

# **Copeland Borough Council Equality and Diversity Scheme 2016-2020**

**Version: V\_03 .1**  
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## Document Control

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### Revision History

<b>Version Reviewed</b>	<b>Date Reviewed</b>	<b>Reviewed by</b>	<b>Description of Revision</b>
V 02 Equality Scheme 2015-2017	July 16	Equality and Diversity Working Group	Equality & Diversity Policy update in line with Corporate Strategy 2016-2020
V.03	June 18	Policy Officer	Protected characteristics definition updated in line with Equalities Act 2010 revision Oct 2017

### Document Approval

<b>Version</b>	<b>Approved by</b>	<b>Date</b>
	Full Council	27.09.2016

### Document Distribution

This document is accessible in both Word and PDF format for all staff, elected members, contractors, consultants and volunteers via the Council's Intranet and website.

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## Purpose

- 2.1 Copeland Borough Council's long term mission is to 'make Copeland a better place to live, work and visit'. One of the core values that underpin this mission is a commitment to '**treat everyone equally, fairly and with respect**'.
- 2.2 In line with the Equality Act 2010 (Public Sector Equality Duty) and in its capacity as a public sector service provider, employer and partner, Copeland Borough Council is committed to reducing discrimination, advancing equality of opportunity and fostering good relations across all of its activities and within all sections of its community.
- 2.3 The purpose of the Equality and Diversity Scheme 2016-2020 is to show how the Council will comply with the Equality Act - Public Sector Equality Duty 2010.
- 2.4 The Equality and Diversity scheme 2016-2020 will:
  1. Set out the Council's Equality objective(s) for 2016-2020, and detail how these will be measured.
  2. Evidence how the Council is able to consider the three aims of the Equality Duty in its decision making processes.
  3. Publish information relating to people who are affected by the policies and practices made by the Council and who share protected characteristics. (Copeland resident profile).
  4. Publish information relating to employees and elected members who share protected characteristics. (CBC employee profile).

## Introduction

- 3.1 **The Equality Act (2010)** replaced previous anti-discrimination laws with a single act that provides legal protection from discrimination in the workplace and wider society.
- 3.2 **The Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies, including borough councils, to consider equality and diversity in its decision making processes, for example when developing policies, planning services and in its role as an employer.

- 3.3 There are 3 aims of the Equality Duty, when considering equality and diversity, the Council must show due regard for each of these;

#### 3 Aims of the Equality Duty

- eliminate unlawful discrimination, harassment, victimisation and other conducts as prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.

- 3.4 Public bodies are required to be transparent and accountable in their consideration of the three aims of the Equality Duty. This consideration must take place at the time when a policy or decision is being formulated, justifying a decision after it has been taken will not satisfy the Equality Duty.

- 3.5 **Equality Duty - Specific Duties** (Section 153 of the Equality Act) require that public bodies, including borough councils:

#### Public Sector Equality Duty - Specific duties

- Publish information that shows that decision making process has due regard to the three aims of the Equality Duty (as above).
- Publish specific and measurable equality objectives (At least every four years).

- 3.4. Published information must include details of the workforce and the general public who are affected by the Council's policies and practices and who share the protected characteristics.
- 3.5 The specific duty does not require the Council to ask every member of staff about such issues as their religious beliefs or sexual orientation. The Council must choose which information is necessary to demonstrate its compliance with the Equality Duty.

## Scope

- 4.1 This Equality and Diversity scheme is of interest to; employees, elected members, service users, the general public, consultants, contractors, partners, customers and volunteers.

## Definitions

**Equality** - the state of being equal, especially in status, rights, or opportunities

**Discrimination** - Discrimination can come in one of the following forms:

- direct discrimination - treating someone with a protected characteristic less favourably than others
- indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- Victimisation - treating someone unfairly because they have complained about discrimination or harassment.

**Protected characteristics –**

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

**Who is protected from discrimination under the Equality Act 2010 -**

- any person who shares a protected characteristic (see definitions)
- someone who is associated with someone who has a protected characteristic, e.g. a family member or friend
- someone who has complained about discrimination or supported someone else's claim

## Equality and Diversity objectives 2016-2020

The Council's Equality objectives for 2016-2020, and detail of how these will be achieved.

5.1

### Objective 1 - To embed and promote the three aims of the Equality Duty across the authority.

**Recruitment** – Our commitment to equality is evidenced through the delivery of our workforce strategy and our recruitment, management and treatment of staff.

**Mandatory staff and member training** – Every member of staff and elected member must complete Equality training at least every two years. Equality training is included in staff induction for new starters.

**Equality Champion and Equalities Working group** - CBC have a dedicated Equalities working group with meets on a quarterly and is chaired by the elected member Equalities Champion.

**Equality and Diversity Action Plan** - As result of a self-evaluation/assessment the Council reach the 'Achieving' standard under the Equalities Framework for Local Government in 2011. A further peer review carried out in 2015 listed good practice already undertaken at Copeland and suggested areas for development for embedding equality best practice. These suggestions have been migrated into an action plan which the Equality Working Group monitor and review.

