its policies and practices. Employee information is published in the Annual Employee Report. Details of where this can be found are included below.
2. 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 and the objectives must be specific and measurable.

The council's equality objectives have either been drawn from the [West Berkshire Council Strategy 2015-19](#) or have been developed by the council's Including Everyone Board (IEB), which is chaired by the Corporate Director for Economy and Environment.

Equality should be core to the way in which the council plans and delivers its services and the IEB's role is to ensure that the council meets its legal requirements under the Equality Act 2010.

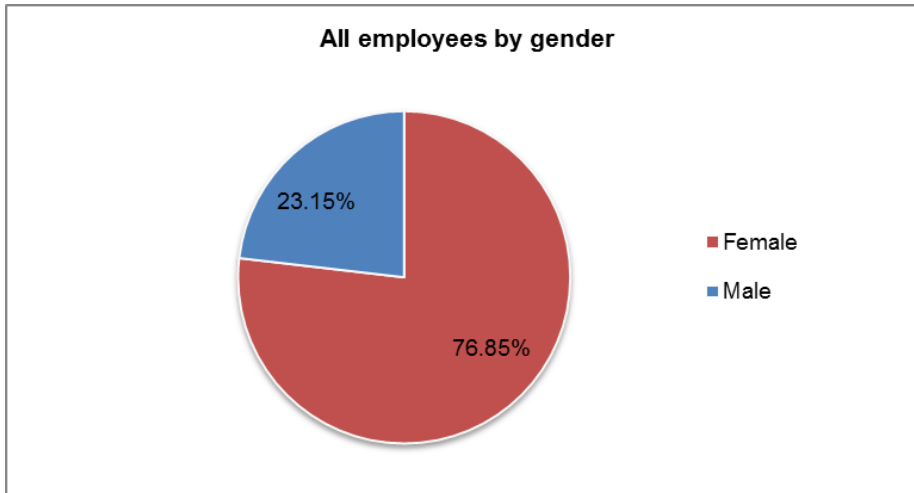
The IEB includes representatives from the Communities, Economy & Environment and Resources Directorates, the Executive Portfolio Member for Community Resilience and Partnerships, Legal Services, Human Resources, Facilities and the Staff Disability Network. The work of the IEB in conjunction with other council services during 2017 has included the following:-

- A corporate capital budget of £10,000 has been made available for a second year for reasonable adjustments for staff with disabilities to ensure they are not substantially disadvantaged when undertaking their jobs. It is a requirement under the Equality Act 2010 to provide reasonable adjustments and prior to the creation of the corporate budget, the cost of these were met by the individual services where the member of staff was working.
- A Disability Staff Network event was held earlier in the summer to enable staff to raise any problems they were experiencing.
- Training on undertaking Equality Impact Assessments has been undertaken with senior officers in conjunction with the enhanced guidance for staff regarding report writing and equalities issues that is available on the staff intranet.
- The council is in the process of formerly adopting the International Holocaust Remembrance Alliance (IHRA) working definition of anti-Semitism, following adoption last year by central government.
- Transgender guidance has been produced for West Berkshire schools by the council's Education Service.
- A leaflet has been designed by a staff member with a hearing impairment that can be shared with other members of staff. It describes how he would like to be approached and includes other learning in connection with deaf awareness.
- The council's equality objectives have been reviewed by the IEB, and a summary of progress during 2017 (where data is available) can be found overleaf. However, please note that the data related to the breakdown of council staff provided in equality objective 1 is taken from the Annual Employment Report covering the period April 2016 – March 2017.

