

EQUALITIES ANNUAL REPORT - 2018

Executive Summary

This annual report seeks to inform the Executive of progress on the equalities agenda. It covers the period April 2017 to March 2018. The Equality Act 2010 brought together, harmonised and in some cases extended previous equality law. The aim of the legislation is to make it more consistent, clearer and easier to follow in order to make society fairer. The Act also sets out the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty ensures that all public bodies, including local authorities, play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

The Equality Duty covers the following protected characteristics; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty requires the Council 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; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Having 'due regard' means consciously thinking about the three aims of the Equality Duty as part of the process of decision making. This means that consideration of equality issues must influence the decisions reached by the Council, e.g. how it acts as an employer, how it develops, evaluates and reviews policies, how it designs, delivers and evaluates services and how it commissions and procures from others.

Recommendations

The Executive is requested to:

RESOLVE That

the report be received.

Reasons for Decision

Reason: To meet the requirement to report on annual progress on the equality agenda.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: [Corporate Equality Scheme](#)
Sustainability Impact Assessment
Equalities Impact Assessment

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1.0 Introduction

1.1 Woking Borough Council believes that the diversity of its population and workforce is one of its greatest strengths. Equality of opportunity and freedom from discrimination is a fundamental right and this Council has a duty to exercise leadership to promote this right. The Council intends to promote equality and prevent discrimination through its roles as:

- service provider;
- employer; and
- community leader

1.2 The Council will follow best practice in all equality areas and work to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between people who share protected characteristics and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

1.3 From April 2011 the Equality Act 2010 brought together all previous equality legislation and gave full protection to eight protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Some aspect of the legislation also covers marriage and civil partnership.

1.4 Success in mainstreaming equalities in the organisation is measured by The Equality Framework for Local Government, which was adopted by the authority in March 2009. The Framework is based on three levels of achievement, developing, achieving and excellent. The Council has been successfully verified by external assessment at 'Achieving' level.

2.0 Progress

2.1 The Public Sector Equality Duty (specific duties) requires all public bodies to:

- Annually publish information that shows how they have complied with the Equality Duty. This was published on the Council website in January.
- Set equality objectives for the organisation. Overarching objectives have been developed which are relevant to each of the equality groups covered by the Equality Act. They relate back to the General Duty and are designed to ensure a holistic approach to tackling inequality and promoting equality through the organisation and Borough. (attached Appendix 1)

2.2 The Equality and Wellbeing Working group met quarterly, monitoring progress on the equality and wellbeing agenda. An annual Wellbeing Week is held in September, which promotes healthy lifestyles, physical and mental wellbeing.

2.3 A comprehensive programme of Equality awareness has taken place over the year, covering issues such as homophobia, mental health awareness and National Walking Month. In partnership with People Services, work was done to raise awareness about Dementia Action Week and Carers Week. This included displays around the building, information on ewok+ and emails. Feedback has been very positive and the more subtle approach has definitely stimulated conversations, hopefully achieving our longer term objective of informing hearts and minds.

- 2.4 In addition monthly health and wellbeing themes have also been highlighted on ewok+, offering helpful advice and tips on how to look after yourself and effectively manage life and work. Themes have included healthy heart, benefits of walking, diabetes awareness and staying safe in the sun. Advice is also provided on how to achieve good mental health and wellbeing, including dealing with stress and obtaining a better work-life balance.
- 2.5 The equality agenda has been successfully mainstreamed throughout the organisation and the Council's priority is to ensure accessible services are available to the vulnerable sections of the local communities. Highlights for the year include the provision of support for Syrian refugees through Thamesway Housing Limited (THL) and The Family Support Service, continued support to vulnerable families via the Family Support Service; further development of services for people with dementia at the Wellbeing Centre (e.g. advice sessions, creative lunch and carers choir); continued work with the Woking Dementia Action Alliance (DAA) where the Council is working with a variety of stakeholders and partners to make the Borough Dementia Friendly (see Appendix 2).
- 2.6 Working relationships with community groups, providing support to those protected by equality legislation, continue to be developed. Outline, a local support group for the Lesbian, Gay, Bisexual and Transgender community, were supported in putting together an engagement event at Surrey History Centre to mark International Day against Homophobia; Alzheimer's Society held some dementia awareness sessions for staff and Liaise Women's Centre actively participated in events such as Party in the Park and Refugee Week.
- 2.7 Equality monitoring figures are produced annually for employment, looking at areas such as workforce profile, appointments, training, promotion and discipline and grievance issues. These are broken down according to race, gender, disability, age, sexuality and religion and belief. These are detailed in Appendix 3.
- 2.8 From 6 April 2017 employers in Great Britain with more than 250 staff are required by law to publish annually its gender pay gap (mean and median averages) and the proportion of men and women in each quartile of the organisation's pay structure.
- 2.9 The Council's first year report showed that the organisation has a mean gender pay gap of 22.5% and a median gender pay gap of 15.6%. The mean gender pay gap nationally is now 17.4% according to the October 2017 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures. The figure is 17.7% for public sector employees. The median gender pay gap for the public sector is 19.4%. The main reason for Woking's gap is an imbalance of male and female colleagues across the organisation, the roles in which men and women work within the organisation and the salaries that these roles attract. The full report can be accessed at
- <https://www.woking.gov.uk/test/viewourdata/genderpay>
- 2.10 The Council is committed to reducing its gender pay gap and is looking at how best to achieve this, including carrying out further analysis of pay, reviewing recruitment processes, promoting flexible working options and development opportunities.

