

Brighton and Hove City Council

# Single Equality Scheme 2010-2011



**Brighton & Hove  
City Council**

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## Section 1 - Introduction to our Equality Scheme

This two-year equality scheme (Jan 2010-Dec 2011) describes how the council will meet its moral, social and legal obligations to put equality at the heart of everything we do.

As a public body the council is required by law to promote equality in the areas of disability, gender and race. In this single Equality Scheme we set out how the council will meet those legal requirements while also addressing other areas of equality, human rights, and the need to promote community cohesion (that is, good relations between people from different backgrounds).

This Equality Scheme complements the council's equality and inclusion policy, 'Working Towards an Equal City 2008-11', and updates the action plans attached to that document. The policy can be viewed at:

[http://www.brighton-hove.gov.uk/downloads/bhcc/equalities/Equalities\\_Inclusion\\_Policy\\_2008-2011\\_FINAL.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/equalities/Equalities_Inclusion_Policy_2008-2011_FINAL.pdf)

The Equality Scheme is closely linked to our Corporate Plan 2008-11 in which we undertook to design services around needs, be these city-wide or tailored to the needs of particular communities, families or individuals; providing choice wherever possible.

You can view the Corporate Plan at:

[http://www.brighton-hove.gov.uk/downloads/bhcc/performance\\_team/Corporate\\_Plan\\_2008\\_V310708.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/performance_team/Corporate_Plan_2008_V310708.pdf)

All our services and functions aim to be fair to all groups. However, there are some activities which are specifically designed to have more of an impact on particular groups such as disabled people, children, gypsies and travellers, older people or black and minority ethnic communities.

When deciding how we will use our resources, the concepts of proportionality and relevance apply. So, we focus on activities that are most relevant to fairness, access and equal treatment and prioritise them proportionately. In other words, we devote more resources to activity that makes the biggest difference, and/ or addresses the biggest problems.

In developing our scheme we followed our Community Engagement Framework to consult stakeholders, as well as partners and staff.

You can view the Framework at:

<http://www.brighton-hove.gov.uk/index.cfm?request=c1189414>

We have used people's views and ideas about service areas as well as data and evidence to decide the priorities of the Scheme. We asked people to tell us what they want us to achieve, and what they think we need to do to make that happen.

## Our Equality Priorities

We have listened to stakeholders and reviewed a range of evidence sources (eg: Reducing Inequality Review, staff surveys, Count Me In Too, The Place Survey, Fairness & Freedom, as well as national statistics) and we have given due regard to relevance and proportionality, and we have identified the following key priorities for this Scheme.

### (a) Promoting equality through information

We will address gaps in our knowledge to ensure that we are prioritising key equality areas in our work.

We will enhance our monitoring and analysis systems to increase and improve data collection, working with our partners.

### (b) Promoting equality through our partnership working

We will use our buying power to ensure other organisations provide goods and services that meet users' different needs, and contribute to our equalities aims.

We will work to ensure that there is an improvement in relations across diverse communities, and that harassment and hate crimes are dealt with effectively.

We will continue to build on our partnerships to provide services which work together to better support vulnerable and marginalised people and households.

We will seek out opportunities to build confidence, skills and ability in the community and voluntary sector.

(c) Promoting equality through community engagement

We will consult and involve representative groups, networks and individuals, covering all equality areas and communities of interest, to help inform our future activities.

We will undertake Equality Impact Assessments with a stronger emphasis on working with stakeholders and public sector partners.

(d) Promoting equality in our service delivery

We will continue to improve the accessibility of our services and our facilities including buildings, information, communications, and events.

We will develop and provide services that are relevant and appropriate to individual users.

(e) Promoting equality in employment

We will continue to improve the diversity of our staff to reflect the communities we serve.

We will develop a workplace environment where all our staff feel they are treated with dignity and respect.

We will eliminate the pay gap between men and women.

We will continue to improve ease of access for disabled staff to our buildings and by adjusting employment policies.

We will support our staff to ensure they are confident and skilled in addressing fairness and access when planning and delivering services.

## Community Cohesion

Community Cohesion is focused on relationships within communities and closing the divides between communities. It is about communities having shared values and a strong sense of belonging to Brighton and Hove.

Whilst the focus of this Scheme is equality, we recognise that our equality duties and our cohesion agenda complement each other. Both aim to remove disadvantages experienced by groups, and both promote participation in the community and positive engagement between groups.

We are working towards a city where people trust one another and trust public institutions; where there is a sense of belonging by all communities; where different backgrounds and circumstances are appreciated and valued; and where similar life opportunities (in education, work, leisure, travel, housing, sport) are available to all. We believe that it is our duty to address issues of 'how we live together and deal with difference', however controversial and difficult that might sometimes seem.

Draft

## Section 2 - How we developed the Scheme

### Our approach to meeting the Equality Duties

The council has a legal duty to promote equality in relation to disability, gender and race. (See Appendices 1 & 2 for the General Duties & the Specific Duties.)

The Equality Bill, announced in 2008, is intended to deliver a modern, single legal framework for equalities. It aims to provide a clearer, streamlined law that is more effective at tackling disadvantage and discrimination. It is likely that the new legislation will extend existing equality duties. Therefore, like many other public bodies, the council has elected to produce a single Equality Scheme. This will cover all the equality strands: the existing ones of disability, gender, race/ethnicity and adding age, religion or belief, and sexual orientation.

During 2007 the council undertook the Reducing Inequality Review to help us understand more about the people in the city, the inequality they experience and the underlying reasons for these inequalities. This research provided us with very detailed information on the city, its communities and the characteristics of different areas.

This research enabled us to identify groups of people who may need particular help if we are to deliver equality and achieve a truly inclusive city. We have termed these as Social Inclusion Key Groups.

These are:

- Homeless people
- Unemployed people
- People employed on a part-time, temporary or casual basis
- Lone parents
- People with caring responsibilities
- People with mental health needs
- People with substance misuse issues
- People with HIV
- Refugees and asylum seekers
- Ex-offenders and people with unrelated convictions\*
- People experiencing domestic violence

\* An unrelated conviction is a minor conviction which has no impact upon the individual's ability to do a particular job or receive a service where access criteria apply. For instance, somebody with a minor driving conviction would not be prevented from working with vulnerable adults.

## Our evidence base

In developing our Scheme we have used evidence from a number of sources to assess how we are delivering equality and inclusion in our employment practices, our service delivery and our working practices.

We regularly commission research and have drawn on internal reports, such as housing needs data, and the expertise of our staff in developing this Scheme. We have reflected on national data, as well as specific research undertaken by our partners. An example of this is the "Count Me In Too" work by the University of Brighton and Spectrum. We have used this type of evidence to inform our Scheme and to develop appropriate targets for improvement.

## Stakeholder Involvement

We have built on the feedback we received to our Race, Disability and Gender Equality Schemes, and have listened to many different individuals including staff, local and national organisations and representative groups, in order to develop our Scheme.

In October/November 2009, working with colleagues from Brighton and Hove City Primary Care Trust and Brighton and Sussex University Hospitals NHS Trust, we carried out a programme of consultation and engagement in order to shape this Scheme. We invited stakeholders to 8 public consultation events, and conducted a public online consultation.

Details of both the consultation and the feedback are contained in Appendix 6

We were particularly keen to reach seldom-heard-from groups in order to ensure our findings were relevant to diverse groups. To achieve this, we asked for views at the Older People's Day, the Get Involved Day, the Black and Minority Ethnic (BME) Elders' Day, and ran targeted events for men, the BME community and the Federation of Disabled People. Community and Voluntary Sector groups were also sent the Scheme to comment on, as were the council staff forums and unions.

From this evidence and stakeholder feedback we have identified 'key observations' highlighted under each of our priorities. These points show where problems affect a large number of people, or where big barriers exist, or where an issue is seen as a priority by a group or groups.



## Involvement of Disabled People

The Disability Equality Duty requires us to do more than simply consult disabled stakeholders and staff. It gives us a duty to involve disabled people in an ongoing and meaningful way so that we benefit fully from disabled people's views, experiences and ideas. We are also required to set out in our Scheme how exactly we involve disabled people.

Disabled people are involved across the council in a variety of ways and at different levels. Some examples of this:

- The Children & Young People's Trust work closely with Amaze, a local group supporting parents and carers of disabled children and young people.
- Housing officers provide accommodation and support disabled tenants' groups and the publication of their newsletter.
- The Learning Disability Partnership Board provides a safe environment for people to talk about important issues such as health care and housing.

Although progress has been made, we recognise that disabled people are still disadvantaged both by the environment and also by social attitudes, which mainly reflect the needs and experiences of non-disabled people. It is social barriers and disabling attitudes that cause 'disability,' not physical limitations of an individual's condition. We are, therefore, anxious to hear from disabled people themselves about the barriers they encounter when using our services.

In 2008, with our Primary Care Trust (NHS Brighton and Hove) partners, we funded the Brighton & Hove Federation of Disabled People to recruit two Involvement Officers. They set up a network of disabled people willing to work together with the council and PCT in a variety of ways.

