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# Equality, Diversity and Inclusion Framework

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<b>Committee considering report:</b>	Scrutiny Commission
<b>Date of Committee:</b>	28 November 2023
<b>Portfolio Member:</b>	Councillor Lee Dillon
<b>Date Portfolio Member agreed report:</b>	16 November 2023
<b>Report Author:</b>	Pamela Voss – EDI Officer. Initial draft by Sam Shepherd – Programme Manager, Local Communities
<b>Forward Plan Ref:</b>	EX4354

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## 1 Purpose of the Report

- 1.1 The purpose of this paper is to present a new Equality, Diversity and Inclusion (EDI) Framework for agreement.
- 1.2 It outlines the context for the new Framework, summarises the evidence base for the work and recommends agreement of the Framework as a replacement to the Council's Equality Policy. It also recommends the adoption of a new Equality Impact Assessment.

## 2 Recommendation(s)

- 2.1 It is RECOMMENDED that the Scrutiny Commission notes and makes comment as appropriate on the following, before they go to Executive for approval on 14 December 2023:
  - a) the evidence base contained within Appendix C and D for the Equality, Diversity and Inclusion Framework, including the changes within West Berkshire which requires a new approach.
  - b) the Equality, Diversity and Inclusion Framework, as contained within Appendix E, which includes a draft EDI Action Plan for the next 12 months.
  - c) the new Equality Impact Assessment in Appendix F for use in assessing the impact of decisions and changes on diverse groups within our communities.
  - d) the updated Action Plan (separate updated document Sept 2023) additional Appendix G.

### 3 Implications and Impact Assessment

Implication	Commentary
<p><b>Financial:</b></p>	<p>There are some direct financial implications for the Council arising from this report and its proposals as the current financial situation is challenging and restricted budget overall.</p> <p>£9,820 of Transformation Funding has already been secured and allocated to training which was to be guided by the outcome of the Framework.</p> <p>As discussed with the Chief Executive, there is no new resource at present to deliver the proposed Action Plan (Appendix G) some aspects will be delivered within existing resources. An investment bid will be coming forward in the future. Consideration needs to be given to enhancing the current EDI post to a 1:0 FTE or additional resource to support the delivery of possible actions and substantial workload, to enable to progress the actions moving forward. Priorities need to be identified in regard of the PSED.</p>
<p><b>Human Resource:</b></p>	<p>There will be some significant HR implications for the Council arising from this report or its proposals. In addition, staff training needs need to be considered.</p>
<p><b>Legal:</b></p>	<p>This report ensures that the Council can meet its legal responsibilities under the Equality Act (2010), the Public Sector Equality Duty (PSED) and the Armed Forces Act (2021).</p>
<p><b>Risk Management:</b></p>	<p>The risks arising from this report are:</p> <ul style="list-style-type: none"> <li>a) Legal challenge - should the Council not implement the EDI Framework, it risks being in breach of its PSED obligations.</li> <li>b) It is proposed the Council go beyond the Protected Characteristics referenced in current legislation and take into consideration additional West Berkshire needs when making decisions that will impact specific communities i:e Rural, Racing, Armed Forces, Care Leavers, other transient and displaced groups; also those in deprived areas.</li> </ul> <p>Budget restrictions – due to the current financial position of WBC, there is a reduction in spending. Work has begun on delivering the Action Plan which will support mitigations to prevent the Council breaching its obligations within the PSED.</p>

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	Council reputation – potential adverse publicity should the Council breach its obligations set out within the PSED, damaging its reputation and incurring Judicial Review costs which are usually high.			
<b>Property:</b>	There are no direct property implications for the Council arising from this report or its proposals.			
<b>Policy:</b>	There are no national policies which relate to this report or its proposals. The <i>Independent Review of Children’s Social Care (2022)</i> is an important review for this work.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>	X			
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			The proposals outlined in this report will have a positive impact on protected characteristics as it seeks to drive greater equality and inclusion.
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			The proposals outlined in this report will have a positive impact on protected characteristics as it seeks to drive greater equality and inclusion.
<b>Environmental Impact:</b>		X		There are no direct environmental implications for the Council arising from this report or its proposals.
<b>Health Impact:</b>	X			The proposals outlined in this report will help deliver the Berkshire West Health and Wellbeing Strategy which seeks to deliver on all aspects of improved health and wellbeing.