## West Berkshire Council Equality Objectives Progress Update

### Equality Objective 1: Ensure our workforce is reflective of our communities

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



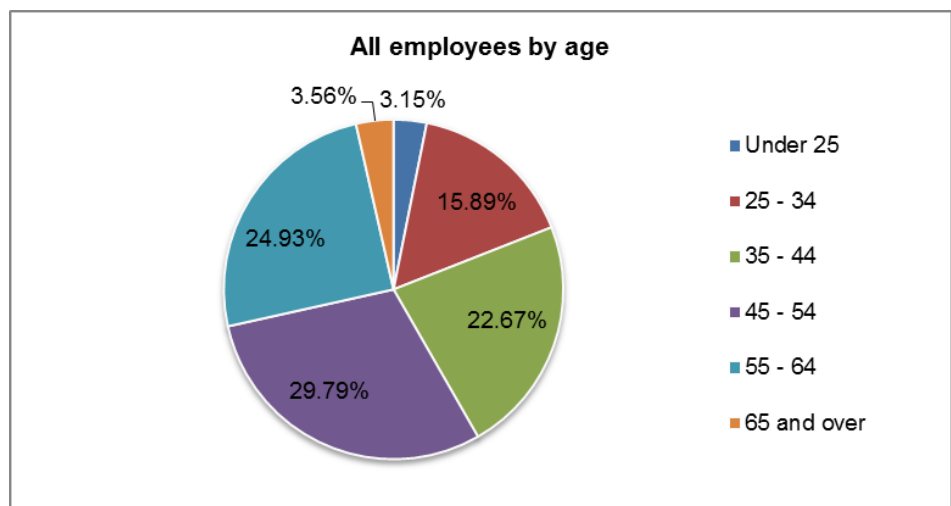
A high proportion (76.85%) of female employees is typical for a unitary authority. This figure has remained stable for many years and is over representative when compared to Census data, which shows a roughly equal gender split.

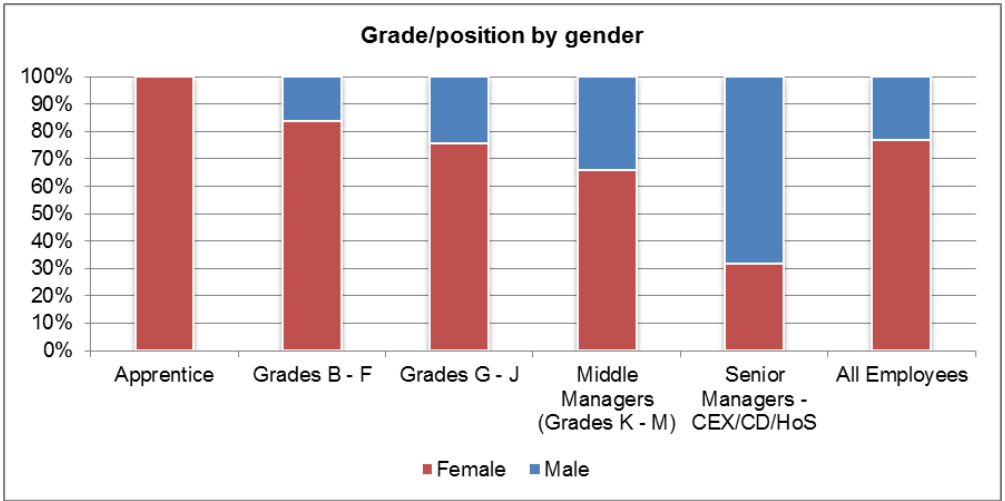
The percentage of employees who declare they have a disability (3.22%) is a very slight decrease on last year. It is slightly higher than the proportion of working age (16-65) residents in the latest Census who report their day to day activities are limited 'a lot' by disability (3.2%)

The percentage of employees who declare themselves of black and minority ethnic (BME) origin (5.41%), is slightly higher than the figure for the district population based on the Census (5%).

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

The age profile for the council shows that 77.39% of employees were aged between 35 and 64. An older workforce is typical of local government. 3.15% of employees were aged under 25 and 3.56% were 65 and over. The age profile of the workforce has remained relatively stable over the last five years.