This network, known as the Get Involved Group, hold regular meetings where they set the agenda themselves, request the attendance of individual council officers, discuss issues of concern and make problem-solving recommendations.

The Group is still forming and developing, and we are working with them as they become more diverse and more influential in the decision-making process. Already, the Group have been involved in focus groups and site visits, contributed to Equality Impact Assessments and developed training materials.

As well as the public consultation events, approximately 30 members of the Get Involved Group attended a workshop in order to help us clarify the issues for disabled people across all impairment groups.

As recommended in our Community Engagement Framework, everybody that took part in the consultation exercises was invited to a feedback event in December 2009 to see how their input had shaped the Scheme. This event was also attended by service leads from key areas of interest (Community Safety, Planning, Children and Young People's Trust, Human Resources) to enable participants to ask specific questions.

## Staff involvement

We asked staff to reflect on what they saw as the priorities for action in our Equality Scheme, and took into consideration comments received from our union staff representatives and results of our staff survey in 2009.

As part of our work as an inclusive employer, we support three staff forums:

- Black & Minority Ethnic Workers' Forum
- Disabled Workers' Forum
- Lesbian, Gay, Bisexual & Transgender Workers' Forum

These self-organising groups meet regularly for members to share experiences, provide mutual support, and raise awareness of the effects of discrimination.

Our relationship with these groups is one of a 'continuing conversation' and their representatives attend the Equalities Steering Group and the Human Resources Equalities Group. They regularly contribute to the development of best practice in policy, procedures and service delivery. For instance, members of the Disabled Workers' Forum have been involved in the development of a reasonable adjustments guidance document, and advised on the purchase of IT equipment which will help injured colleagues remain at work.

Members of the Equalities Steering Group which represent all the Directorates in the council have also been involved in the development of this Scheme.

The consultation questions and draft of the Scheme were also available on the council website and intranet and copies were sent to staff with responsibility for key equality areas.

## How we have used feedback from our engagement with stakeholders and staff

We considered all of the responses we received and used these to inform the Equality Scheme and its action plan.

### **Key messages from stakeholders –**

- You want the council to ensure that its work does not favour any particular equality strand/s at the expense of others, and to recognise the impact of multiple disadvantage
- You want us to work only with those organisations that can demonstrate a clear equality commitment to their workforce and service users
- You want a continued commitment to end domestic violence, hate crime and bullying – in schools, on transport, at work, in public places
- You want us to further enhance the accessibility of our website, communications and events, as well as access to our leisure facilities, streets and services
- You want us to use our influence with the private sector to improve access to premises (shops, restaurants), services (taxis) and employment opportunities, and raise awareness of equality and inclusion
- You want personalised services – for disabled children in schools, for speakers of other languages, independent living for disabled and older people
- You want us to be more imaginative and flexible around engagement with communities of interest, building skills, confidence and ability wherever possible, and supporting a range of activities to help bring communities together

## Key messages from our staff –

- You want a continued commitment to improve how accessible our buildings are
- You want an integrated system to managing reasonable adjustments for disabled workers and those with long-term health conditions
- You want to see us address the culture and attitudes within the organisation through our Dignity at Work Policy
- You want us to strengthen our employment monitoring (in particular in relation to disability and development through the organisation)
- You want us to extend our gender pay gap monitoring to cover all the equality strands
- You want more compulsory training for staff, in particular managers, on a range of equality issues

## Diversity Peer Challenge 2009

The Peer Challenge was not an inspection, but an external assessment of the council's judgement of itself against the Equality Standard, by colleagues from other councils. They considered written evidence and carried out a series of interviews and meetings with employees and other stakeholders.

The Peer Challenge confirmed that we met the criteria for level 3 of the Equality Standard, and highlighted numerous positive findings. However, there were clearly areas for improvement which include:

- Many examples of good practice in response to Lesbian, Gay, Bisexual and Transgender issues need to be repeated in other equality areas.
- Equality Impact Assessments need to be consistently applied across directorates.
- A strong and consistent approach to engaging interfaith groups and local faith communities is needed.

- The policy on 'A' boards and street clutter in public areas needs continued enforcement.
- The provision of translation and interpreting services to customers needs to be more consistent across directorates.
- Issues around sickness management procedure, disability leave and support for job applicants need to be clarified.
- A greater awareness is needed of when and how to provide reasonable adjustments for disabled employees.

The key messages from stakeholders and staff, along with the feedback from the Peer Challenge, have directly influenced the detail of the Scheme described in Section 3.

## Section 3 – The Scheme

The race equality, disability equality and gender equality duties apply to all public authorities and are often referred to as the Public Sector Equality Duties. Each duty is in two parts. There are the General Duties (set out in Appendix 1) that tell us we must eliminate unlawful discrimination and promote equal opportunity; and there are the Specific Duties (set out in Appendix 2) to help some public authorities perform the General Duties better.

The Specific Duties require us to publish an Equality Scheme and set out the information that must be included in the Scheme. In this section we go further than the minimum requirement by including groups of people not covered by the law.

### Promoting equality through information

#### *Key observations: information*

- As a consequence of fast changing demographics and other factors including the current state of the economy, we need to update our evidence base.

#### *Areas for improvement: information*

- Follow-on to Reducing Inequality Review to address the gaps that were identified as follows.
- We need a clearer picture of disabled people in terms of impairment groups and their particular barriers to inclusion.
- We need to work with the City Inclusion Partnership around monitoring and data sharing.
- We need to strengthen our quantitative and qualitative data across all the equality strands.
- Further development and use of the Brighton & Hove Local Information System (BHLIS) to cross-reference and map data across the city.

## Promoting equality through our partnership working

### *Key observations: Access*

- We need to acknowledge that stakeholders, especially older and disabled people, and speakers of other languages, find public sector service providers big and complicated and sometimes find it difficult to reach someone who can deal with their issue.
- People need up-to-date information and consistent messages to make informed choices.

### *Areas for improvement: Access*

- We need to ensure that information is easier to access, accurate and available when it's needed.
- We need to reduce the number of times a resident has to contact agencies about a single issue.

### *Key observations: Community Safety*

- People want a 'positive action' approach to domestic violence, hate crime and bullying, preventing this type of behaviour wherever possible.
- There is an increasing awareness among local disabled people around the national campaign to end disability hate crime.
- 41% of people living with a limiting long-term illness are less likely to feel safe out in their area after dark, compared with 23% of the general population.
- Perceptions of anti-social behaviour and safety have improved but issues remain for Lesbian, Gay, Bisexual and Transgender (LGBT) residents and those from non-Christian religions.
- Black and Minority Ethnic (BME) groups (75%) are more likely to think we are working to make the area safer whereas those with a limiting long-term illness (54%) are least likely to think this is the case.
- A majority of transgender people have experienced harassment or violence because they were identified as transgender.

### *Areas for improvement: Community Safety*

- Promote the services of the new disability and religious hate crime case-worker.
- Explore additional methods/locations for reporting hate crime, especially for disabled people.

- Develop the PREVENT agenda (preventing violent extremism) through active engagement with local communities and in our schools.

*Key observations: Procurement*

- Where services are provided by either the private or third sector, users want the same consideration given to equality and diversity issues.

*Areas for improvement: Procurement*

- All officers engaged in procurement activity need to understand and apply the relevance of equality and diversity in relation to service provision and the employment practices of our contractors.
- The council's Pre-Qualification Questionnaire now requires significant information from contractors in relation to workforce profile and equality policies and procedures. This needs to be monitored throughout the life of the contract.
- It is now legally possible to 'reserve' contracts for social enterprise where over 50% employees are disabled people. We need to identify contracts where this could be implemented.

*Key observations: Community & Voluntary Sector (CVS)*

- The economic and social audit of the third sector in 2008 in Brighton & Hove showed: 1,600 organisations that contribute £96m to the local economy every year. The sector employs about 8000 people in the city.
- Only 43% of its income comes from grants, of which the majority (62%) comes from outside the city.
- The majority of organisations stated that their main activity results in empowering people to improve the quality of their life (34%) and bringing people together (20%).
- The work of our Communities Team around Strategic and Discretionary Grants is seen as vital to helping people become more involved in their communities and take part in regular volunteering, as well as building skills, confidence and ability.

*Areas for improvement: Community & Voluntary Sector (CVS)*

- Maintain a regular two-way flow of information with CVS partners ensuring that, where appropriate, information is passed to council colleagues.



- Provide more practical help with fundraising, Annual Grant aid, signposting to other funding streams and ongoing development support. Promote the Grantfinder service.

## Promoting equality through community engagement

### *Key observations: Engagement*

- There is a possibility that some groups will experience 'consultation fatigue' especially where they are involved in Equality Impact Assessments with public sector partners.
- We need to develop innovative and fun engagement activities, in particular with children and young people.
- All engagement events and meetings must be fully accessible. For example: 1 in 7 of the population have hearing impairments. The Deaf community are sometimes excluded because of poor acoustics, background noise, inadequate or improperly used equipment.