<b>ICT Impact:</b>		X		There are no IT implications for the Council arising from this report or its proposals.
<b>Digital Services Impact:</b>		X		There are no digital implications for the Council arising from this report or its proposals.
<b>Council Strategy Priorities:</b>	X			<p>The proposals in this report will help to improve the following Council strategy priorities:</p> <ul style="list-style-type: none"> <li>• Ensure our vulnerable children and adults achieve better outcomes</li> <li>• Support everyone to reach their full potential</li> </ul> <p>The proposals outlined in this report directly deliver an action in the Council's Communications and Engagement Strategy 2020-2023.</p>
<b>Core Business:</b>	X			The proposals outlined in this report will support a stronger communities.
<b>Data Impact:</b>			X	There are no data or data protection implications for the Council arising from this report or its proposals.
<b>Consultation and Engagement:</b>	<p>To ensure our new EDI Framework is driven by the perspectives and experiences of those living and/or working in West Berkshire, The Equal Group consultants conducted an engagement exercise for the Council. We received 388 responses to a long survey and 159 to a shorter (easy to read) survey. To supplement the survey data, a series of five focus groups were run to explore the views of stakeholders on EDI issues in West Berkshire. As part of the adoption process, it will be necessary to ensure co-production across all directorates and further engagement with staff is essential. Therefore, the Staff Equality Forum will be a key voice.</p>			

## 4 Executive Summary

4.1 As community leaders and one of West Berkshire's major employers, we want to lead by example and take action to ensure everyone in West Berkshire is provided with the

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opportunity to thrive. This report presents a new “Equality, Diversity and Inclusion Framework” for approval by West Berkshire Council.

- 4.2 The primary legislative foundation for this Framework lies within the Equality Act 2010 (EA); it states that public bodies, including Councils need to take extra steps to stop discrimination: this is known as the Public Sector Equality Duty. The EA replaced the race, disability and gender equality duties providing Britain with a new anti-discriminatory law to protect individuals from unfair treatment and to promote a more fair and equal society.
- 4.3 References to “equality” may be a familiar term to most; it essentially means providing the same to all. As the equality agenda has evolved, other terms have been used too, including diversity and inclusion. The term “equity” has emerged and also needs to be considered to create fairness and justice in all decision making and everything we undertake.
- 4.4 WBC has an obligation and is committed to Equality, Diversity and Inclusion, therefore this new EDI Framework will replace the Council's Equality Policy by responding to the evidence base findings within the data and stakeholder feedback for this Framework and by publishing new equity objectives for the next four years.
- 4.5 This report highlights the need for change, describes the process we have undertaken to develop a new EDI Framework and sets out proposals to make changes to move forward. It concludes by recommending the approval of the Framework, its associated action plan and a reviewed Equality Impact Assessment (EIA) template.

## 5 Introduction/Background

### Introduction

The following key factors outline the necessity of a new EDI Framework.

### Background

- 5.1 The primary legislative driver for considering equalities, diversity and inclusion is the Equality Act 2010, which requires Local Authorities under Section 149 to fulfil the Public Sector Equality Duty and consider the nine Protected Characteristics when developing policy, delivering services and employing people. It means that as a Council it should consider equality as part of its daily business to:
  - Eliminate unlawful discrimination, harassment, 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 protected characteristics and those who do not,
  - Set and publish equality objectives, at least every four years.

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- Publish information, at least annually; to demonstrate it complies with the PSED. This includes information about employees e.g. The Gender Pay gap, also information about the public who are affected the Council's policies and procedures.