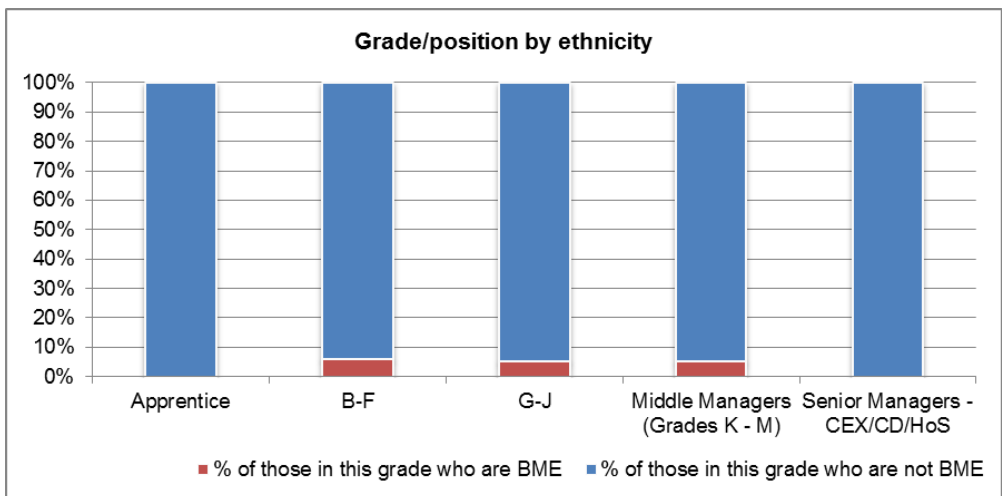


83.91% of jobs on the lowest WBC grades (B-F) were occupied by women. However, only 66.09% and 31.58% of middle and senior managers respectively were female.

As women occupy 76.85% of all jobs in the council, this shows that proportionately more female employees were employed in lower paid jobs and proportionately more men were employed in higher paid jobs.

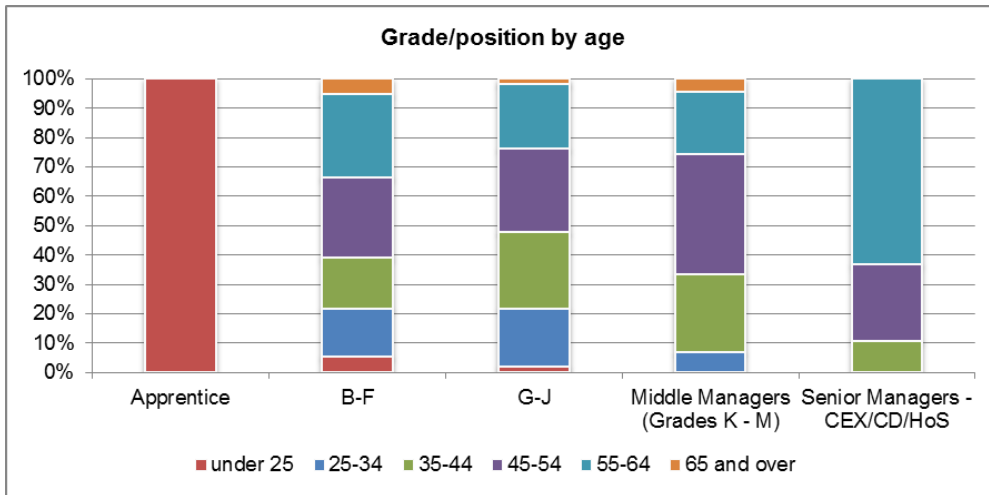
However, the senior management group is very small and has a low turnover, so it is hard to draw conclusions about the reasons for the disparity. Senior Managers are defined as the Chief Executive, Corporate Directors and Heads of Service – a total of 19 employees (1.31% of the total workforce).

5.41% of all employees declare themselves as being of BME origin. 43.04% of BME employees are in the lowest grade group (B-F) compared to 39.74% of all employees in



the council; this drops 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. No apprentices employed in this period were BME.

With regard to the 3.22% of employees declaring themselves to have a disability, the percentage of employees in each grade group with a disability is fairly evenly distributed and comparable to the proportion of total employees in each grade band.



