

# Individual Decision

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

**Thursday 31 January 2019**

<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member</b>	<b>Page No.</b>
ID3672	<b>Annual Equalities Report</b>	Councillor Rick Jones	3 - 16



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## Annual Equalities Report

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**Committee considering report:** Individual Decision on 31 January 2019

**Portfolio Member:** Councillor Rick Jones

**Report Author:** Rachel Craggs

**Forward Plan Ref:** ID3672

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### 1. Purpose of the Report

1.1 To request agreement of 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 To agree 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. 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 31 January 2019, after it has been approved 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 31 January 2019.

## 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 Portfolio Holder 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>	14 January 2019		
<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>		
None		
<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: 14 January 2019

**West Berkshire Council**  
**Equality Objectives and Activities 2018**  
**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.

## Appendix B

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 Health and Wellbeing, Legal Services, Human Resources, Facilities, Unison and the Staff Disability Network. The work of the IEB in conjunction with other council services during 2018 has included the following:-

- A corporate capital budget of £10,000 has been made available for a third year for reasonable adjustments for staff with disabilities to ensure they are not substantially disadvantaged when undertaking their jobs.
- Equality and Diversity Training has been undertaken with Elected Members with a specific focus on Equality Impact Assessments and the importance of carrying out consultation with those protected groups likely to be impacted by the change.
- The council has formerly adopting the International Holocaust Remembrance Alliance (IHRA) working definition of anti-Semitism. As the Council no longer has the resource to hold a commemoration for Holocaust Memorial Day in January, a minute's silence will be held in the Council offices instead
- A 6 month trial of the Signlive Deaf Accessibility Tool will be taking place in early 2019. It will provide a real time signer either via a video remote system laptop, desktop, tablet or smartphone or a video relay system, whereby a telephone call is relayed through a signer.
- The council's equality objectives have been reviewed by the IEB, and a summary of progress during 2018 (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 2017 – March 2018.
- The council's equality objectives will be refreshed in 2019 by the Including Everyone Board as required by the Equality Act 2010. They will include activity in response to the results from this year's Employee Attitude Survey, which again have shown a higher number of negative responses from staff with a disability.

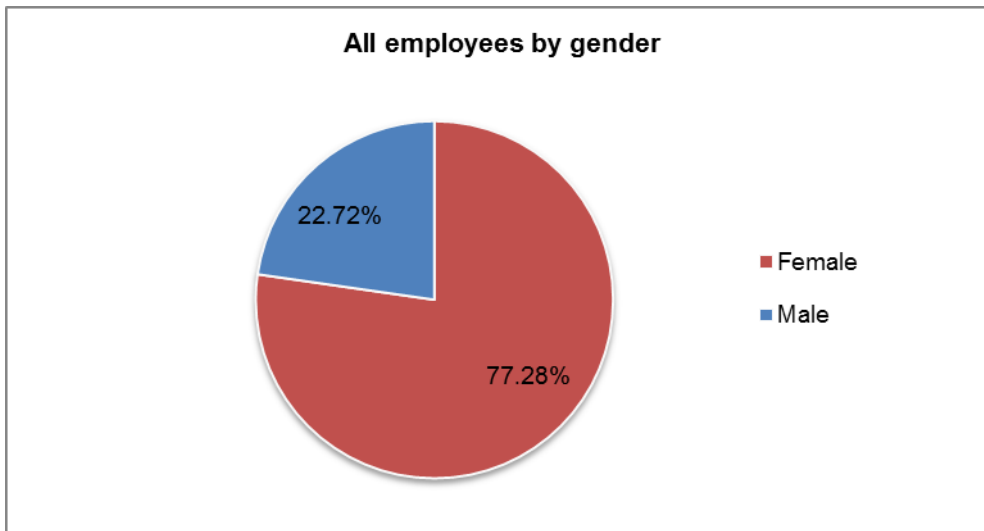


## Appendix B

### 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 (77.28%) of female employees is typical for a unitary authority. This figure has remained stable for many years and is unlikely to change. It is over representative when compared

to Census data, which shows a roughly equal gender split.