5.2 There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race including ethnic or national origins, colour or nationality; religion or belief; sex; sexual orientation. The Equality Act 2010 explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

### *Armed Forces Act (2021)*

5.3 The Armed Forces Act 2021 is a relatively new change to the legislative context for the Council's EDI approach. It further enshrines the Armed Forces Covenant into law to help prevent service personnel and veterans being disadvantaged when accessing public services. The Act introduces a duty to have "due regard" to the following principles of the Armed Forces Covenant:

- The unique obligations of, and sacrifices made by, the armed forces
- The principle that it is desirable to remove disadvantages arising for service people from membership, or former membership, of the armed forces
- The principle that special provision for service people may be justified by the effects on such people of membership, or former membership, of the armed forces.

5.4 This means there is a need to build on the Council's commitment to the Armed Forces Covenant to help prevent service personnel, reservists, veterans and their families being disadvantaged when accessing essential services like healthcare, education and housing.

### *Independent Review of Children's Social Care (2022)*

5.5 An Independent Review of Children's Social Care<sup>1</sup> was published on 23rd May 2022. The review engaged with around 2000 people with lived experience of children's social care and around 2,800 people with professional experience of children's social care. The resulting report outlines 80 recommendations and a five-year £2.6 billion reform plan.

5.6 The report found that care experienced people frequently experience discrimination even from a very young age, which can be similar in nature to other groups that have a legally protected characteristic under the Equality Act (2010). The report therefore

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<sup>1</sup> [Independent review of children's social care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/111111/independent-review-of-childrens-social-care-report.pdf)

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recommends that England should be the first country in the world to make “care experience” a protected characteristic under the Equalities Act.

- 5.7 Although the Government is yet to respond to this recommendation; it has been made in recognition of the poor outcomes for those with care experience. Those who have care experience make up a significant proportion of the homeless population, prison population and young people who are Not in Education, Employment or Training (NEET). Adults who spent time in care have also been found to be significantly more likely to die prematurely than those who did not.
- 5.8 West Berkshire Council holds 'Corporate Parenting' responsibility for local children who are looked after by the Local Authority. This means there is collective responsibility of the council, elected members, employees, and partner agencies, for providing the best possible care and safeguarding for the children who are looked after. There is an opportunity to reflect the recommendation of the Independent Review of Children's Social Care in the Council's new EIA approach.

### **Not everyone has equity to thrive**

- 5.9 International events, national reviews and shifts in the local population over the last few years have highlighted inequity within communities. Such as the disproportionate impact of Covid-19, the increasing cost of living, from an aging population to recent displacement of communities around the world; we know that the potential for inequity exists locally. This includes the following:
- Not everyone has economic equity. Most of West Berkshire falls into the category of the 50% least deprived in England but six neighbourhoods fall into the category of the top 50% most deprived in England.
  - The data shows that 6.6% of West Berkshire households are experiencing fuel poverty. Homes that are cold due to fuel poverty exacerbate health inequalities; for example cold homes can cause and worsen respiratory conditions, cardiovascular diseases, poor mental health, dementia, hypothermia and problems with childhood development.
  - West Berkshire, like the South East and England as a whole has a growing population of people over 65 years old. The distribution of ages across the population also shows a dip in population size between the 10 to 14 year and 20 to 24 year age bracket.
  - West Berkshire is an area less ethnically diverse than England and the South East as a whole. Most residents identify as White (94.8%). Of the West Berkshire residents who identify as a non-White ethnic minority, most residents identify as Asian / Asian British (2.5%), Black / African / Caribbean / Black British (0.9%) or mixed / part of multiple ethnic groups (1.6%). This creates a very small minority, which can experience exclusion and isolation.
  - Gypsies, Roma and Travellers officially make up 0.1% of West Berkshire; although it is often difficult to determine exact figures for Gypsy, Traveller and Roma communities for a variety of reasons, including historic persecution (leading to non-disclosure) and nomadic lifestyles. Although a small minority, GRT communities frequently represent some of the most disadvantaged people in the country.