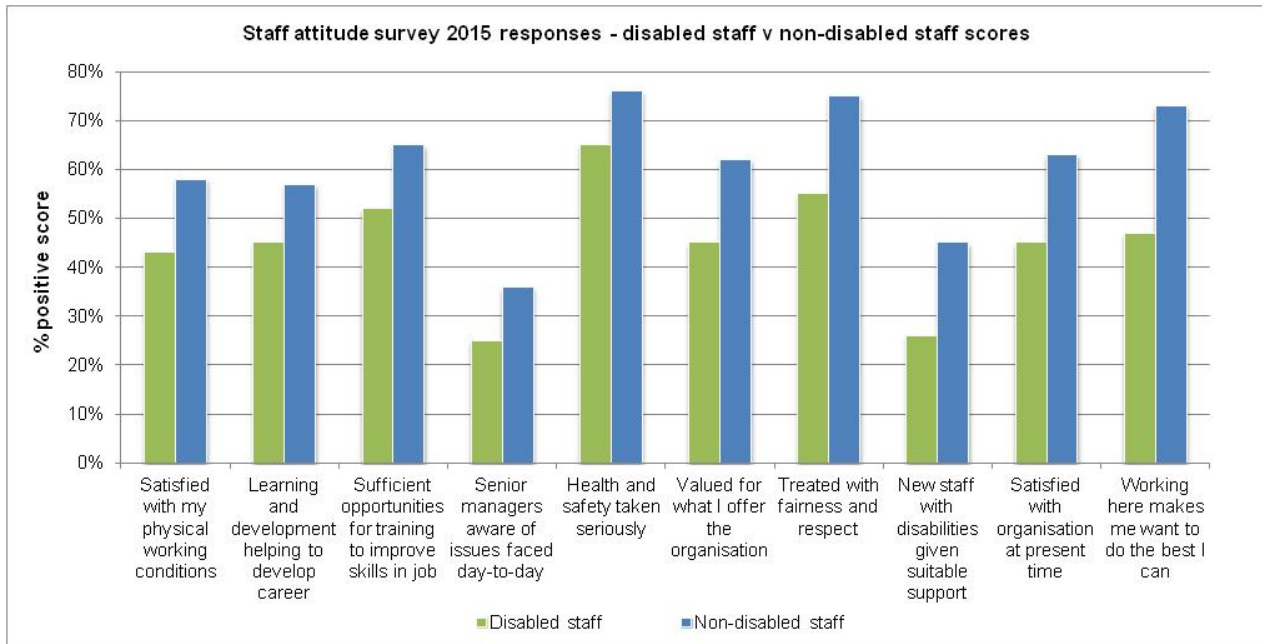
89.47% of senior managers are aged between 45 and 64.

This reflects the level of experience required for these jobs.

Source: [West Berkshire Council's Annual Employment Report 2016/17](#)

**Performance Measure (iii):** Produce a comparison of responses from staff with a disability in the employee attitude surveys for 2015/16 and 2018/19 to monitor the effect of the work of the Including Everyone Board with the Disability Staff Network.

As the next employee attitude survey is not being undertaken until 2018, data from the 2015/16 survey is provided in the graph below, which shows the variances between responses received from staff with and without a disability.



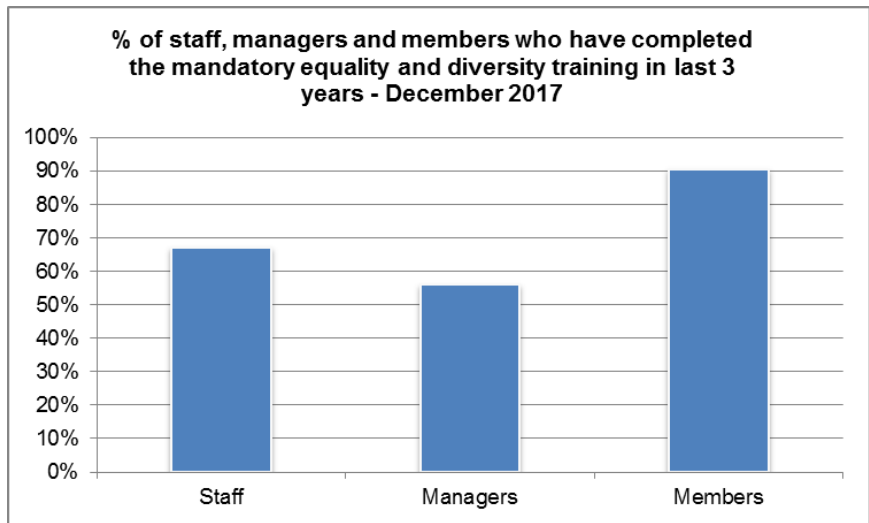
**Performance Measure (iii):** Produce data showing representation of protected characteristics in more senior roles within the Council