### *Areas for improvement: Engagement*

- We need to improve our understanding of groups where data is limited (because the populations are small, rarely monitored or quickly changing) and we need to identify barriers to inclusion encountered by these groups.
- We need to promote community cohesion by helping local communities find local solutions in co-operation with local agencies.
- We need a strong and consistent approach to engaging local faith communities.
- When timetabling Equality Impact Assessments, we need to work closely with public sector partners in order to combine consultation exercises where possible.
- We need to ensure that men who do not identify with any other group are consulted.
- We need to provide guidance on open, flexible and accessible engagement events.
- Staff running events and meetings need guidance and training on disability awareness and use of assistive technology.

## Promoting equality in our service delivery

### *Key observations: Access to information*

- Stakeholders wanted us to ensure that all our publications are clear and easy to understand, and use inclusive and straight-forward language.
- Stakeholders, particularly older and disabled people, raised concerns about an over reliance on computer-based information, and how certain groups might be excluded from the benefits of our website and other technology.
- Stakeholders wanted our website and publications to reflect all communities in the city.

*Areas for improvement: Access to information*

- Identify clearly the audience we are trying to reach and recognise that different communication approaches are needed to reach different groups, in particular the visually impaired and deaf communities, people with learning disabilities and speakers of other languages.
- We will use existing communication methods better, making information easier to get and simpler to understand for everyone. We will also use new methods to help us reach new audiences.

*Key observations: Services easier to access*

- We have met our targets for making council buildings open to the public and more accessible. Stakeholders want the relevant information to be available on the website, via the switchboard etc.
- Many disabled adults and children are unable to access the beach, particularly wheelchair users.
- Disabled people report problems travelling around the city – complicated rules relating to Blue Badge parking, inability to pre-book accessible taxis, 'A' boards and street clutter. Accessibility of pavements is also an issue for older people.

*Areas for improvement: Services easier to access*

- Removal of street clutter and improved enforcement of 'A' board licensing.
- Improved training for taxi drivers around disability issues.
- Scope for the council to influence the private sector more effectively, in relation to the accessibility of taxis, shop fronts, restaurants etc.
- Improved enforcement around Blue Badge use.

*Key observations: Services appropriate to needs – independent living*

- Older and disabled people would like more independence and to be involved in decisions about their care.
- The city has a significant ageing population (8.6% of residents are age 75 or over, with 2.6% age 85 or over). One in 10 households has a person with special needs.
- 31% of households in the city have at least one person with a limiting long-term illness.
- Almost 24,000 people identified as carers in the 2001 census. Carers play a vital role in looking after frail or disabled family, partners or friends. This can have an adverse impact on their own health and limit their opportunities.
- Government promised Independent Living Centres by 2010 – (these could be housed in a building, or provided via a website or network but must be user-led.)

*Areas for improvement: Services appropriate to needs – independent living*

- Promote direct payments, self-directed support.
- Build on support already provided by Key Workers, Scheme Wardens or Managers
- Promote Community Alarm systems
- Enable service users to learn skills to help them live independently
- Promote the Deposit Guarantee Scheme available to people leaving funded accommodation (mental health, substance misuse, teenage parents, domestic violence, learning/physical disability and older service users).

*Key observations: Services appropriate to needs – Gypsies & Travellers*

- Life expectancy for Gypsy and Traveller men and women is 10 years lower than the national average.
- In 2003, less than a quarter of Gypsy and Traveller children gained five GCSEs at A\*-C grades, compared to a national average of over half of all children.
- The UK spends approx £18M a year evicting Gypsies and Travellers from unauthorised sites. Since one council created two authorised sites, it has seen its costs for enforcement drop from £200,000 in the mid-90s to a current yearly average of £5,000.

*Areas for improvement: Services appropriate to needs- Gypsies & Travellers*

- Permanent Travellers' site.
- Increase awareness of Gypsies & Travellers' needs across the city.

*Key observations: Services appropriate to needs – housing*

- Many of the city's 36,000 non-decent private sector homes are occupied by vulnerable people, with the oldest and poorest more likely to live in the worst quality housing.
- Disabled people report lengthy waits for Occupational Therapy assessment and works being carried out in a way that does not reflect their particular needs. Eg little appreciation that they are visually impaired or hearing impaired.
- The Housing Needs Survey 2005 & the Strategic Housing Market Assessment 2008 included specific additional research with the LGBT community, BME residents, younger people, older people and Gypsies and Travellers.
- There is an under-supply of housing adaptable for the needs of disabled or ageing residents.
- More than a third of transgender people have experienced homelessness.

*Areas for improvement: Services appropriate to needs – housing*

- Repairs and adaptations need to be provided at a time and in a manner that suits the individual's particular needs.
- Provide more Extra-Care housing for older people.
- Full implementation of the Housing Strategy 2009-14 which addresses many of the identified needs.

*Key observations: Long-term unemployed*

- 13,000 people on Incapacity Benefit and up to 17,000 on Job Seekers Allowance in the city.
- Those with low skills are being squeezed out of the labour market locally.
- Disabled groups face significant barriers to employment in the city.
- Those with mental health issues face additional barriers with approximately 50% of people on Incapacity Benefit or Employment & Support Allowance, in comparison to 40% in other small cities.

*Areas for improvement: Long-term unemployed*

- Further develop the Local Employment Programme to provide employment opportunities for local unemployed people
- Use of the 'Future Jobs Fund' from the Department of Work & Pensions to fund work placements for young (18-24 year old) unemployed people.

## Promoting equality in employment

### *Key observations: Pay*

- The council has undertaken a review of all pay scales and grades across the organisation – our 'Single Status' project. Over 97% of colleagues who received an equal pay settlement offer have now accepted their offer.
- The current national average UK gender pay gap according to the Office for National Statistics is 17.1%. The council is still working to implement Single Status and address its pay gap.

### *Areas for improvement: Pay*

- Whilst our work on Single Status should help to minimise the gender pay gap, we also need to ensure flexible working is available at all levels within the council.

### *Key observations: Training*

- The take-up across directorates of equalities-related training is inconsistent.
- Lesbian, Gay and Bisexual (LGB) staff think that supporting equal opportunities for all (50%) is more important than non-LGB staff do (32%)
- We have trained over 200 managers to do Equality Impact Assessments.

### *Areas for improvement: Training*

- We need to enable all staff and managers to be competent in relation to equalities, diversity and inclusion through a range of development opportunities.
- We will publish training data showing who applies for, and who attends all training in relation to race, disability and gender.
- We will continue to provide an updated and improved EIA workshop for managers.

### *Key observations: Disabled staff*

- Disabled staff wanted us to provide an integrated approach to support them when implementing and managing reasonable adjustments.

*Areas for improvement: Disabled staff*

- We need to improve line managers' capabilities in supporting disabled staff.
- More efficient and timely management of reasonable adjustments.

*Key observations: Dignity and respect*

- Our staff want to be valued and treated with dignity and respect.
- The staff survey showed that there is a higher level of discrimination/ bullying reported by LGB staff (22%) compared with non-LGB staff (14%)

*Areas for improvement: Dignity and respect*

- Promotion and implementation of our new Dignity at Work policy.

*Key observations: Workforce profile & staff forums*

- A trend over several years of *attracting* more BME recruits has recently levelled-out and been raised as an issue.
- Current forum members have requested more time and resources.

*Areas for improvement: Workforce profile & staff forums*

- We need to learn lessons from exit interviews and the staff forums.
- Recent measures put in place in the Local Employment Partnership (designed to attract more BME applicants) need to be carefully monitored.
- Review the contribution made by the staff forums and clarify their role.

## Equality Impact Assessment (EIA)

In response to stakeholder and staff feedback on our previous equality schemes, our EIA toolkit was completely revised in December 2008. We want managers to focus on improved outcomes for people rather than the process of EIA.

Our 10-step EIA toolkit and guidance is designed to help us identify possible negative impact on different groups in an organised way. It also offers an opportunity to consider how our activities may help to further develop equality and good relations between groups. In addition, our process reduces the risk of indirect and/or direct discrimination.

EIAs are a major part of a wider approach to decision-making based on evidence. Monitoring, EIA and engagement lead to policies and services that are user-focused and based on sound evidence. However, continuous monitoring of EIAs in 2008/9 has indicated the need for significant improvement around demonstrating outcomes and collecting information.

The existing public sector equality duties require us to check how all our existing and proposed activities and policies affect people from different groups and communities in respect of disability, gender and race equality. We have mapped our functions, policies and practices across the council, assessed them for their relevance to disability, gender and race equality, and published a 3-year (2008-2010) timetable for EIA.

We have gone further than the law requires by extending our EIAs to include all the equality strands (adding age, religion or belief, sexual orientation), and relevant social inclusion groups (listed on page 8).

We are in the process of amending our EIA toolkit to also include community cohesion. In future, EIAs will be used to develop policies that build strong and positive relationships between people from different backgrounds.

We continue to review all our activities and update the timetable on a regular basis, ensuring that we continue to assess each activity's relevance to the general equality duties. All EIAs must be reviewed every 3 years, but services which have a direct impact on a particular group may be assessed more frequently.

You can see more about how we carry out EIAs on our website:

<http://www.brighton-hove.gov.uk/index.cfm?request=c1200096>

You can follow the link to our timetable for the completion of EIAs and see summaries of completed EIAs.