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- Rural households in West Berkshire are more likely to experience fuel poverty, digital exclusion and food deserts (limited access to affordable and nutritious food) than those in more urban areas.
- 13.2% of West Berkshire residents report having a limiting long-term illness or disability. Census data shows that West Berkshire's residents are generally less impacted by life-limiting illnesses and disabilities.
- West Berkshire has a higher proportion of children with Autism known to schools 33.5 per 1,000 population compared to the South East (19.3 per 1,000) and England (18 per 1,000).
- Carers in West Berkshire are most likely to be looking after someone 65 years or over. Carers commonly feel they are lacking some social contact (47.7%) or feel socially isolated (13.9%), as well as lacking control over their lives (58.5%).
- At a national level<sup>2</sup> the outcomes for care experienced people today are extremely poor. It is estimated that 26% of the homeless population have care experience; 24% of the prison population in England have spent time in care; that 41% of 19-21 year old care leavers are not in education, employment or training (NEET) compared to 12% of all other young people in the same age group and adults who spent time in care between 1971-2001 were 70% more likely to die prematurely than those who did not.
- West Berkshire has a small and unique community around the Armed Forces station at Denison Barracks whose community can often be very diverse and transient. Although they have good relationships with local services, Hermitage is not well connected by transportation links, so it can be a difficult transition for those families that can make it to the area, especially for spouses who cannot drive or have limited English.
- There is a racing community largely centred in the Lambourn Valley which is unique, both within West Berkshire and across England more generally. Initial engagement exercises with these communities indicate that there may be more transient and hidden labour communities than captured in data, who may struggle to access local services given language, transport and other similar challenges.

5.10 The diversity in our communities is a strength and does not result in disadvantage or exclusion by themselves. The examples given above outline where inequity can exist in West Berkshire. The data shows that the majority of residents and communities in West Berkshire are thriving, however; there are some minority communities who do not currently have the same opportunities to thrive. There are no prominent minority groups within West Berkshire based upon race, faith, disability, age or other protected characteristic, but a diverse range dispersed across the county.

5.11 This means that to ensure everyone can benefit from the opportunities in West Berkshire, WBC need to think about how our Council and other public services work, so that they focus on being inclusive for everyone.

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<sup>2</sup> [The-care-experience.pdf \(childrensocialcare.independent-review.uk\)](#)



## 6 Supporting Information

6.1 Our future approach to EDI needs to reflect the legal and policy context outlined above. It also need to reflect our local population profile and where inequality is felt within our communities. To deliver the evidence-base for our new Framework, we commissioned the expert and independent support of consultants to conduct two pieces of work. The first was an EDI Needs Assessment to give us a detailed picture of the local population and the second was to undertake engagement on EDI issues within West Berkshire with both staff and residents. Together these form the evidence-base of the proposed Framework contained within Appendix E.

### *EDI Needs Assessment*

6.2 An EDI Needs Assessment was undertaken by the Temple Group consultants on behalf of the Council. This drew upon existing data available to outline information on the protected characteristics and other local factors which may cause disadvantage.

6.3 A full report with the details of the methodology, data and analysis can be found in Appendix C. In summary, the findings suggest that when looking at the demographics for the local authority as a whole, West Berkshire is relatively affluent and generally reflective of regional and national averages. However, further analysis of smaller geographical areas and of hidden communities reveals that the local authority area faces a range of specific challenges. These challenges must be acknowledged if all residents of West Berkshire are to be supported through appropriate and proportionate methods.

6.4 Some of the key issues emerging from the data analysis include:

- Recognising the challenges that are associated with the urban-rural split such as accessing public services and transport, accessing social and community infrastructure, concentrations of fuel poverty, also urban-linked deprivation.
- Understanding that, although West Berkshire is largely ethnically homogeneous (94.8% White British), minority and marginalised communities with varied needs are dispersed across the district. These include the racing community, Gypsy, Traveller and Roma communities, asylum seekers and refugees, armed service members and their families, and veterans.
- Considering West Berkshire's ageing population will be crucial to supporting vulnerable people as the district's population already has a large proportion of elderly residents (aged 60 years and older) and this is forecast to be a growing demographic; and
- Developing a more nuanced understanding of communities and how they are supported by the Voluntary, Community and Social Enterprise sector will aid the Council in both fulfilling its equalities duties and responding to framework objectives, especially as there are community and protected characteristics that are not currently well understood, as well as how different circumstances and characteristics interact with each other.