**Publish information in line with the Equality Duty specific regulations** – Make available on our intranet and website data pertaining to our workforce (updated annually) and the population of Copeland as a whole.

**Equality Impact Assessments (EIAs)** – Held centrally and reviewed by the Equality Working Group.

**Share good practice** – Use internal and external communications to share good news stories across the authority, its partners and contractors.

5.2

**Objective 2 - To ensure that the three aims of the Equality Duty are considered when carrying out work to achieve the 5 Strategic Outcomes of the Council's Corporate Strategy 2016-2020.**

**Equality Impacts Assessments (EIAs)** – The Council will use EIAs in its decision-making processes including:

- Strategy and Policy development,
- Service Planning,
- Project Management Framework,
- Commercialisation Framework,
- Procurement Strategy.

The Equalities Working Group will receive and review EIAs.

**Governance arrangements-** Reports and decision presented to Full Council, OSC and Executive are reviewed by the Corporate Lead Equality Officer and any comments will be recorded.

**Copeland Profile** – The Council will consult population data produced by the Cumbria Intelligence Observatory and the latest State of Copeland when completing EIAs.

### 5.3 Copeland Residents Profile

Information relating to people who share a protected characteristic and may be affected by CBC policies and practices.

The population of Copeland is 69,800 (ONS mid-term population statistics 2014)

**Sex** - The ONS 2011 Census records: **49.8%** of residents in Copeland are female.  
**50.2%** of residents in Copeland are male.

**Age** – Copeland has an aging population, when compared to England & Wales, Copeland has lower proportions of residents in the three youngest age groups (0-44 years), higher proportions of residents in the 45-84 age groups, and a similar proportion of residents in the oldest age group (aged 85+);

Copeland total population 69,800							
Age	0 - 14	15 - 29	30 - 44	45 - 49	60 - 74	75 - 84	85+
Population	10,900	11,600	12,000	16,000	12,900	4,800	1,600

(2014 mid-year population projections ONS)



**Disability** - In the 2011 Census **21.3%** of residents in Copeland reported having a limiting long term illness compared to the county average of **20.3%** and the National average of **17.9%**.

	% aged 16-64 disabled	Employment rate of people aged 16-64 who consider themselves as disabled	Employment rate of people aged 16-64 who do not consider themselves as disabled
Copeland	22.4%	26.3%	66.3%
Cumbria	20.2%	47.6%	72.3%
England	20.4%	49.5%	70.4%

Source: Annual Population Survey April 2010-March 2011

**Race**- When compared to England & Wales, Cumbria has a much higher proportion of residents who are White British (Cumbria: 96.5%, England & Wales: 80.5%) and much lower proportions of residents from BME groups.

	% Population					
	White: British	White: Other	Mixed/Multiple ethnic group	Asian/Asian British	Black / African / Caribbean / Black British	Other Ethnic Group
Copeland	97.3%	1.2%	0.5%	0.9%	0.1%	0.1%
Cumbria	96.5%	2.0%	0.5%	0.8%	0.1%	0.1%
England	80.5%	5.5%	2.2%	7.5%	3.3%	1.0%

Source: 2011 Census, Office for National Statistics

#### 5.4 Copeland Borough Council Workforce Profile

Information relating to employees who have declared protected characteristics is presented in Appendix A

## Roles and Responsibilities

### Elected Mayor/Elected members

Set strategic direction, review performance and ensure good governance of the organisation.

### Corporate Leadership Team

Ensure that equality considerations play a part in the decision and policy making process and service planning including review and evaluation and monitor progress.

### Equalities Working Group/ Equalities Champion

Raise awareness about the Equality Duty within the organisation.

### Human Resources

Build equality considerations in employment policies and procedures.

Recording equality profile of employees.

#### **Leadership and Management Group/Line Managers**

Build equality considerations in service planning and delivery.

Identify and accommodate staff training needs.

Annual good news story

#### **All Employees and Elected members**

Attend mandatory training to ensure knowledge of roles and responsibilities.

## **Monitoring of the Equality and Diversity Scheme**

- 7.1 To ensure the Equalities Scheme remains compliant and meets the needs of the council, it will be reviewed and updated every four years by the Equality and Diversity working group (or in the interim if changes to legislation require).
- 7.2 The Equality Objectives 2016-20 will be monitored by the Equalities Working Group and CLT annually and reviewed 4 yearly (or in the interim if changes to legislation require)
- 7.3 CLT will be updated quarterly about any equalities issues and good news stories or in the interim as issues require.
- 7.2 The Equalities Action Plan will be monitored and reviewed quarterly by E&D working group and Equalities champion and reviewed and revised annually.
- 7.5 EIAs will be considered by Equality and Diversity working group.