The percentage of employees who declare themselves to have a disability (3.23%) is a minimal increase 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%). Therefore the council continues to employ a representative number of the local working population with disabilities.

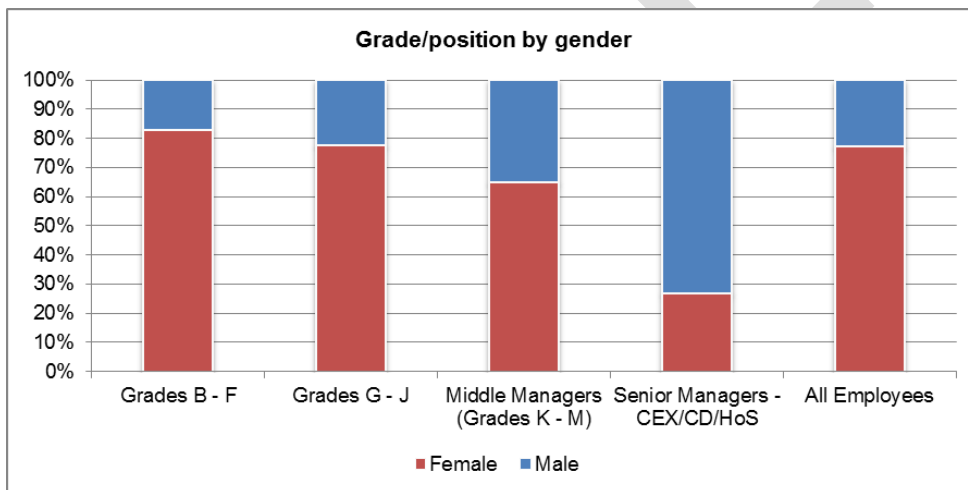
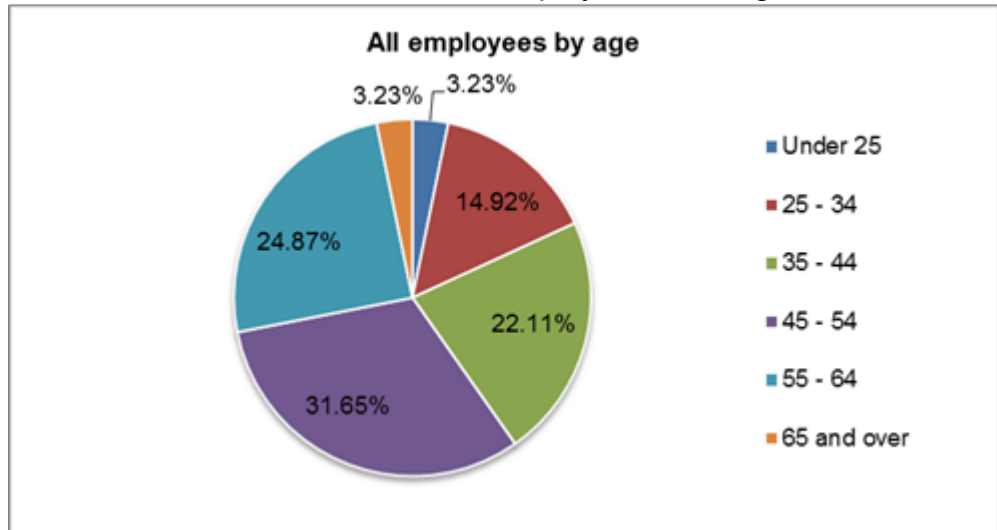
The percentage of employees who declare themselves of black and minority ethnic (BME) origin (6.25%), is higher than the figure for the district population based on the Census (5%). This is an increase on the last year and is the third consecutive year that the council has reported a BME workforce that equals or exceeds the proportion in the population.

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

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The age profile for the council shows that 78.63% of employees were aged between 35 and 64, which is an increase on last year.

An older workforce is typical of local government. 3.23% of employees were aged under 25 and 3.23% were aged 65 and over. The age profile of the workforce has remained relatively stable over the last five years.