### *EDI Engagement*

- 6.5 To ensure our new EDI Framework is driven by the perspectives and experiences of those living and/or working in West Berkshire, The Equal Group consultants conducted an engagement exercise for the Council. This consisted of an EDI survey which opened on the 18th of October 2022 and closed on 4th of December 2022.
- 6.6 A shorter version of the survey was created in recognition of the complexity of the issues. We extended the original survey timetable to target and encourage underrepresented groups to respond. We received 388 responses to the long survey and 159 to the shorter (easy to read) survey.
- 6.7 To supplement the survey data, a series of five focus groups were run to explore the views of stakeholders on EDI issues in West Berkshire. Focus groups were held with the following groups in November and December of 2022:
- Cross-party Councillor representatives
  - Council internal “Equality Forum”
  - Officer group working on equality and public engagement
  - Voluntary and Community Sector partners
  - Public Sector partners.
- 6.8 A summary report of the findings can be found in Appendix D, they suggest that following key themes are priority areas for the Council to address:
- Disability and accessibility
  - Other access barriers:
    - Rurality
    - Socio-economic exclusion
    - Age-related exclusion
    - Gypsy, Roma and Traveller (GRT) communities
  - Displaced individuals.

### *Changing community needs*

## 7 Options for consideration

- 7.1 Alongside the data about West Berkshire and the feedback from our staff and community, there has been some significant changes which are important to bear in mind as they impact on our EDI approach for the future. Including:
- **Covid-19.** The pandemic revealed some new vulnerabilities in communities and it has shifted the way people relate to service providers e.g. digitally services.
  - **Afghan resettlement.** In 2021, the Taliban re-took control of Afghanistan after twenty years following the withdrawal of foreign troops and so some Afghan citizens were offered relocation to the UK. People arriving from Afghanistan have arrived in hotels

in West Berkshire and have needed support from the Council and other service providers.

- **Homes for Ukraine.** In February 2022, Russia launched a war against the Ukraine and in response The Homes for Ukraine scheme was launched. This scheme has meant people from Ukraine have arrived in the homes of residents of West Berkshire; both local residents and their Ukrainian guests have needed help and support from the Council and other service providers.
- **Hong Kong Nationals.** Following civil unrest in Hong Kong, a number of people have independently relocated to many places across the world, including West Berkshire. The scale of this relocation is unknown but has been seen locally in a rise in Hong Kong nationals seeking help, support and signposting.
- **Asylum seekers.** With a number of active conflicts around in the world, people have sought refuge in the UK. In West Berkshire, refugees are housed by the Home Office during the processing of their asylum applications and whilst the Home Office retains responsibilities for asylum seekers, the Council and others are involved in providing support to refugees in the local community.
- **Cost of living.** Throughout the course of 2022, there was a significant rise in inflation and therefore the cost of living. This has increased the number of people in the community who have needed to access support with issues such as debt, home energy and food provision.