## Equality Impact Assessment Training

We provide specific training on EIAs to our staff.

Key members of staff involved in the EIA process are trained to understand:

- What is an EIA and why we do them
- The benefits of EIAs
- Basic legal requirements for an EIA
- The process and how to use our EIA toolkit
- The roles and responsibilities of staff with respect to EIA
- Evidence gathering and consultation prior to EIA
- How to identify priority actions from EIAs and how to make sure they are completed

Since the publication of the revised toolkit we have trained over 200 members of staff across all directorates. We will continue to review our training provision as well as our overall EIA process to ensure that it meets our needs. We will update it to reflect changes in legislation and feedback from staff and stakeholders.

Awareness training has been made available to elected Members of the Council setting out the EIA process and how that links to their legal duties.

## Quality assuring our impact assessments

Directors are responsible for signing-off EIAs relevant to their area of responsibility.

Before an EIA is signed-off and a summary report published on our website, it is reviewed by directorates' equality groups chaired by their equality lead, who is also a member of the council's Equality Steering Group (ESG).



The Equalities Steering Group, chaired by the Director of Strategy & Governance, monitors and reviews the overall process, including the EIA timetable.

The flowchart on page 51 shows how this process operates and provides the model for equalities performance management within the council and other partnerships.

A quarterly EIA progress report is prepared for the council's senior management team – Directors and the Chief Executive.

In addition, all EIAs are reviewed by the Equalities & Inclusion Team in order to identify best practice and to check for any emerging patterns which suggest that we need to revise a policy or procedure.

## Equalities Monitoring

To meet our statutory duties we need suitable systems in place to collect relevant information. This allows us to assess our activities to see how they affect different groups. We can then see any negative impact on a particular group or identify an opportunity to promote equality, and make improvements in response.

Our Equalities Monitoring Guidelines were updated in 2009 in line with good practice recommended by the Equality & Human Rights Commission and the Information Commissioner. However, we are keen to develop these further and took the opportunity of the engagement events for this scheme to consult on making our monitoring more effective.

We will continue to gather information to establish:

- Which groups are not/using our services
- The needs of service users
- How to reach under-represented groups
- How satisfied different groups are with our services
- How to use our resources better
- The make-up of our workforce
- How personnel practices affect different groups
- Understand the causes of any pay gap

Training on using the Equalities Monitoring Guidelines will be included in the Equalities Impact Assessment workshops.

## Workforce Profile

In accordance with the public sector equality duties we publish our workforce profile in relation to race, disability and gender. This can be seen at:

[http://www.brighton-hove.gov.uk/downloads/bhcc/Workforce\\_Equalities\\_Data\\_April\\_07\\_-\\_March\\_08.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/Workforce_Equalities_Data_April_07_-_March_08.pdf)

Our published data covers applicants, shortlisted candidates and appointees, existing staff, promotion, grievances, and disciplinary procedures. However, we have more work to do around monitoring applications for training and those in receipt of training. We anticipate that our new Human Resources' software will help us provide this information.

We will continue to keep previous years' data on the website in order to show progress made. As our data collection continues to improve, we intend to extend the information available.

## Responsibility and Accountability

The council is ultimately responsible for delivering the General and Specific Duties set out in the Equality Scheme, and a comprehensive equalities report on progress is produced yearly for Cabinet.

Our Chief Executive has overall responsibility for making sure that we carry out the actions in this scheme. However, actions have been allocated to the relevant Directors across the council and they are responsible for carrying these out and reporting on progress. In addition, we have identified responsible officers for each point in the action plan.

Our Equalities & Inclusion Team, which is part of the Directorate of Strategy & Governance, will monitor progress of the Scheme and report regularly to the Equalities Steering Group.

Progress will also be reported through the council's achievements measured against the Equality Framework for Local Government (see Appendix 5).

## Publication of our 2010-11 Single Equality Scheme and progress reports

This 2010-2011 scheme is available on our website and will be reviewed annually in December. The annual report will be made available on the council's website.

The Equalities Steering Group will ensure that progress reports are made at key milestones and that the scheme is continually updated. Progress reports will be made available to the City Inclusion Partnership for the Brighton & Hove Strategic Partnership.

A summary of this document and copies of the annual reports will be made available in alternative formats on request.

DRAFT

## How to give us feedback about the Scheme

We welcome feedback on any aspect of our Equality Scheme and more generally on our approach to equality and inclusion. You can contact us at [equalities@brighton-hove.gov.uk](mailto:equalities@brighton-hove.gov.uk)

Members of the public who feel that they have experienced unlawful discrimination in the way they have been treated by the council may make a complaint through the corporate complaints procedure. The council promises to take all complaints seriously, and will not accept discrimination of any kind. The council will also monitor complaints to see whether we are meeting our equality duties.

The Members' Code of Conduct deals with complaints about the conduct of elected Members. Members who experience unlawful discrimination can alert the council through the grievance procedure.

The council has a two-stage corporate complaints procedure which is free to use. You can make your complaint known to us by contacting our Standards & Complaints team in the following ways:

Visit [www.brighton-hove.gov.uk/complaints](http://www.brighton-hove.gov.uk/complaints)

e-mail: [complaints@brighton-hove.gov.uk](mailto:complaints@brighton-hove.gov.uk)

Freephone: 0500 291229

Minicom: 01273 291070

Use the Complaints, Comments & Compliments form or write to us at:

Brighton & Hove City Council  
Standards and Complaints  
FREEPOST SEA 2560  
Brighton BN1 1ZW  
(no stamp needed)

Office opening hours: Monday to Friday 9 am - 5 pm

## Section 4 – The Action Plan

We have certain legal obligations under the three equality duties to promote equality in the areas of race, disability and gender. These are the General Duties. (See Appendix 1 for comparison of the duties.) Each of the actions in our plan relates to one or more specific parts of an equality duty, as well as responding to stakeholder and staff feedback.

The Race Equality Duty gives us the following responsibilities:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

The Disability Equality Duty gives us the following responsibilities:

- Eliminate unlawful discrimination
- Eliminate harassment targeted at disabled people
- Promote equality of opportunity between disabled people and others
- Take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life

The Gender Equality Duty gives us the following responsibilities:

- Eliminate unlawful sex discrimination
- Eliminate harassment
- Promote equality of opportunity between men and women

The requirements to eliminate unlawful sex discrimination and harassment also include discrimination and harassment on the basis of gender reassignment.

## Single Equality Scheme Action Plan 2010-2011

<i>Intended outcomes</i>	<i>Example Actions</i>	<i>Equality groups</i>	<i>Timing</i>	<i>Lead team</i>	<i>How will we know we have achieved this</i>	<i>Evidence</i>
<b>Over-arching actions</b>						
Implement, monitor & comprehensively review the Single Equality Scheme	Launch of Scheme Collection of evidence against actions and outcomes	All	Annual reviews in December Progress reports in June	Equality & Inclusion	Public reporting of the review findings	Annual review & progress reports
Achieve 'Excellent' level in Equalities Framework for Local Government	Range of activities meeting Index standards  Collate evidence of good practice	All	Dec 2010	Equality & Inclusion	Successful assessment	Assessment report
A robust and transparent EIA process that leads to evidenced and appropriate actions	Review of EIA toolkit & inclusion of guidance on community cohesion	All	Mar 2010	Equality & Inclusion	Evidence of public consultation / involvement	Toolkit, timetable and summaries of all completed EIAs across directorates are published and available
	EIA workshops for managers	All	Dec 2010	Equality & Inclusion	EIAs completed on time, actions incorporated in service plans and leading to positive outcomes	Service Plans & monitoring  No. of managers trained

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
<b>(a) Promoting equality through information</b>						
An up-to-date evidence base that covers all equality areas, fills gaps in existing evidence and is used to inform our ongoing work	Reducing Inequality Review follow up work	All	Dec 2011	Analysis & Research	Data obtained to address identified gaps in RIR1	Reports and data on BHLIS
	Consider research proposal with Uni. of Brighton & Federation of Disabled People to identify barriers to inclusion	Disability	Mar 2010	Equality & Inclusion	Clear picture of barriers experienced by all – esp. people with mental illness or learning disabilities	Research Report or alternative data sourced
	Support increase in equalities data on Brighton & Hove Local Information Service	All	Ongoing	Analysis & Research	Analysis needs of BHLIS users met	Increased use of equalities data on BHLIS
Consistent monitoring systems across the council and improved analysis & use of captured data	Monitoring training inc. in EIA workshops for staff	All	Dec 2010	Equality & Inclusion	Staff understand & use monitoring guidelines effectively	Nos. trained Evidence of data being used in EIAs
	Develop understanding of the diversity of our communities and disability impairment	All, esp. Disability	Ongoing	Equality & Inclusion	Greater awareness of diversity within equality strands	Relevant data on communities Regular review at Equality Steering Group & with