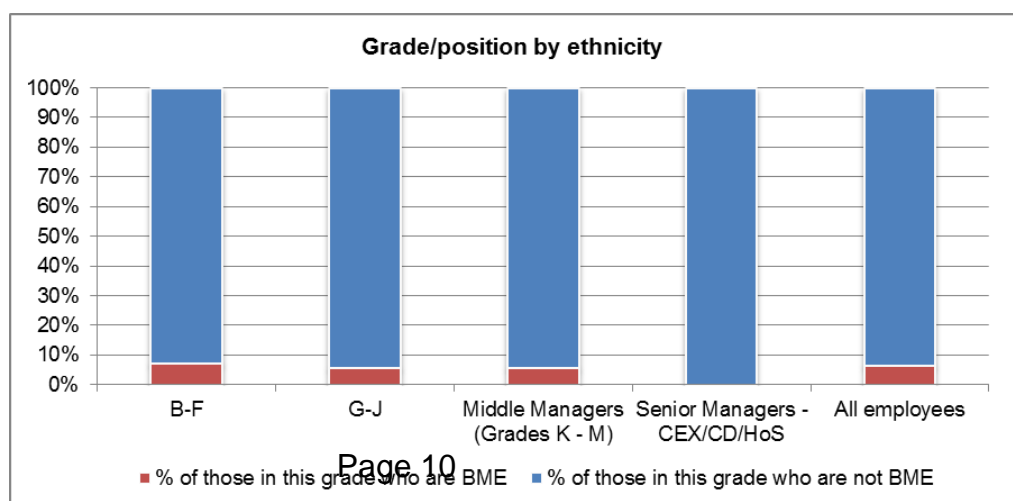


82.96% of jobs on the lowest WBC grades (B-F) were occupied by women. However, only 64.76% and 26.67% of middle and senior managers respectively (defined as grades K upwards to Chief

Executive) were female. This is a decrease on last year. As women occupy 77.28% 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.

Senior Managers are defined as the Chief Executive, Corporate Directors and Heads of Service – 1.01% of the total workforce. There is a contrast between the number of senior managers who are female (26.67%) and the percentage of the total workforce that is female (77.28%). There has been a 5% drop in women in senior management since last year, which is due to resignations.

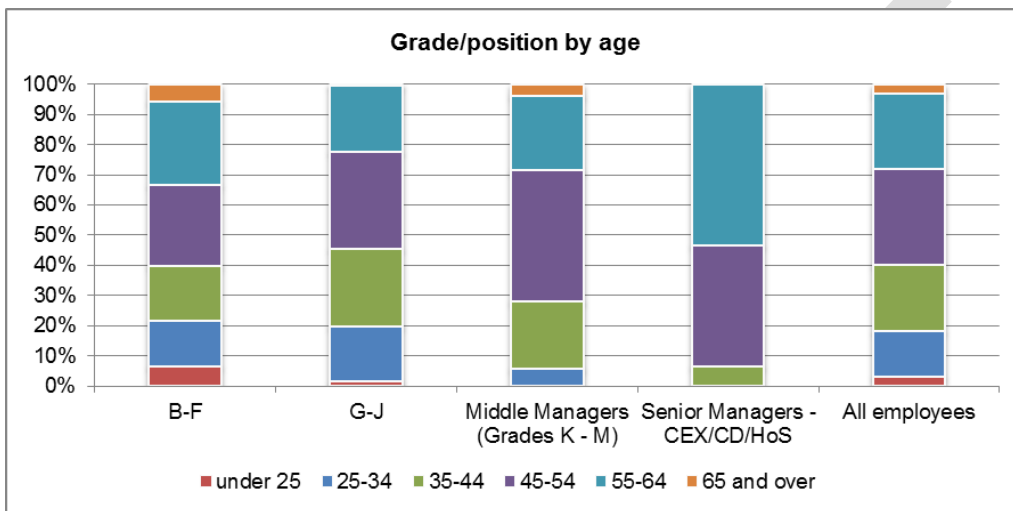
6.25% of all employees declare themselves as being of black minority ethnic (BME) origin.



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45.16% of BME employees are in the lowest grade group (B-F) compared to 39.45% of all employees in the council; this drops to 0% for senior management jobs.