## 8 Proposals

- 8.1 Implementation of the EDI Framework will require its guiding principle of ‘everyone has responsibility’ to come to the fore as introducing a new Framework will not deliver change in itself. Responsibility for delivery is dispersed across the Council and will therefore need a coordinated effort and the new framework sets the structure and the draft Action Plan will be key to achieving change.
- 8.2 The EDI Framework, including the draft Action Plan have been shared with the EDI Board on 21<sup>st</sup> July 2023. Feedback included a discussion about the importance of language used is consistent across all WBC’s other strategic documentation such as The Council Strategy and The Behaviour Framework. It is essential to maintain a ‘golden thread’ throughout all pieces of work to ensure both visions and values are clear to all. A key aspect of the approach WBC takes will depend on the cost and resource implications, as both the EDI and Workforce Boards will cease in September 2023.
- 8.3 Overall, the EDI Framework was well received, but some gaps were identified such as reference to carers, proposals for transport initiatives (which at present cannot be committed to due to budget constraints) and identifying ‘young mums’ as a group was highlighted. A number of actions are already in progress with established resources available within the community e.g. Family Hubs, the proactive use of our libraries and the commissioned organisation, Educafe; who’s contract concludes at the end of March 2024. In agreement, training needs were recognised as important to aid the establishment of the EDI Framework.
- 8.4 Delivery of an action to revise the EIA process is also included in the proposals within this report. The next steps are to continue the focus on actions identified, with their respective timeframes and to embed principles of the Framework. In light of the Internal

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Governance Review, actions will need to sit across the remaining five delivery boards. There are multiple changes due to the current budgetary position and a transformational phase WBC are in at present. Therefore, the updated separate Action Plan (Appendix G) contains suggestions of where actions and responsibilities may be based.

- 8.5 £9,820 of Transformation Funding has already been secured as part of the development of the new Framework, which has been allocated for EDI training. This area was identified to develop better knowledge and understanding about EDI topics, by the consultants and HR suggest there may be some additional resource available to add to this. In addition advice from external EDI experts may need to be sought to progress WBC with Stonewall accreditation in the near future. This will align with one of the goals of the newly elected Liberal Democrat administration, to demonstrate WB is a good place to work.
- 8.6 The consultants proposed the draft Action Plan will be refreshed on an annual basis to ensure progress against the EDI objectives. The progress of the EDI Framework will be understood, both by successful delivery of the actions, also measurable impact; for example the following long-term outcomes:
- Narrowing the life expectancy gap between the most and least deprived wards in West Berkshire
  - Fewer households living with fuel poverty.
  - Those with disabilities, learning difficulties, mental health issues or caring responsibilities being supported to have equal educational, health and economic opportunities.
- 8.7 Locally the EDI Framework will seek to influence the following:
- a) Increased numbers of staff who report that West Berkshire Council is a place where 'everyone has an equal opportunity to develop' (increased from 60% in 2021).
  - b) Increased numbers of staff who report that West Berkshire Council ensures that all people are treated fairly and equally (increased from 66% in 2021).
  - c) Increased numbers of residents reporting that they feel strongly or very strongly that West Berkshire is a place they 'belong to' (increased from 73% in 2021).
  - d) Increase in the numbers of residents from Black, Asian and Minority Ethnic (BAME) background who report feeling strongly or very strongly that they belong to West Berkshire (increased from 66% in 2021).

## 9 Conclusion

- 9.1 In recognition of the changes in the national legislative and policy context, the local demographic profile and the views of local people West Berkshire Council has taken the opportunity to put in place a new EDI Framework.
- 9.2 This report has summarised the evidence base for the work and recommends agreement of the Framework as a replacement to the Council's Equality Policy. It also recommends the adoption of a new Equality Impact Assessment which takes an expanded view of EDI, taking considerations beyond that covered in the Equality Act

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(2010). This demonstrates West Berkshire Council's ambition to go 'above and beyond' to shape a West Berkshire where **everyone** can thrive.

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### Subject to Call-In:

Yes

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Scrutiny Commission or associated Committees or Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

**Wards affected:** All wards

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### Document Control

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<b>Author:</b>	Initial author – Sam Shepherd, Editor - Pamela Voss		
<b>Owning Service</b>	People - Communities and Wellbeing		

### Change History

Version	Date	Description	Change ID
1	10.03.2023	EDI Framework	
2	08.08.2023	EDI Framework – new template	

## Appendix A

### Equality Impact Assessment (EqIA) - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
  - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.*
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.*