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	groups  Support the City Inclusion Partnership's work on making monitoring more consistent	All	Ongoing	Equality & Inclusion / Equality Steering Group	Statutory sector agencies have consistent approach to monitoring and explaining its value / use	communities  Standard equalities monitoring form and explanation developed and used widely
<b>(b) Promoting equality through our partnership working</b>						
Statutory services in the city work jointly through the City Inclusion Partnership to address equality, community cohesion and human rights issues	Agree joint commitment through Equality and Human Rights Charter  Work Plan includes joint approaches, joint activity and sharing good practice	All	Charter launch Jan 2010  Annual Work Plan review Jan	Equality & Inclusion Team	More confidence across communities in public services  More consistency in approach to equalities  Joint projects (inc. engagement & information provision)	Charter and progress reports  Reviews of work plan  Place Survey
Increased capacity within the community and voluntary sector (CVS)	Strategic Grants programme 2010/13 total £1.244M	All	Dec 2010	Communities Team	Grants used in support of Council priorities	Grants allocated
	Practical help with fund-raising, Annual Grant aid, signposting to other corporate funding streams	All	Ongoing	Communities Team	CVS groups are supported to access other funding and development opportunities	No. of organisations helped



<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	and ongoing development support					
New post for Preventing Violent Extremism work	Undertake Community Needs Analysis of Muslim people in the city	All esp. Race / Ethnicity Religion & Belief	June 2010	Partnership Community Safety Team	Added impetus and capacity to build resilience to violent extremism	Report on needs Action plans
Increase school staff confidence in discussing controversial issues and in challenging extremist narratives	Audit and action planning tool for schools: 'Learning together to be safe'	Age Race / Ethnicity Religion & Belief	Feedback in Aug10 Full review Dec 2010	Children & Young People's Trust	Schools promoting community cohesion Young people and staff confident to discuss diversity and cohesion	Audit tool being used
Increased number of hate crime incidents reported, and cases of domestic violence supported	Raise awareness of how issues / incidents can be reported (esp. disability & trans)  Ensure consistent response to women, children and young people experiencing domestic violence	Race / Ethnicity Sexual Orientation Disability Trans-gender Gender Age	Dec 2010	Partnership Community Safety Team	Year on year increase in promotional activities around hate crime issues & incidents, and reporting  Victims have more confidence in system	No. of activities No. of reports No. of cases resolved  Decrease in repeat incidents
Through procurement, (inc. social enterprise) achieve a diverse supply chain which	Monitoring arrangements to assess whether	All	Annual contract reviews	Procurement	Our equalities agenda is delivered to service users	Service users feedback Contract

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
effectively & appropriately delivers our equality agenda	contractors comply with our Pre-Qualification Questionnaire which makes clear to current & future contractors our equality requirements				We influence employment practices in the private & 3 <sup>rd</sup> sectors  Monitoring of contracts provides useful equalities information	monitoring
Procurement officers across the organisation confident & skilled around the equalities duties	Develop and deliver training programme for all procurement officers so they know & implement our equalities duties in awarding contracts for functions, goods and services	All	Dec 2010	Finance & Resources	Greater understanding of how procurement can be used to influence contractors etc  More effective monitoring of impact	No. of procurement officers trained  Contract monitoring reports
<b>(c) Promoting equality through community engagement</b>						
People from all equality strands more involved in policy development, challenge mechanisms and developing future priorities (including the Community Engagement Framework - CEF)	Promotion & development of online Consultation Portal	All	Jan 2010	Communities Team	Increased awareness of engagement & participation opportunities	Website hits
	Continued support of the Get Involved Group	Disability	Review in Aug 2010	Equality and Inclusion	Examples of positive outcomes from this project	Annual review of Service Level Agreement

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	(Federation of Disabled People)  Encourage a range of innovative & exciting methods to engage & respond to stakeholders, working with other partners where possible	All	Ongoing	Communities Team	Greater satisfaction & people feel more able to influence	National Indicators in Local Area Agreement
	Develop accessible training programme in support of CEF, addressing barriers faced by equalities groups	All	Sep 2010	Communities Team / Equality & Inclusion	Engagement work anticipates and addresses barriers to inclusion	No. of people trained  Evaluation of training
Improve engagement activity to enhance lives, provide opportunities & drive up quality (including Get Involved Campaign)	Support priority actions in Community Engagement Framework  Continuing conversations with community groups to ensure 2-way flow of information	All  All	Ongoing  Ongoing	Equality Steering Group to monitor & disseminate information  All Teams supporting 'Get Involved' campaign	Increased numbers and wider range of people involved  Increased awareness of how engagement works and how to get involved.  Better information	Place Survey  National Indicators in Local Area Agreement  Examples of engagement activity  'Get Involved' activities held

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	(CVSF Your Space, AGMs, universities etc)				to and from CVS groups on needs, priorities and issues	No. of people participating
Improve awareness of and data on groups where data is limited	Identify groups which are small, transient or new to the city, and which organisations or groups work with them	All	Dec 2010	All, through City Inclusion Partnership	Better awareness of these groups, barriers they face and how to address them	Information circulated on groups, barriers and sources of support
Develop cohesive, integrated and stronger communities	Community Cohesion Framework to be monitored via Interplan	All		Equalities & Inclusion	Better information on progress and gaps / areas to prioritise	Action Plan in place
	People's Day event to celebrate diverse cultures & faiths	All	October annually	Equalities & Inclusion	Develop shared values through interaction & increase positive understanding of faith	Event held & well attended Evaluations of the event
	Co-ordinated approach to promoting international and national celebrations (eg: LGBT History Month, Holocaust Memorial Day)	All	Various dates	Equalities and Inclusion and Communications	Better use of resources, skills, information and community links More awareness of events and better attendance and success	Variety of events promoted and held with good attendance Evaluations of events
<b>(d) Promoting equality in our service delivery</b>						

<b><i>Intended outcomes</i></b>	<b><i>Example Actions</i></b>	<b><i>Equality groups</i></b>	<b><i>Timing</i></b>	<b><i>Lead team</i></b>	<b><i>How will we know we have achieved this</i></b>	<b><i>Evidence</i></b>
Our buildings are accessible to disabled people as far as is reasonably possible	<p>Improve access to council buildings open to the public</p> <p>Continue rolling programme of access improvement works</p>	<p>Disability</p> <p>Age</p>	Dec 2010 and quarterly monitoring of DDA database	Finance & Resources	<p>Customer satisfaction</p> <p>Fewer requests for alternative arrangements to be made</p>	<p>75% of relevant audited public buildings more accessible to disabled people</p> <p>Disability Discrimination Act database</p>
Communications & information accessible to all, (inc. websites) and reflect positive images across all equality strands	<p>Improve communications media (eg: BSL, minicom, phones, type-talk, interpreting) &amp; information (eg: EasyRead, translations)</p> <p>Plain English campaign across council</p> <p>Handbook guide to plain communication</p> <p>Ensure website is accessible esp. for people with sensory impairments or learning disabilities and speakers of other languages</p>	<p>Disability</p> <p>Race / Ethnicity</p>	<p>Ongoing</p> <p>Mar 2010</p> <p>Jun 2010</p> <p>Ongoing</p>	Communications	<p>Customer satisfaction increases</p> <p>Written information is available in different ways, as appropriate</p> <p>Information is explained clearly and plainly</p> <p>Staff are confident and skilled in clear written language</p> <p>Web accessibility standards are met</p>	<p>Fewer complaints</p> <p>Easy Read &amp; translated documents available</p> <p>Examples of improvements in information content and presentation</p> <p>Reports against web accessibility standards</p>

<b><i>Intended outcomes</i></b>	<b><i>Example Actions</i></b>	<b><i>Equality groups</i></b>	<b><i>Timing</i></b>	<b><i>Lead team</i></b>	<b><i>How will we know we have achieved this</i></b>	<b><i>Evidence</i></b>
Provide best use of public space for streamlined customer service centre	New combined public service office for City Direct, Housing Benefit, Payments, Enquiries and Concessionary Travel	All, esp. Age Disability	Dec 2011	Customer Service	Customers able to access range of services in one location  Better use of public resource	New centre opened  Positive customer feedback
Better access to public spaces and services	Improve public spaces with high quality design, better signposting, removal of street clutter (eg: A boards) & more effective enforcement  Taxis are more accessible to people with impairments	Age Disability	Assessment Mar 2010  Annual review through Local Transport Plan Mar 2011	Transport Planning, Transport Policy and Major Projects  Equalities & Inclusion and Licensing	People with sensory or mobility impairments find it easier to travel around the city  Increased no. of vehicles available that are wheelchair accessible  Improved licensing arrangements including looking at other designs of wheelchair accessible taxis  Better information available for accessible taxi	Fewer complaints  Improvements against priority site plan  Post scheme monitoring  Monitoring of licensing  Customer satisfaction monitoring  No. of taxi bookings  Feedback from users

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	Better enforcement around Blue Badge use & parking across dropped kerbs			Parking	services More observance of Blue Badge and disabled parking bays	Enforcement statistics Blue Badge holder feedback
Customers receive services appropriate to their needs including Independent Living	Deliver actions in the Housing Strategy, Supporting People Strategy, Homelessness Strategy and related sub strategies  Provide appropriate care for disabled and older people in supported accommodation and their own homes, including adaptations  Promote self-directed support  Improve housing quality	All, esp. Sexual orientation  Race / Ethnicity  Disability  Age	Annual updates  Dec 2010  Reviewed annually  Ongoing	Housing Strategy  Housing Strategy and Adult Social Care  Housing Strategy and Adult Social Care  Housing Strategy &	Strategy updates  Assessed needs are being met  More eligible people use self-directed support  Reduced fuel poverty	Improved customer satisfaction  Local Area Agreement indicators  New Extra Care accommodation opens  Equality Impact Assessments  Records of requests for adaptations and completions  Care Quality Commission indicators  Local Area Agreement