With regard to the 3.23% 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.

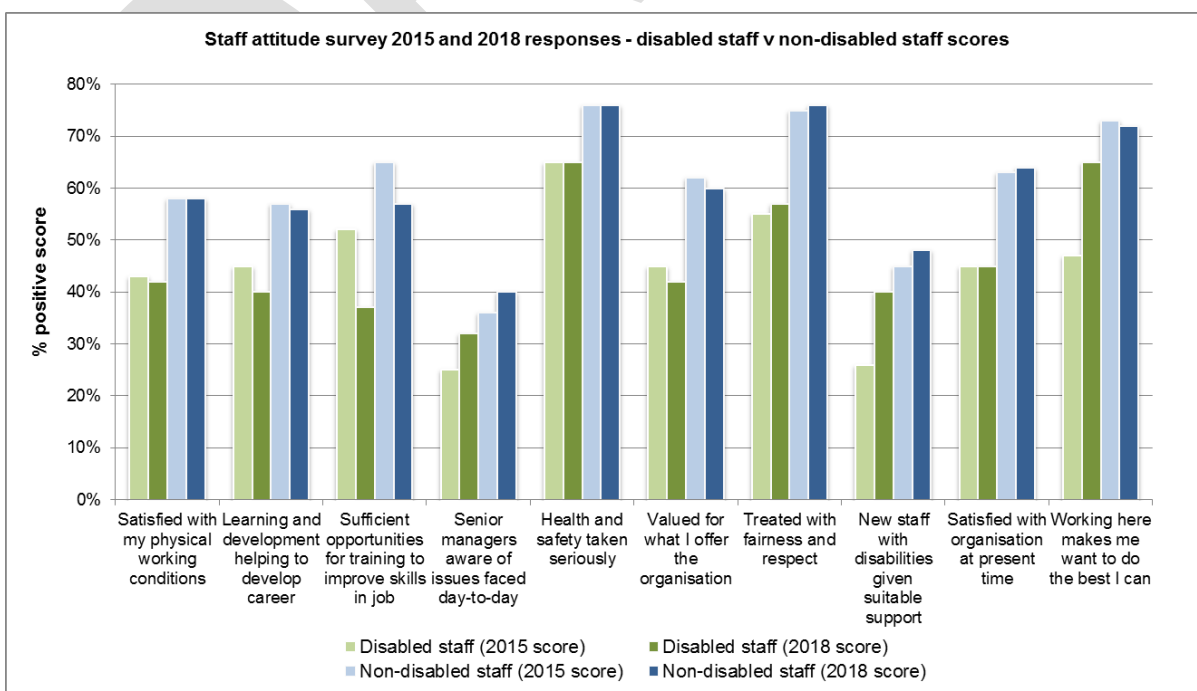


93.33% of senior managers are aged between 45 and 64, which is an increase on last year.

This reflects the level of experience required for these jobs.

Source: [West Berkshire Council's Annual Employment Report 2017/18](#)

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



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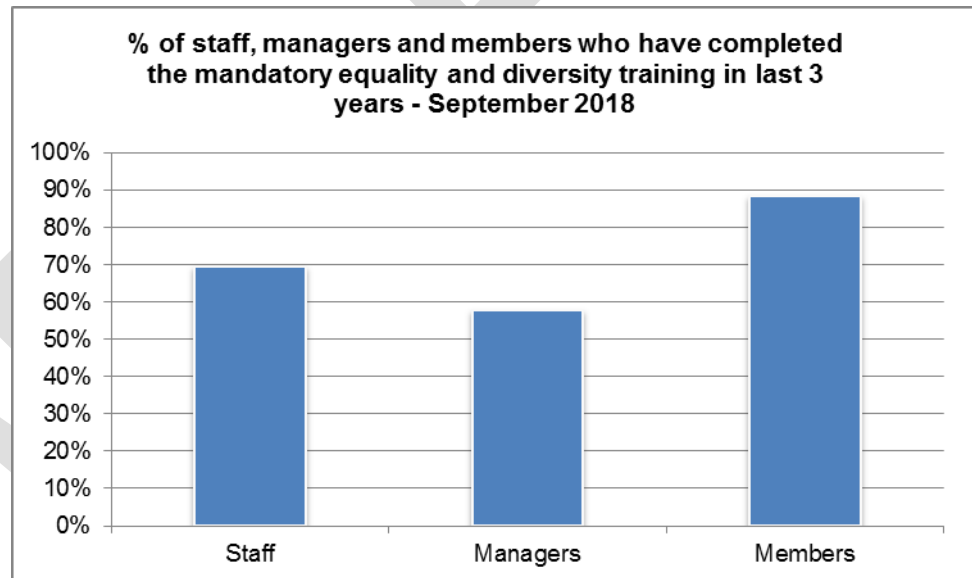
The graph shows an improvement in the views of staff with disabilities in some areas since 2015 e.g. senior managers being aware of issues faced day to day, new staff with disabilities given suitable support and wanting to do the best for the organisation. However there has been a deterioration in other areas, e.g. the availability of learning and development, sufficient opportunities for training and being valued by the organisation.