## **References**

Census 2011

Population projections - ONS

Government Equalities Office guidance docs

Related CBC Documents:

Corporate Strategy 2016-2020,

Annual Service Plans,

Project Management Framework,

Commercialisation Framework,

Procurement strategy 2016-2020

Social Inclusion Policy

HR and recruitment policies

## Copeland Borough Council Workforce Profile

The Equalities Act 2010 replaced existing anti-discrimination laws with a single act.

The Act introduced the public sector Equality Duty to ensure that all public bodies contribute to making society fairer by tackling discrimination and providing equality of opportunity for all.

The Equality Duty requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- foster good relations between people who share a protected characteristic and people who do not share it.

The Act lists nine protected characteristics which cannot be used as a reason to treat people unfairly:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

## Copeland Borough Council Workforce

Characteristic	Measures				
Sex	Total	Male		female	
	268	126 (47%)		142 (53%)	
Age	16-19	20-29	30-39	40-49	50+
	7 (3%)	31 (12%)	51 (19%)	87 (32%)	92 (34%)
Race	White British	Chinese		Other	
	264 (98.5%)	3 (1.1%)		1 (0.4%)	
Disability	Total	Non-disabled		Disabled	
	268	262 (98%)		6 (2%)	



*Proud of our past. Energised for our future.*

**Copeland Borough Council  
Equality Impact Assessment**

The long-term mission of Copeland Borough Council is to ‘make Copeland a better place to live, work and visit’. One of the core values that underpin this mission is a commitment to **‘treat everyone equally, fairly and with respect’**.

Note: This EIA template will be used (when necessary) to assess Council strategies, policies, frameworks, programmes, projects, practices, functions and services, all of which will be referred to as ‘policy/practice’ hereinafter.

<b>EIA Title:</b>	
<ul style="list-style-type: none"><li>➤ The Equality Act - (2010) covers the following nine protected characteristics:  Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</li><li>➤ The Equality Act - Public Sector Equality Duty (2010). Copeland Borough Council is a public service provider and an employer. As such, in the exercising of its functions, it should seek to:<ul style="list-style-type: none"><li>a. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.</li><li>b. Advance equality of opportunity between people who share a protected characteristic and those who do not.</li><li>c. Foster good relations between people who share a protected characteristic and those who do not.</li></ul></li></ul>	

<b>Step 1 - Describe the proposed policy/practice.</b> (please use as much space as is needed to answer in full)
➤ Summarise the policy/practice that is being assessed.
➤ What are the required outcomes of this policy/practice?
➤ How do these outcomes align with the Council's ambitions (Corporate Strategy and delivery plan)?
➤ Who will be affected by this policy/practice?
➤ Who are the key stakeholders in the delivery or endorsement of this policy/practice? (e.g. partners, community groups)
➤ If this EIA is assessing the impact of a proposed change to a policy or practice, please provide details of the proposed changes.
➤ Are there any wider impacts associated with the policy/practice that should be considered? E.g. Impact on another service area or assistance required to implement the policy/practice.
➤ What factors/risks could affect the intended outcomes of the policy/practice?
➤ What research or consultation has been undertaken? (Please include responses from surveys, focus groups, feedback forms, research and statistics etc.)

Step 2 - Equality Action Plan					
Will the proposed policy/practice have any negative impacts on members of the protected characteristics?		Mitigating Actions			Monitoring
Protected Characteristics	Y/N	How do you think these people may be negatively impacted by the policy/practice?	Please list the evidence, research or consultation that supports your decisions or actions?	What actions you have taken/recommended to mitigate negative impact?	Officer and timeframe
Age					
Disability					
Gender Reassignment					
Marriage and Civil Partnership					
Pregnancy and maternity					
Race					
Religion or belief					
Sex					
Sexual Orientation					
Please could you also consider whether this policy/practice is likely to have a negative impact on the following local issues:					
Locally significant issue	Y/N	How do you think these people may be negatively impacted by the policy/practice?	Please list the evidence, research or consultation that supports your decisions or actions?	What actions you have taken/recommended to mitigate negative impact?	Officer and timeframe
Rurality – isolation and/or access to services					
Social, Financial or Digital Inclusion					
Neighbourhood issues					
Requirements of the CBC Children’s Charter					

**Step 3 – identify and list any positive impacts that this policy/practice may have on people who share a protected characteristic.**

Please use this table to list any positive impacts that this policy/practice will have on people who share a protected characteristic.  
E.g. how this policy/practice will advance equality of opportunity or foster good relations between people who share a protected characteristic.

Protected group	Details of positive impacts
Age (young and old)	
Black and Minority Ethnic	
Disabled	
Faith/Belief	
Sexual Orientation	
Gender	
Gender Reassignment	
Pregnancy and maternity	
Marriage and Civil Partnership	
Rurality Impact	
Social Inclusion impact	
Neighbourhood issues	

**Step 4 - Monitoring**

Date of EIA:	
EIA Author (s):	
Senior Responsible Officer:	
Directorate/Service Area:	
Please give details of how this EIA will be monitored:	
Please give details of when this EIA will be reviewed:	
Date EIA forwarded to Policy Officer:	