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>	To agree the adoption of the EDI Framework
<b>Summary of relevant legislation:</b>	Public Sector Equality Duty
<b>Does the proposed decision conflict with any of the Council’s priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Ensure our vulnerable children and adults achieve better outcomes</li> <li>• Support everyone to reach their full potential</li> <li>• Support businesses to start develop and thrive in West Berkshire</li> <li>• Develop local infrastructure including housing to support and grow the local economy Maintain a green district</li> <li>• Ensure sustainable services through innovation and partnerships</li> </ul>	<b>No</b> <b>If yes, please indicate which priority and provide an explanation</b>
<b>Name of Budget Holder:</b>	<b>Susan Powell</b>
<b>Name of Service/Directorate:</b>	<b>People – Communities and Wellbeing</b>
<b>Name of assessor:</b>	Pamela Voss
<b>Date of assessment:</b>	08.08.2023
<b>Version and release date (if applicable):</b>	

<b>Is this a .... ?</b>		<b>Is this policy, strategy, function or service ...?</b>	
<b>Policy</b>	<b>Yes</b>	<b>New or proposed</b>	<b>Yes</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>No</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>	To meet legislation requirements of the Equality act 2010 and to increase equal opportunities
<b>Objectives:</b>	To ensure WB is an area everyone can thrive
<b>Outcomes:</b>	To reduce inequalities
<b>Benefits:</b>	To benefit all communities and services

**(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?**

*(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)*

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Positive – reduce NEET, digital exclusion, barriers to housing, employment and services.	EDI Needs Assessment and engagement during development of EDI Framework.
Disability	Positive – improve accessibility to services – health, transport, education. Support for carers.	As above
Gender Reassignment	Positive – inclusion, better support networks, employment opportunities.	As above
Marriage and Civil Partnership	Positive – support with housing, childcare provision, food, financial and transport.	As above
Pregnancy and Maternity	Positive – accessibility to health and other key services.	As above
Race	Positive – inclusion in the community. Access to key services. Reduce accessibility barriers.	As above
Religion or Belief	Positive - inclusion in the community and access to key services. Improve understanding of all religions and beliefs.	As above
Sex	Positive – improve understanding of needs to ensure access to services.	As above
Sexual Orientation	Positive – inclusion in community and employment. Reduce discrimination.	As above
<b>Further Comments:</b>		



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(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	<b>No</b>
Please provide an explanation for your answer: more consideration in decision making and daily processes	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	<b>No</b>
Please provide an explanation for your answer: better understanding of individuals' needs and reduction of barriers to employment and services	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqlA 2.

If an EqlA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	<b>No</b>
Owner of EqlA Stage Two:	<b>N/A</b>
Timescale for EqlA Stage Two:	<b>N/A</b>

Name: Pamela Voss

Date: 08.08.2023

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

## Appendix B

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	People
Service:	Communities and Wellbeing
Team:	Building Communities Together
Lead Officer:	Pamela Voss
Title of Project/System:	Equality Diversity and Inclusion Framework
Date of Assessment:	08.08.2023

#### Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></p> <p><i>Note – sensitive personal data is described as “ data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<b>X</b>
<p><b>Will you be processing data on a large scale?</b></p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<b>X</b>
<p><b>Will your project or system have a “social media” dimension?</b></p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<b>X</b>
<p><b>Will any decisions be automated?</b></p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<b>X</b>

**Equality, Diversity and Inclusion Framework**

	<b>Yes</b>	<b>No</b>
<b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b>	<input type="checkbox"/>	<b>X</b>
<b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b>	<input type="checkbox"/>	<b>X</b>
<b>Will you be using any novel, or technologically advanced systems or processes?</b>	<input type="checkbox"/>	<b>X</b>
<p><small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small></p>		

**If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.**

## Additional appendices:

Appendix C – EDI Needs Assessment

Appendix D – EDI Engagement Report (summary)

Appendix E – Equality, Diversity and Inclusion Framework for agreement

Appendix F - Draft Equality Impact Assessment template for agreement

Appendix G – Action Plan (separate updated document)