3.0 Future Plans

- 3.1 Across the organisation a huge amount of work is done to address the needs of the most vulnerable sections of the local communities and the equalities agenda has successfully been mainstreamed into service plans. In the current climate of scarce resources, partnership working with the statutory and voluntary sectors is increasingly important. Building the capacity of local voluntary and community organisations to support this is an essential part of ensuring this happens.

4.0 Implications

Financial

- 4.1 Equality work is mainstreamed into annual Service Plans and budgets allocated accordingly. In addition external funding is identified for specific projects as and when required.

Human Resource/Training and Development

- 4.2 Equality Training is provided through Surrey Learn, a partnership of all Surrey local authorities. Internal awareness campaigns take place throughout the year. A Member awareness session is held annually.

Community Safety

- 4.3 As a crosscutting issue equalities impacts on all areas of the Council's work, including community safety. Work on areas such as community cohesion, anti-social behaviour, domestic violence and preventing extremism all contribute towards the community safety agenda.

Risk Management

- 4.4 The Council has statutory responsibilities to drive forward the equalities agenda, promote equality and eliminate discrimination. In the current economic climate partnership working, with the statutory and voluntary sectors is essential in delivering on these priorities. Continual progress in equalities will enable the Council to achieve its goal of helping the most vulnerable sections of the local community.

Sustainability

- 4.5 Sustainability Impact Assessment attached.

Equalities

- 4.6 Equality Impact Assessment attached.

Safeguarding

- 4.7 During the year, the Council updated its corporate Safeguarding Policy. Due consideration has been given to such revised Policy when undertaking the Council's equalities agenda.

5.0 Consultations

- 5.1 Narrowing equality gaps and improving the life chances of different groups will require a pooling of evidence, resources and action planning. Working in partnership with the statutory, voluntary and community sectors will become increasingly important. Building and supporting the capacity of the voluntary/community sectors to enable this will be essential. The Council will have to become smarter at involving communities of interest in decision making, service and workforce planning, particularly groups who may experience disadvantage and inequality.

REPORT ENDS

Equality Objectives:

Overarching objectives that have been developed for the Council's Corporate Equality Scheme which are relevant to each of the nine equality groups covered by the Equality Act, relate back to the General Duty and are designed to ensure a holistic approach to tackling inequality and promoting equality through the organisation. The overarching objectives are to:

Tackle victimisation, harassment and discrimination

Take reasonable steps to ensure that residents, service users and employees are not unlawfully discriminated against and take appropriate action to prevent & tackle victimisation and harassment.

Improve access to services

Take reasonable steps to ensure that services are inclusive, responsive to risk, physically accessible and provided through the most efficient and effective channels available.

Close the gap in outcomes for citizens

Take reasonable steps to improve life chances for citizens by reducing outcome gaps that may exist within the Borough as well as those that may exist between the Borough and elsewhere.

Increase understanding and mutual respect between communities

Take reasonable steps to build stronger communities and promote good relations, both within and between communities.

Increase participation and engagement

Take reasonable steps to remove barriers that may exist to engagement and help residents (especially those who are under-represented) to participate in local decision making and influence local decisions.

Ensure equitable employment policies and practices

Provide equality of opportunity for all Council staff by ensuring all employment policies and practices, (concerning recruitment, retention, promotion, training and discipline), are designed to reflect and attract the communities that Woking serves.

Equality actions/achievements: 2017/18:

Wellbeing prescription service being offered to GP surgeries to support vulnerable people and those who need help in a more social than medical way in order to benefit their general health and wellbeing.

This Girl Can Woking – encouraging more women & girls to be more active. Activities include swimming, yoga, cricket & football.

Living Well Week October 2017

Diwali, which took place in November, with over 500 people taking part in the parade and 400 at the after party. The York Road project were also involved making a big participatory lantern for the parade in a workshop with artist Imogen Andrews.

