

FOR EQUALITIES PANEL MEETING 5th June 2006

DRAFT EQUALITY AND DIVERSITY REVIEW 2006

Purpose of report

Each year the Council produced an annual review of its equality work which is then published on the website.

This report contains the draft text for that review – it looks back on what has been achieved over the last year and highlights areas for future attention. The report mentions the Joint Equalities Group, which is the officer group that coordinates the council's work on equalities issues. The work programme that the group has identified for 2006-07 is appended to this report. It provides the panel with more detail about the range of work that is planned across the Council during the year to move forward the equalities agenda.

The Panel is asked to

1. Identify anything that they think should be added to the review of the last year
2. Give their views on the priorities for future action listed at the end of the report
3. Consider the detailed work programme that is appended to the report and identify areas whether they as panel members wish to be involved.

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#### **Introduction**

Equalities and diversity are currently undergoing much change and development in terms of legislation and best practice in the UK and Europe, and it is essential that Cambridge City Council review its own policies and practices in the light of this.

Since 2000 there have been improvements to race relations and disability legislation, and the introduction of new rights in employment law for lesbian, gay and bisexual staff and for those staff with religious or faith beliefs. Those who are undergoing or have undergone transgender procedures have gained new protections in law. Gypsies and Travellers are now recognised in law, and there is movement to address 'the last acceptable form of racism' against these communities.

Central government has introduced a new Single Equality Act with the aim of harmonising equalities legislation and establishing baseline standards for discriminated or minority groups. This Act will be enforced and supported by a new Commission for Equality and Human Rights, bringing for the first time human rights into the diversity framework. New age legislation is to be

introduced at the end of 2006, and improvements to gender legislation is expected in 2007.

Within new legislation there is a 'duty to promote' good relations between different groups, which has posed a challenge for public sector agencies in the way they work. The duty to promote places an obligation on agencies to pro-actively determine and plan what they intend to do to directly tackle and address prejudices and hostilities between communities, with the aim of securing community cohesion and social inclusion. This is a new way of working for those agencies, requiring a very different approach to equality and diversity work.

Cambridge City Council has responded to this by basing our equality and diversity work on the principles of:

- Working equally with the six main equality strands of gender, ethnicity, sexual orientation, disability, religion/belief and age
- Positively embracing the 'duty to promote' approach, and developing imaginative and pro-active activities that aim to challenge and eradicate discrimination and prejudice

### **Current picture**

Cambridge City Council has adopted a **Comprehensive Equality Policy**, and has met its legal obligations to produce, publish and review a **Race Equality Scheme** since 2002. This was reviewed in 2005 and will now run until 2008. Priorities from this are to increase our BME staff representation, promote good equalities practice in recruitment and training, tackle discriminatory practices and promote good race relations in all workplaces, and to continue to support and facilitate the BME Staff Group. Additionally the Scheme addresses the need to increase BME representation within democratic services and to engage the council in anti-racist community events. The RES also identifies Gypsies and Travellers, and refugees and asylum seekers as key BME groups with whom to work.

Additionally, we are currently working on our **Disability Equality Scheme** in line with recent disability legislation. Our project planning for this includes collecting information about relevant services the council already provides to disabled people, and a community consultation event that will inform the actions to be included in the DES. We plan to hold an event in December to launch the DES along with an updated version of our Guide to Council Services for Older and Disabled People, which will coincide with International Day for Disabled People.

We have put together a **Corporate Equalities Plan/Programme** of events and activities that underpin our approach to this area of work. We also assess ourselves to be at Level 3 of the **Equality Standard**, a national framework for equalities within local government: in order to achieve this level Cambridge City Council can demonstrate corporate engagement in **Equality Impact Assessments (EIAs)**, a mechanism for checking policies and services against equality and diversity criteria to identify where discrimination may or does occur, and identifying actions to address and correct this. Our EIAs have from the outset address all six equality strands and this has worked well as the new

disability legislation places an obligation on local authorities to conduct EIAs looking at disability discrimination. It is probable that the gender legislation due in 2007 will incorporate a requirement to ensure EIAs address gender issues.

### **Organisational culture**

Our approach to equality and diversity over the last couple of years has been to create and offer a framework and way of working with which the whole council could engage. We have worked hard to demystify equal opportunities and to undo the reticence that people may have towards engaging in equality and diversity for fear of 'getting it wrong'. The council has developed a programme that is varied and inclusive, and encompasses different ways of working such as training, briefings, information dissemination, forums, participatory events, exhibitions, publications, staff groups, departmental and corporate work, and improving our regional and national links and profile.

This approach has enabled different individuals, services and departments to select the way of working that suits them best, and to choose how to engage with the equality and diversity agenda to some extent. As a result, most departments are now addressing their own culture and looking at how they can progress these areas of work locally as well as contributing to the corporate picture.

### **Staff groups**

The council has established staff groups for **Black and Minority Ethnic** staff, for **Women**, for **LGBT** (Lesbian, Gay, Bisexual and Transgender) staff and for **Disabled** staff. A new **Diversity in Employment Working Group** has been set up within Human Resources as a forum in which the staff groups can participate and contribute to decision-making within the council. Additionally the BME Staff Group has 6-monthly face-to-face meetings with the council's Corporate Management Team at which they can directly raise issues of concern, and work together to make progress. Both the BME Staff Group and the LGBT Group have been active players in the council's diversity programme, contributing to our activities for Black History Month and LGBT History Month two years running.