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

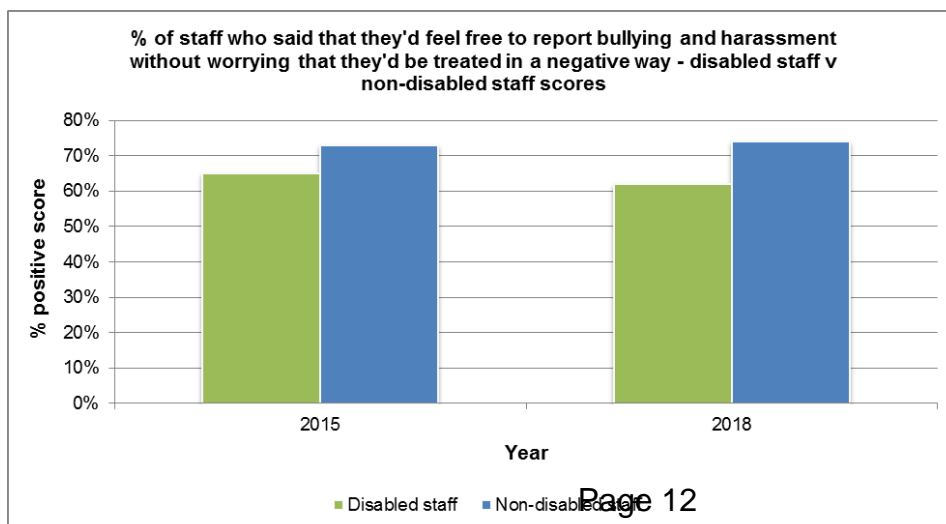
**Performance Measure (i):** Document the number of employees and Members who have taken part in mandatory equality and diversity training at least every 3 years.

Classroom based equality and diversity training is no longer mandatory for staff. However, it is mandatory to complete the e-learning training. 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 Q2 2018/19.



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



Data shows that there has been a 2% increase (71% in 2015 to 73% in 2018) in the number of employees saying that they would feel

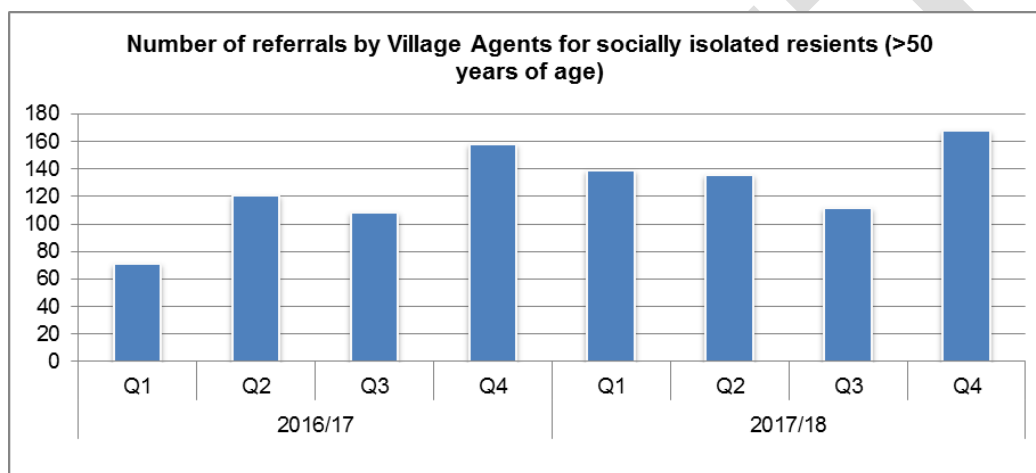
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free to report bullying and harassment without worrying that they would be treated in a negative way.