**Equality Objective 2:** Endeavour to minimise discrimination, harassment and victimisation and advance equality of opportunity for employees and all members of our communities

**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.

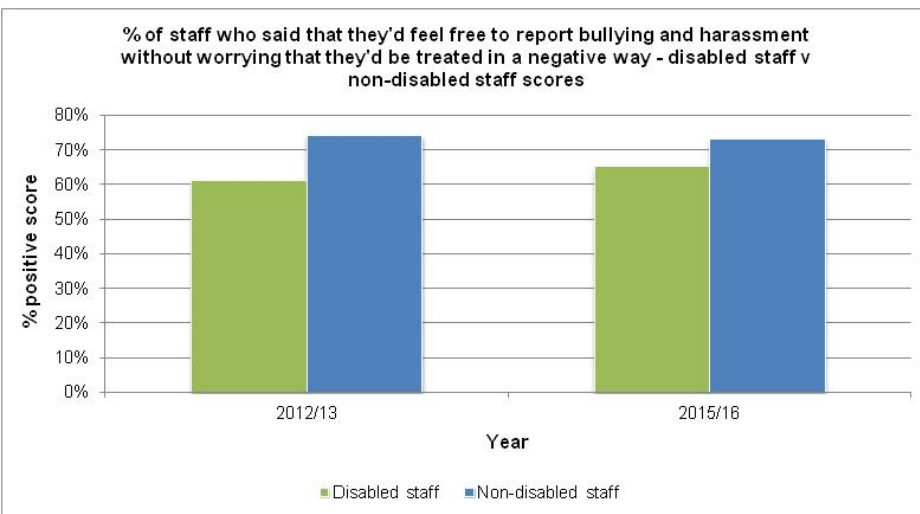
Classroom based equality and diversity training is no longer mandatory for staff. However, it is mandatory for them to attend the e-learning training if they do not attend the classroom course. It is still mandatory for managers to attend the classroom based training followed by the e-learning refresher. Mandatory training is also provided in-house for Elected Members.

The graph shows the percentage of staff, managers and Elected Members who have completed the training in the required time period as at the end of Q3 2017/18.



**Performance Measure (ii):** Produce comparison data for responses to question 44 in the Employee Attitude Surveys for 2015/16 and 2018/19 'I would feel free to report bullying/harassment without worrying that I would be treated in a negative way'

As the next Employee Attitude Survey is not taking place until 2018/19, comparison data is provided below for this measure from the 2012/13 and 2015/16 surveys.



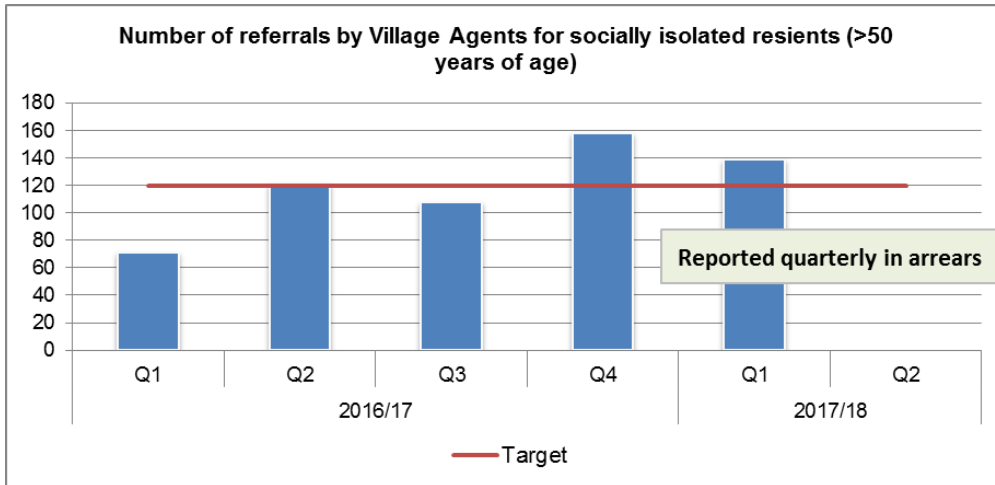
Data shows that there has been a 2% decrease in the number of employees saying that they would feel free to report bullying and harassment without worrying that they would be treated in a negative way.