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	(including energy efficiency)  Implement actions from Customer Access Strategy 2010		Ongoing	Housing Management  Housing Management	Decrease in vulnerable people in non-decent housing  Improved Value For Money and maintained satisfaction	indicators  STATUS tenant satisfaction survey
Gypsies and Travellers receive services that meet their needs and legal requirements	Provide accommodation for gypsies and travellers, on a permanent travellers' site  Increase awareness of gypsies' & travellers' needs across all service areas	Race / Ethnicity  Race / Ethnicity	Jan 2012  Travellers' Strategy review Jun 2011	Environment  All	Landworks and site preparation completed  Planning permission agreed  Decent and permanent accommodation  Greater responsiveness to their needs & fewer complaints	13-pitch travellers' site opened     Customer satisfaction feedback
Increased participation in culture and leisure activities	Libraries provide services appropriate to needs  Increase and diversify participation in cultural and sporting	All  All	Ongoing  Ongoing	Libraries  Sport & Leisure and Arts & Cultural Projects	Libraries more popular and better used  People from all areas participating	Surveys of use  Customer feedback  Evaluations of events  Participation records



<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	activities  More people/children are involved in sport and physical activity	All, esp. Age	Ongoing	Sport & Leisure	Higher numbers of participants	Monitoring of activities
More people get into work and reduce dependency on benefits	Improve access to work & learning for tenants in social housing through the 'Turning the Tide' pilot and strategy  Continued support of LEADER & Local Employment Programme	All  All, esp. Disability	Review in 2011  Ongoing	Housing Strategy & Housing Management  Equality & Inclusion and Local Employment Programme	Fewer working age people are on out of work benefits  Employers have better understanding of benefits of a diverse workforce and ways to support disabled staff  More disabled people are in long-term paid work	National Indicator  Employment statistics  Customer satisfaction at response to anti-social behaviour  STATUS tenant satisfaction survey  No. of people attending events  No. of work placements for disabled people

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
Improved services for children at risk and with special needs or disability	Targeted mental health in schools (TaMHS national pilot)	Age Disability	Mar 2011	Children & Young People's Trust	Children with emotional or mental health needs are identified earlier  Schools deliver holistic & whole-school approach to children's mental wellbeing	Evaluations of pilot  Models and processes developed and evaluated leading to a national roll-out of the project
Package of measures to support young people Not in Education, Employment or Training (NEET) falling into poverty	Use Future Jobs Fund to fund work placements for young people	Age	Ongoing		More young people in employment and training  Reduction in teenage conceptions	Employment statistics  Monitoring of conceptions
<b>(e) Promoting equality in employment</b>						
Reduce the pay gap between men and women	Monitor changes resulting from Single Status	Gender	Apr 2010 & annually	Human Resources	The pay gap between men and women decreases	Monitoring of pay scales
Workforce profile reflects the community as far as possible	Extend workforce monitoring to identify potential areas for action	All	Ongoing	Human Resources	Gaps in the workforce profile are identified for action	Annual figures published on website – to include (first) gender then all equality strands
Consistent, effective approach for all staff forums	Review of staff forums' role and activities	Race / Ethnicity Sexual Orientation Disability	Ongoing	Human Resources	Staff forums are well attended, effective in raising issues and valuable to the organisation	Feedback from forums
Staff understand their	Refresh	All esp.	Dec 2010	Learning &	Staff confident and	PDPs

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
role and objectives around the equality duties & wider equality legislation inc. community cohesion	equalities training offer & explore feasibility of further mandatory training	Race / Ethnicity Disability Gender	Dec 2010	Development	skilled to address equalities issues	Evaluations of training  Report on mandatory training
	Update equalities training for longer serving managers to refresh & increase knowledge & skills	All esp. Race / Ethnicity Disability Gender		Learning & Development	Managers skills are updated and they can support their teams effectively	No. of people trained on different courses
	Improve & update information available on the Wave	All	Ongoing	Equality and Inclusion	Staff across council are confident to use intranet as resource for their work	Range of resources available  Feedback on use in ESG
Clear information about training applications and attendance across staff equality groups	Data on applications for training and attendance by staff collected and used to identify trends	All, esp. Race / Ethnicity Disability Gender	May annually	Human Resources	Gaps in applications and attendance are highlighted and actions taken to address them	Monitoring of training courses
Equality and diversity is successfully promoted across Directorates	Develop a database of promotional material to celebrate equality and diversity which	All	Ongoing	Communications and Equality and Inclusion	Range of appropriate information is available for staff to use	Feedback on use of resources via ESG

<b>Intended outcomes</b>	<b>Example Actions</b>	<b>Equality groups</b>	<b>Timing</b>	<b>Lead team</b>	<b>How will we know we have achieved this</b>	<b>Evidence</b>
	includes the use of positive images.  Develop internal Equality Communication Plan	All	Mar 2010	Communications and Equality and Inclusion	Range of activities from evidence and consultation used to address issues across council	Communications plan and monitoring progress against its actions
Staff are treated with dignity and respect	Develop, launch & promote Dignity at Work policy	All	Mar 2010	Head of Human Resources	Increased staff satisfaction	Staff survey
Maintain rating in Stonewall Index	Collate evidence of good practice	Sexual Orientation	Jan annually	Equality and Inclusion	Range of activities meeting Index standards	Place on Index Action plan
Disabled staff are fully supported in all areas of their employment	Develop guidance on implementing and managing reasonable adjustments	Disability	Mar 2010	Human Resources	Adjustments for disabled staff are assessed and addressed quickly and accurately	Council-wide record of reasonable adjustments
	Review attendance management policy	Disability	Mar 2010	Human Resources	Positive feedback from the Disabled Workers Forum	Implementation of revised attendance management policy
	Ensure ICT services are accessible, esp. for those using assistive technology	All, esp. Disability	Ongoing	Information & Communications Technology	Staff are confident in using ICT and accessing training and support as needed	Satisfaction surveys and requests for ICT support
Sources of information about barriers to recruitment and	Information from exit interviews and	All	Ongoing	Human Resources	Trends are quickly identified and action taken	Exit interviews Monitoring of

<b><i>Intended outcomes</i></b>	<b><i>Example Actions</i></b>	<b><i>Equality groups</i></b>	<b><i>Timing</i></b>	<b><i>Lead team</i></b>	<b><i>How will we know we have achieved this</i></b>	<b><i>Evidence</i></b>
retention are fully used	staff forums and monitoring of recruitment initiatives informs action planning				Staff feedback is heard, responded to and addressed	recruitment

## Appendix 1 - The general duties

These require public bodies to show 'due regard' as follows:

<b>Gender Equality Duty</b>	<b>Disability Equality Duty</b>	<b>Race Equality Duty</b>
<p>Due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination and harassment</li> <li>• Promote equality of opportunity between men &amp; women</li> </ul>	<p>Due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Promote equality of opportunity between disabled people and other people</li> <li>• Eliminate discrimination that is unlawful under the Disability Discrimination Act 1995</li> <li>• Eliminate harassment of disabled people that is related to their disabilities</li> <li>• Take steps to take account of disabled people's disabilities, even where that means treating disabled people more favourably than other people</li> <li>• Promote positive attitudes towards disabled people</li> </ul> <p>Encourage participation by disabled people in public life</p>	<p>Due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful racial discrimination</li> <li>• Promote equality of opportunity</li> <li>• Promote good relations between people of different racial groups</li> </ul>

## Appendix 2 - The specific duties

As well as our General Duties we also have **Specific Duties** as shown:

<b>Gender</b>	<b>Disability</b>	<b>Race</b>
<p>Produce a Gender Equality Scheme (GES) setting out our objectives to enable us to meet the General Duty.</p> <p>Consider the need to have an objective to address the causes of any unequal pay for men/ women staff, related to their sex.</p> <p>The GES must set out the actions taken/to be taken to:</p> <ul style="list-style-type: none"> <li>• Gather information on the effect of policies and practices on men/women, in particular the extent to which they promote equality between male/female staff, and the extent to which services/functions take account of the needs of men/ women.</li> <li>• Make use of that information to meet the Duty, and review the effectiveness of the GES and the</li> </ul>	<p>Involve disabled people in development of Disability Equality Scheme (DES) which demonstrates how we intend to fulfil General and Specific Duties.</p> <p>Include statement of:</p> <ul style="list-style-type: none"> <li>• How disabled people have been involved.</li> <li>• The methods for impact assessment.</li> <li>• Steps towards fulfilling the General Duty (an action plan).</li> <li>• Arrangements for gathering info in relation to employment and functions.</li> <li>• Arrangements for putting the info gathered to use, in particular, reviewing the effectiveness of the action plan and in preparing subsequent DES.</li> </ul> <p>Monitor data on</p>	<p>Publish Race Equality Scheme (RES) setting out functions and policies that are relevant to the General Duty on race and arrangements for:</p> <ul style="list-style-type: none"> <li>• Assessing and consulting on the likely impact of proposed policies, on the promotion of race equality.</li> <li>• Monitoring policies for any adverse impact on the promotion of race equality.</li> <li>• Publishing the results of such assessments, consultation and monitoring.</li> <li>• Ensuring public access to information and services.</li> <li>• Training staff in connection with the duties imposed by the RES.</li> </ul> <p>Monitor by reference to racial group, staff in</p>