The variance between disabled and non-disabled staff's positive scores remains, however it has increased from 8% to 12%, 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). 2017/18 target =480 referrals



This measure has replaced the original Council Strategy measure 'Number of volunteers obtained through the village agents'

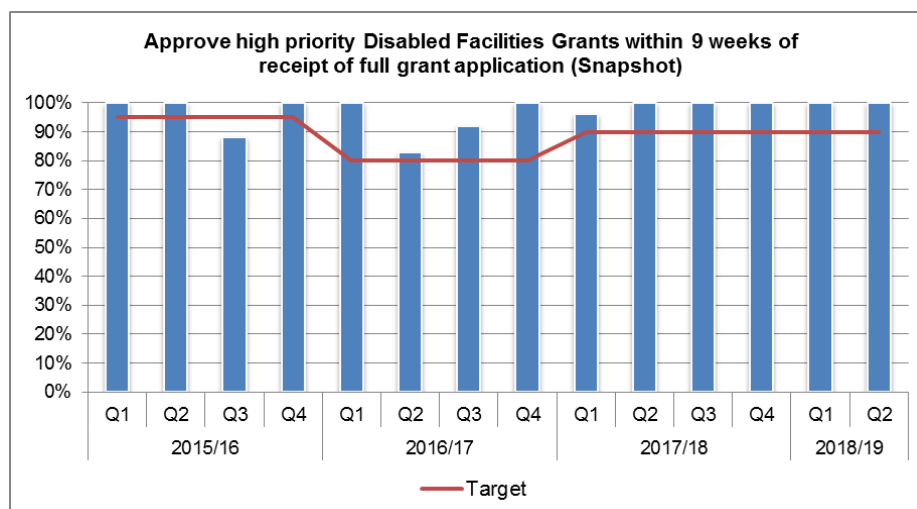
volunteer scheme, focusing on, targeting rural areas and adult social care users'.

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 exceeded during January – March 2017 (Q4), April – June 2017 (Q1), July – September 2017 (Q3) and January – March 2018 (Q4). However, the measure ceased to be monitored during 2018/19 and therefore this data is not included.

**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 11 quarters.

The graph relates to the council's financial year, which is April – March, and therefore,



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the quarters apply accordingly.

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

**Performance Measure (i):** % of pupils eligible for Free School Meals (FSM) achieving a Good Level of Development (GLD) at foundation stage (Early Years)

Academic Year	Year End Outturn (% and Rank)
2015/16	57% (38 /152 – 1 <sup>st</sup> quartile)
2016/17	53% (99 /152 – 3 <sup>rd</sup> quartile)

**Performance Measure (ii):** 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%
2016/17	54%

**Performance Measure (iii):** To improve on 2015/16 year rankings for reading, writing and maths combined expected standard for Free School Meals (FSM) pupils in KS2

Academic Year	Year End Outturn (Rank)
2015/16	83 / 152 (3 <sup>rd</sup> quartile)
2016/17	146 / 152 (4 <sup>th</sup> quartile)

**Performance Measure (iv):** To improve on 2015/16 rankings for attainment 8 for Free School Meals (FSM) pupils in KS4

Academic Year	Year End Outturn (Rank)
2015/16	118 / 152 (4 <sup>th</sup> quartile)
2016/17	86 / 152 (3 <sup>rd</sup> quartile)

2017/18 data is currently unavailable for all of the above measures. Tables will be updated accordingly later in the year.

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