The variance between disabled and non-disabled staff's positive scores remains, however it has

reduced from 13% to 8%, with disabled staff positive scores lower than non-disabled staff.

**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 referrals by village agents for socially isolated residents (<50 years of age)



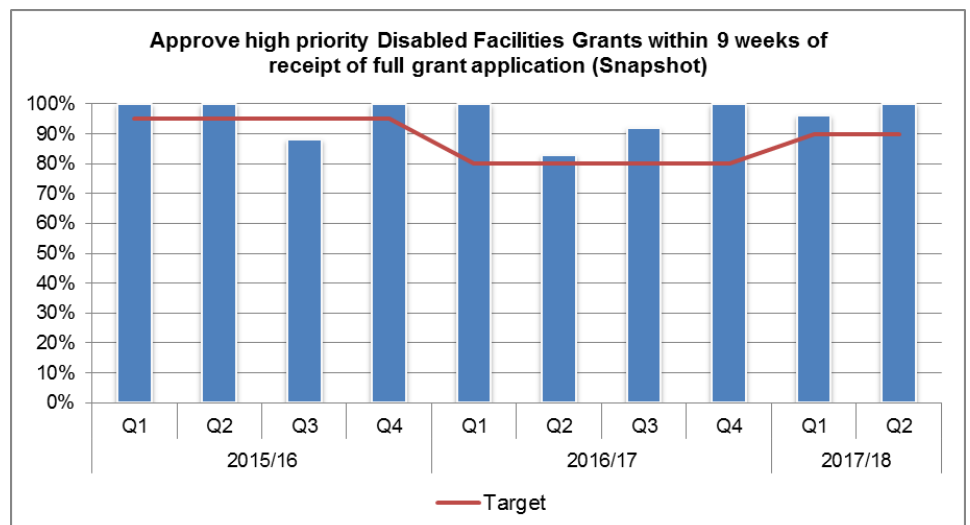
This measure has replaced the original Council Strategy measure 'Number of volunteers obtained through the village agents' volunteer scheme, focusing on,

targeting rural areas and adult social care users'.

The graph above relates to the Council's financial year, which is April – March. It shows that the target to obtain 120 referrals per quarter was achieved during July – September 2016 (Q2) and exceeded during January – March 2017 (Q4). It was also exceeded during April – June 2017 (Q1) and the graph will be updated when the data for the period July – December 2017 (Q2) becomes available.

**Performance Measure (ii):** Percentage of high priority Disabled Facilities Grants approved within 9 weeks of receipt of full grant application

The data shows that this target has been either met or exceeded over the last 7 quarters. The graph relates to the Council's financial year, which is April – March and therefore, the quarters apply accordingly.



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

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

Academic Year	Year End Outturn (%)
2014/15	55%
2015/16	54%

The 2016/17 data is not currently available and the graph will be updated accordingly later in the year.

**Performance Measure (ii):** To improve on 2015/16 year rankings for reading, writing and maths combined expected standard for disadvantaged pupils in KS2 in 2016/17 Academic Year

Academic Year	Year End Outturn (Rank)
2015/16	122 / 152

The 2016/17 data is not currently available and the graph will be updated accordingly later in the year.

**Performance Measure (iii):** To improve on 2015/16 rankings for attainment 8 for disadvantaged pupils in KS4 in 2016/17 Academic Year

Academic Year	Year End Outturn (Rank)
2015/16	100 / 152

The 2016/17 data is not currently available and the graph will be updated accordingly later in the year.