<p>actions taken.</p> <ul style="list-style-type: none"> <li>• Assess the impact of policies and practices on men/women, and use the results to inform actions.</li> <li>• Consult employees, service users, trade unions and other stakeholders.</li> </ul> <p>Put the GES and the actions into effect within 3 years and report annually.</p> <p>The GES must be reviewed and a revised scheme published within 3 years.</p> <p>Publish an equal pay policy statement and report on this every 3 years.</p>	<p>recruitment, retention &amp; development</p> <p>Within 3 years take the steps in the action plan, and put into effect the arrangements for gathering and making use of information.</p> <p>Annual report containing a summary of steps taken and results of information gathering and the use to which it has been put.</p>	<p>post and applicants for employment, training and promotion.</p> <p>Monitor numbers who receive training, benefit, or suffer detriment from performance assessment reviews, are involved in grievance procedures, are the subject of disciplinary procedures or cease employment.</p>
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## Appendix 3 - Partnerships

The council is involved in a considerable number of partnerships which vary enormously in terms of size, remit and membership. Partnership working has become central to our work and is an important way for us to deliver much of our policy programme.

All *public authorities* within these partnerships are responsible for ensuring that the functions and policies of the partnership meet the equality duties.

We encourage our *non-public sector* partners to take account of the duty to promote equality and ensure that all members of the partnership are aware of our responsibilities.

Key Partnerships in the City:

- Brighton & Hove Strategic Partnership
- Stronger Communities Partnership
- City Inclusion Partnership
- Children and Young People's Trust Partnership
- Learning Disability Partnership Board
- Crime & Disorder Reduction Partnership
- Healthy City Partnership
- Public Service Board
- Learning Partnership
- Advice Services Strategy Group

In order that our equalities and inclusion message does not become diluted, we ensure that all the partnerships' strategic plans include diversity-related objectives.

The chart on page 51 shows how our equalities and inclusion work is linked with three important partnerships – the Brighton and Hove Strategic Partnership, the City Inclusion Partnership and the Stronger Communities Partnership.

The Brighton & Hove Strategic Partnership is a local partnership of agencies, organisations and communities who work together to improve the quality of life in the city.

You can view their website at: <http://www.2020community.org/>

### City Inclusion Partnership (CIP)

The CIP sits under the Brighton & Hove Strategic Partnership and works to promote equality, prevent discrimination and enable people in the city to access services which meet their needs appropriately.

CIP supports its mainly public sector members, to share information, link practice, and through this improve services. The Partnership works to make services better, fairer and easier to access.

The partners work together to make their approach to equality more consistent and to reduce inequality in the city.

#### CIP Members

- Brighton & Hove City Council
- Brighton & Sussex University Hospitals NHS Trust
- East Sussex Fire & Rescue Service
- East Sussex Probation Service
- Job Centre Plus
- Learning and Skills Council Sussex (until April 2010)
- NHS Brighton & Hove
- South Downs Health NHS Trust
- South East Coast Ambulance Service
- Stronger Communities Partnership
- Sussex Partnership Trust
- Sussex Police
- University of Brighton
- University of Sussex

The CIP maintains close links with the Stronger Communities Partnership and the Equality Coalition. Two representatives from these groups are members of the City Inclusion Partnership.

The Stronger Communities Partnership also sits under the Brighton and Hove Strategic Partnership. Its aim is to bring together organisations and communities so that they can have a meaningful voice on the Strategic Partnership and its wider family of partnerships.

Its three key areas of work are representation, communicating and involving, and building capacity:

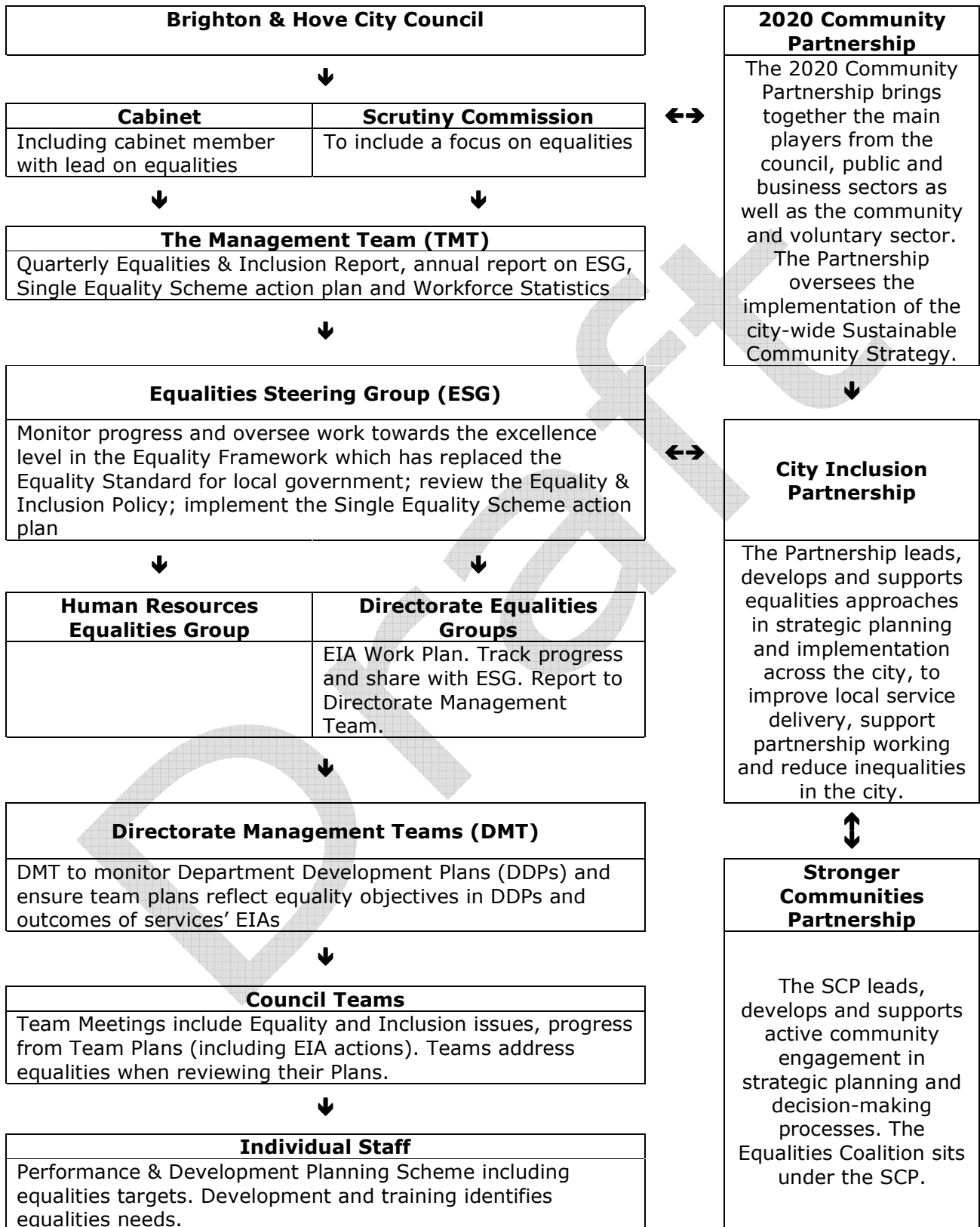
- 'Representation' by increasing awareness, skills and knowledge linked to public services and local democracy in targeted neighbourhoods and communities of interest.
- 'Communicating and involving' by promoting wider community engagement, focusing on communities which are furthest to reach, reducing isolation and prejudice, building self-confidence and understanding whilst recognising separateness and retaining identity.
- 'Building Capacity' by increasing the capacity for engagement at varying levels, strengthening the SCP and working with partners to develop a local strategy which underpins the role of the community and voluntary sector.

Another important and emerging element within this structure is the Equality Coalition. The Community & Voluntary Sector Forum is currently working in partnership with the Federation of Disabled People to support this network of community and voluntary sector groups and organisations that are taking forward the Stronger Communities Partnership's Equality Plan.

The Coalition aims to:

- Address issues raised about how equality-focused groups can work better together
- Provide a voice for, and strengthen the role of voluntary and community sector equality groups and organisations in the city

# Equalities Performance Management Framework



## **Appendix 4 - Current equalities legislation**

### **The Autism Act 2009**

Awaits UK Autism Strategy and guidance from Secretary of State.