Worked with a number of SEN groups for Party in the Park, including The Park School, Freemantles, LinkAble and Surrey Choices on Celebrate Woking programme including Party in the Park.

As part of the Elections ID pilot promotions, the council worked with the York Road project to register 11 homeless electors, and also issued them with local elector cards. As a result, these electors now have photo ID, which will enable them to access universal credits.

Syrian Refugee Resettlement Programme – supporting 19 families, including areas such as access to housing, benefits, education and employment.

Parking Standards Supplementary Planning Document (SPD) – The SPD sets out specific standards for disabled parking provision to serve various types of development.

Site Allocations Development Plan Document (DPD) – The DPD seeks to allocate specific sites to meet the accommodation needs of Travellers.

As part of the Sheerwater regeneration project a project team has been established. Part of their role includes visiting vulnerable people within the regeneration area, providing advice and support as they explore the housing needs of those households. An additional equalities assessment is being carried out for each household, to feed into a larger equalities impact report.

Consideration is given to vulnerable people when serving fixed penalty notices as part of the Council's enforcement for littering and smoke free, eg. mental health, underage and hardship.

Carers Awareness Training held for front line employees and e-learning available for all employees, including specific course for managers. All HR policies reviewed to ensure friendly to those balancing work and caring responsibilities. Carer's prescription successfully introduced. Event held for Carers Week.

Established Community Matters Partnership Project - an exciting, innovative business to community partnership project, run, driven and funded by local companies who want to support the health, happiness and wellbeing of local people in their community.

Equalities Monitoring Data for the period 1/4/2017 – 31/3/2018

1. *Breakdown of all employees by:

*These figures are based on 379 employees; this includes all employees all on the payroll including casual employees who may only work very occasionally.

a) Ethnic background

Asian/ Asian British	31
Black/Black British	8
Chinese/Other	4
Mixed	0
White	295
Gypsy/Traveller	1
Romany Gypsy	0
Irish Traveller	0
Other (please specify)	29
Not Known	7
Prefer not to say	4

b) Gender

Male	137
Female	242
Transgender	0
Prefer not to say	0
Not Known	0

c) Declaration of Disability

Yes	12
No	350
Prefer not to say	17

d) Age

Under 25	14
25 - 34	62
35 - 44	92
45 - 54	100
55 - 64	94
Over 65	17

e) Sexual orientation

Heterosexual/Straight	333
Bisexual	2
Gay or Lesbian	6
Prefer not to say	16
Not Known	22

f) Religion

Christian	190
Buddhist	1
Hindu	10
Jewish	1
Muslim	22
Sikh	1
No Religion	114
Other (Please specify)	5
Not Known	3
Prefer not to say	32

2. How many people belonging to each group applied to the Council for employment during the period?

a) Ethnic background

Asian/ Asian British	134
Black/Black British	67
Chinese/Other	4
Mixed	30
White	466
Gypsy/Traveller	0
Romany Gypsy	0
Irish Traveller	0
Other (please specify)	132
Not Known	11
Prefer not to say	15

b) Gender

Male	358
Female	481
Transgender	0
Prefer not to say	9
Not specified	11

c) Declaration of Disability

Yes	28
No	813
Not known	17
Prefer not to say	1

d) Age

Under 25	55
25 - 34	145
35 - 44	118
45 - 54	72
55 - 64	36
Over 65	0
Not known	433

e) Sexual orientation

Heterosexual/Straight	785
Bisexual	10
Gay or Lesbian	10
Prefer not to say	40
Not Known	14

f) Religion

Christian	324
Buddhist	5
Hindu	36
Jewish	2
Muslim	107
Sikh	8
No Religion	292
Other (Please specify)	21
Not Known	12
Prefer not to say	52

3. How many people belonging to each group applied for/received training during the period?

a) Ethnic background

BME	22
White	95
Prefer not to say	0

b) Gender

Male	47
Female	70
Transgender	0

c) Declaration of Disability

Yes	5
No	112
Prefer not to say	0

d) Age

Under 25	6
25 - 34	30
35 - 44	31
45 - 54	30
55 - 64	20
Over 65	0

4. How many people belonging to each group were promoted during the period?

a) Ethnic background

BME	1
White	4

b) Gender

Male	2
Female	3
Transgender	0

c) Declaration of Disability

Yes	0
No	5

d) Age

Under 25	0
25 - 34	3
35 - 44	0
45 - 54	2
55 - 64	0
Over 65	0

5. How many people belonging to each group "benefited or suffered detriment as a result of formal performance assessment procedures"?

There were no formal assessment procedures carried out during the period.