### **The Gender Recognition Act 2004**

The purpose of this Act is to provide transgender people with legal recognition in their acquired gender. Legal recognition (eg new birth certificate in their acquired gender; able to marry someone of the opposite gender to their acquired gender etc.)

### **The Civil Partnership Act 2004**

This Act creates a legal relationship of civil partnership, which people of the same-sex can form by signing a registration document. It also provides same-sex couples who form a civil partnership with parity of treatment in a wide range of legal matters with those opposite-sex couples who enter into a civil marriage.

### **Employment Equality (Religion or Belief) Regulations 2003**

These regulations outlaw discrimination in employment and vocational training on the grounds of religion or belief. The regulations apply to discrimination on grounds of religion, religious belief, non-belief, or similar philosophical belief.

### **Employment Equality (Sexual Orientation) Regulations 2003**

These regulations outlaw discrimination in employment and vocational training on the grounds of sexual orientation. The regulations protect everybody (gay, lesbian, bi-sexual, heterosexual) from discrimination.

### **Sex Discrimination (Gender Reassignment) Regulations 1999**

These regulations are a measure to prevent discrimination against transgender people in pay and treatment in employment and vocational training. They effectively insert into the Sex Discrimination Act a provision to extend the Act, insofar as it refers to employment and vocational training, to include discrimination on gender reassignment grounds.

### **The Human Rights Act 1998**

Introduced in 2000, this legislation gives further effect in the UK to rights contained in the European Convention of Human Rights. This Act:

- makes it unlawful for a public body to breach Convention rights, unless an Act of Parliament meant it could not have acted differently
- allows cases to be dealt with in a UK court or tribunal; and
- requires all UK legislation to be given a meaning that complies with the Convention rights, if that is possible.

### **The Disability Discrimination Act 1995**

This Act prohibits discrimination against disabled people in the areas of employment, the provision of goods, facilities, services and premises, and education; and provides for regulations to improve access to public transport to be made.

### **The Disability Discrimination Act 2005**

This Act makes substantial amendments to the Disability Discrimination Act 1995. The 2005 Act places a general duty on public authorities to promote disability equality.

### **The Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000)**

The Race Relations Act (RRA) makes it unlawful to treat a person less favourably than another on racial grounds. These cover grounds of race, colour, nationality (including citizenship), and national or ethnic origin. The Race Relations (Amendment) Act outlawed discrimination in all public functions not previously covered by the RRA, with only limited exceptions. It also placed a general duty on specified public authorities to promote race equality and good race relations.

### **The Sex Discrimination Act (as amended) 1975**

This Act (which applies to women and men of any age, including children) prohibits sex discrimination against individuals in the areas of employment, education, and in the provision of goods, facilities and services and in the disposal or management of premises.

## **The Employment Equality (Age) Regulations 2006**

The Regulations:

- ban age discrimination in recruitment, promotion and training
- ban unjustified retirement ages of below 65
- remove the current age limit for unfair dismissal and redundancy rights

They also introduce rights for employees to request working beyond retirement age and a duty on employers to consider that request. There are further provisions designed to help individuals plan better for retirement, and be confident that 'retirement' is not being used as cover for unfair dismissal.

## **The Equal Pay Act (as amended) 1970**

This Act gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the man and the woman are doing: like work; equivalent work; or work that is proved to be of equal value.

## **The Equality Act 2006**

The Act's main provisions include:

- the creation of the Commission for Equality and Human Rights (CEHR) The purpose and functions of the CEHR are defined in the Act.
- making discrimination unlawful on the grounds of religion and belief in the provision of goods, facilities and services, education, the use and disposal of premises, and the exercise of public functions.
- placing a duty on public authorities to promote equality of opportunity between women and men ('the gender duty'), and prohibit sex discrimination in the exercise of public functions.

## **Appendix 5 - The Equality Framework for Local Government**

In 2007 the Improvement and Development Agency (IDeA) reviewed and improved the Equality Standard for Local Government. They aimed to develop an equality performance and improvement framework that responds to new thinking on equality outcomes and the new challenges that local authorities face today.

The new Equality Framework for Local Government (EFLG) aims to be simpler, proportional and relevant.

It is based on three levels of achievement; 'developing', 'achieving' and 'excellent' rather than the five levels of the old standard. Because Brighton and Hove City Council achieved level 3 under the old standard, we will be treated as 'achieving'. Our next step is to attain 'excellent', the top level under the new Framework.

The framework highlights actions, by way of colour codes, that:

- will aid compliance with the equality public duties
- could provide self-assessment evidence for the comprehensive area assessment (CAA)
- will help meet high standards of customer care
- will provide evidence on equality and diversity for the organisational assessment.

### **Understanding equality**

The new framework uses a wider definition of equality, which was originally set out in 'The Equalities Review', based on the idea of equal life chances:

"An equal society protects and promotes equal, real freedom and opportunity to live in the way people value and would choose, so that everyone can flourish. An equal society recognises people's different needs, situations and goals, and removes the barriers that limit what people can do and be."

### **The five areas of performance in the Framework are:**

- Knowing your communities and equality mapping
- Place shaping, leadership, partnership and organisational commitment
- Community engagement and satisfaction
- Responsive services and customer care
- A modern and diverse workforce.



The individual level sections set out the characteristics of an authority at each stage and then set out key actions and examples of evidence of performance against each action.

### **Peer challenge**

The IDeA aims to encourage self-assessment and sector-led learning on equality. Self-assessments at the 'achieving' and 'excellent' levels will be validated by the peer challenge. It will consist of two parts:

- a review by peers of the authority's own self-assessment, including appropriate supporting evidence
- an on-site visit by peers to conduct interviews and focus groups with employees, councillors and other stakeholders.

It is expected that all local authorities will be reassessed every three years, or in time with their business cycle if that is earlier.

## Appendix 6 - Consultation and Feedback details for Single Equality Scheme

Dates of consultation:

- Saturday 3<sup>rd</sup> October – public consultation
- Monday 5<sup>th</sup> October – public consultation
- Tuesday 20<sup>th</sup> October – BME Elders Day
- Thursday 29<sup>th</sup> October – public consultation
- Tuesday 10<sup>th</sup> November – BMECP, Federation of Disabled People, men's groups
- Thursday 19<sup>th</sup> November – Older People's Day

Feedback session:

- Wednesday 2<sup>nd</sup> December

CVS groups sent packs for comment, by equalities strand

### Age

Age Concern  
Cultures Club  
BME Elders Day  
Older People's Day  
Allsorts LGBT Youth Project

### Sexual Orientation

LGBT Switchboard  
Spectrum (newsletter)  
MINDOUT  
Allsorts LGBT Youth Project

### Disability

Federation of Disabled People –  
specific session  
MIND

### Religion and Belief

Interfaith Contact Group  
Healthcare Faith Forum

### Ethnicity

BMECP  
MOSAIC  
BMEYPP  
BME Elders Day

### Generic & Other

Equalities Coalition  
CVSF (to staff and mailout)  
Refugee Forum  
Carers Centre  
Friends, Families and Travellers  
Stronger Communities Partnership

### Gender

Thinking Men  
Men's Eating Disorder Group  
RISE  
Women's Centre  
OASIS  
Survivors Network

## Glossary

### **BHLIS**

The Brighton and Hove Local Information Service (BHLIS) developed a web-based geographical analysis tool. Gives access to members of the partnership to a range of local data relevant to the city. Includes contextual data including Census, Index of Multiple of Deprivation and ONS population estimates.

### **Due regard**

The requirement to give due weight to the need to promote equality of opportunity in proportion to its relevance to gender, race and ethnicity, and disability.

### **Equality Framework for Local Government (EFLG)**

A nationally used performance and benchmarking tool that helps local authorities to deliver equality and cohesion. It is simpler to use and more relevant to the way we work compared with the previous system – the Equality Standard for Local Government (see Appendix 5 for more detail).

### **Equality steering group**

Internal steering group, which co-ordinates and undertakes action required to ensure effective implementation of the Council's equalities strategy and maintenance of quality standards (see page 49).

### **Functions**

The full range of a public authority's duties and powers.

### **Harassment**

Unlawful harassment occurs where there is unwanted conduct on the ground of a person's gender, sexual orientation, religion or belief, disability, age, race or ethnicity, and that conduct has the purpose or effect of violating a person's dignity, or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

### **Impact assessment**

Impact assessment (also known as 'equality impact assessment') is the process which enables an authority to identify and act on the need to modify policies and practices to have due regard to the need to promote equality. The specific duty regulations set out the requirement for an authority to include, in their Equality Scheme, its methods for impact assessment.

### **Policies and practices**

All proposed and current activities, which the authority carries out.

**PREVENT**

National strategy designed to stop people becoming or supporting terrorists and violent extremists.

**Procurement**

The contractual or other arrangements that a public authority makes to obtain goods, works or services from an outside organisation.

**Public authority**

All bodies certain of whose functions are functions of a public nature. (For example, local authorities, the Police, prison and probation services, NHS trusts and education establishments.)

**Specific duties**

Certain public authorities listed in regulations are required to comply with specific duties, which are set out in the Schedules to the relevant legislation. These duties are intended to assist authorities in complying with the general duty to promote equality.