6. How many people belonging to each group were involved in grievance procedures?

a) Ethnic background

BME	0
White	1

b) Gender

Male	1
Female	0
Transgender	0

c) Declaration of Disability

Yes	0
No	1

7. How many people belonging to each group were the subjects of disciplinary procedures?

a) Ethnic background

BME	0
White	3

b) Gender

Male	2
Female	1
Transgender	0

c) Declaration of Disability

Yes	0
No	3

d) Age

Under 25	0
25 - 34	0
35 - 44	0
45 - 54	1
55 - 64	2
Over 65	0

8. How many people belonging to each group ceased employment with the Council during the period?

a) Ethnic background

Asian/ Asian British	3
Black/Black British	4
Chinese/Other	0
Mixed	2
White	44
Not Known	4
Gypsy/Traveller	0
Romany Gypsy	0
Irish Traveller	0
Other (please specify)	6
Prefer not to say	3

b) Gender

Male	29
Female	37
Transgender	0

c) Declaration of Disability

Yes	4
No	56
Prefer not to say	4
Not known	2

d) Age

Under 25	9
25 - 34	27
35 - 44	4
45 - 54	4
55 - 64	15
Over 65	7

Flexible Working Requests	
Number received:	14
Number agreed:	14
Success rate %:	100

Return to Work from Maternity	
Number returned:	tbc
Success rate %:	

Carers	10
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Equality Impact Assessment

The purpose of this assessment is to improve the work of the Council by making sure that it does not discriminate against any individual or group and that, where possible, it promotes equality. The Council has a legal duty to comply with equalities legislation and this template enables you to consider the impact (positive or negative) a strategy, policy, project or service may have upon the protected groups.

		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men	✓	✓	✓			
	Women	✓	✓	✓			
Gender Reassignment							
Race	White	✓	✓	✓			
	Mixed/Multiple ethnic groups	✓	✓	✓			
	Asian/Asian British	✓	✓	✓			
	Black/African/Caribbean/ Black British	✓	✓	✓			
	Gypsies / travellers	✓	✓	✓			
	Other ethnic group	✓	✓	✓			

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		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) THIS SECTION NEEDS TO BE COMPLETED AS EVIDENCE OF WHAT THE POSITIVE IMPACT IS OR WHAT ACTIONS ARE BEING TAKEN TO MITIGATE ANY NEGATIVE IMPACTS
		Eliminate discrimination	Advance equality	Good relations			
Disability	Physical	✓	✓	✓			
	Sensory	✓	✓	✓			
	Learning Difficulties	✓	✓	✓			
	Mental Health	✓	✓	✓			
Sexual Orientation	Lesbian, gay men, bisexual	✓	✓	✓			
Age	Older people (50+)	✓	✓	✓			
	Younger people (16 - 25)	✓	✓	✓			
Religion or Belief	Faith Groups	✓	✓	✓			
Pregnancy & maternity			✓				
Marriage & Civil Partnership			✓				
Socio-economic Background			✓				

The purpose of the Equality Impact Assessment is to improve the work of the Council by making sure it does not discriminate against any individual or group and that, where possible, it promotes equality. The assessment is quick and straightforward to undertake but it is an important step to make

sure that individuals and teams think carefully about the likely impact of their work on people in Woking and take action to improve strategies, policies, services and projects, where appropriate. Further details and guidance on completing the form are [available](#).

Sustainability Impact Assessment

Officers preparing a committee report are required to complete a Sustainability Impact Assessment. Sustainability is one of the Council's 'cross-cutting themes' and the Council has made a corporate commitment to address the social, economic and environmental effects of activities across Business Units. The purpose of this Impact Assessment is to record any positive or negative impacts this decision, project or programme is likely to have on each of the Council's Sustainability Themes. For assistance with completing the Impact Assessment, please refer to the instructions below. Further details and guidance on completing the form are [available](#).

Theme (Potential impacts of the project)	Positive Impact	Negative Impact	No specific impact	What will the impact be? If the impact is negative, how can it be mitigated? (action)
Use of energy, water, minerals and materials			✓	
Waste generation / sustainable waste management			✓	
Pollution to air, land and water			✓	
Factors that contribute to Climate Change			✓	
Protection of and access to the natural environment			✓	
Travel choices that do not rely on the car			✓	
A strong, diverse and sustainable local economy	✓			Equitable & accessible provision
Meet local needs locally	✓			
Opportunities for education and information	✓			
Provision of appropriate and sustainable housing			✓	
Personal safety and reduced fear of crime			✓	
Equality in health and good health	✓			
Access to cultural and leisure facilities	✓			
Social inclusion / engage and consult communities	✓			
Equal opportunities for the whole community	✓			
Contribute to Woking's pride of place	✓			