### **Infrastructure**

The council has developed an infrastructure to support and progress its equality and diversity work. The **Joint Equalities** Group encompasses the Chief Executive's department (both Human Resources and Strategy & Partnerships) plus the Equality Development Team from Community Development. This is the main planning body for the council's equality and diversity programme.

The **Equalities Panel** was set up at the end of 2003 as a group that meets twice a year and oversees the council's equalities work, and which has links with the Strategy Scrutiny Committee. The Panel is made up of 12 members: 4 elected Members (3 from the leading group, 1 from Labour), 4 public members and 4 staff representatives including the council's **Equalities Champion**. The Panel is chaired independently. The Equalities Champion is a member of the council's

Corporate Management Team, and has a direct working relationship with the council's Equalities Officer.

All Departments have **Equalities Link Officers** who provide the link between the corporate equalities agenda and how Departments respond to this: the Link Officers for example are responsible for steering progress with EIAs.

### **Other projects and achievements**

There are various other initiatives going on in the council that relate to legal obligations or best practice, such as the **BME Steering Group Race Equality Action Plan** consultation project, Planning's **Disability Panel**, the corporate **Disability Consultation Panel**, and many other projects within Community Development's **Equalities Development Team** including inter-faith initiatives. As a local authority we have very good links with community groups, organisations and diversity projects.

We were one of the first councils to join the **Stonewall Diversity Champions Scheme** and have been rated highly in their Workplace Equality Index for two years. In 2005 we came first in the **East of England Regional Council's Equalities Award** for our sexual orientation work.

Our diversity programme now celebrates at least one event per year for each of the equality strands, providing an opportunity for the council as a whole or as departments to work directly with community and minority groups, so improving understanding, awareness and relationships. In the past year these events have included:

- LGBT History Month
- International Women's Day
- International Day to Eliminate Racism / Black History Month
- International Day for Older People
- International Day for Disabled People
- Holocaust Memorial Day

plus we have links with Refugee and Asylum Week and World Roma Day.

These diversity day events have had a partnership approach with other departments participating in planning and delivering various activities. For example, for International Women's Day City Services invited girls from a local school to try out non-traditional jobs as part of their career guidance. The Mill Road depot also saw male colleagues involved in a cake competition, and women staff put on a display of the paths to their careers. These events received positive local publicity and were very much enjoyed by the staff of this department.

The diversity days are a strong way to meet the duty to promote good relations requirement of equalities legislation. Community Services have a major role in delivering on diversity days, and the council's staff groups take an active part in celebratory and promotional activities. Human Resources use the days as an

opportunity to promote working at the council to marginalised and minority communities.

## **Consultation**

The council meets its legislative obligations to consult with different communities as part of its service delivery. There are established consultation forums for BME communities and disabled groups, as well as specific initiatives to address the LGBT community. Interfaith forums hold bi-annual events, and work has already begun on bringing key women's organisations together across the city with the forthcoming gender legislation in mind.

## **Publications**

In 2005 the council produced '**Diversity – a guide to good practice**' (the jelly bean book) for all staff as a way of disseminating information about equalities legislation, awareness of minority group issues, cultural factors, best practice procedures and local/national contacts. This publication is distributed at new staff's induction as well as around staff teams, so that all staff are informed of the council's and their own obligations under the law, plus are told of the council's own ethos and standards around equality and diversity.

## **Bringing the City Council up to date**

Actions to address for the future are:

- Updating the council's equality policy to reflect the current picture, developments and climate around equality and diversity
- Establishing a corporate equality/diversity ethos statement available to staff and the public, to demonstrate the council's standards and expectations in relation to the conduct of the staff and members of the public
- To fully risk assess the council's equality and diversity programme and activities
- To consider how training can support the council's equalities agenda and ethos
- To review resource implications of meeting equalities legislation obligations

Sigrd Fisher  
Strategy Officer (Equalities)  
May 2006

## Cambridge City Council – Comprehensive Equalities Programme 2006-07

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| Equalities Area                                                                                                                                          | Actions                                                                                                                       | Completion Date                            | Action By              | Progress           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|--------------------|
| <b>1. Race</b>                                                                                                                                           | a) Organise participation in and promote Black History Month                                                                  | October '06                                | <b>SF/NA/MG</b>        | ✓ Level 3 '06<br>✓ |
|                                                                                                                                                          | b) Monitor progress on and contribute to the implementation of the Race Equality Scheme (RES) 2005-08.                        | Ongoing                                    | <b>SF/Depts/JEG</b>    |                    |
|                                                                                                                                                          | c) Continue to support and help develop the BME staff group to enable it to become self-sustaining in 2006-07.                | Ongoing                                    | <b>SF/NA</b>           |                    |
|                                                                                                                                                          | d) Support and contribute to International Human Rights Day                                                                   | 10 <sup>th</sup> December '06              | <b>?</b>               |                    |
|                                                                                                                                                          | e) Support and contribute to Holocaust Memorial Day                                                                           | January '07                                | <b>NA</b>              |                    |
|                                                                                                                                                          | f) Support and contribute to Day to Eliminate Racism                                                                          | 21 <sup>st</sup> March '07                 | <b>NA</b>              |                    |
|                                                                                                                                                          | g) Support and contribute to International Roma Day                                                                           | 8 <sup>th</sup> April '07                  | <b>SF</b>              |                    |
|                                                                                                                                                          | h) Review progress against Equalities Standard and BVPI 2                                                                     | April '06/April '07                        | <b>AK</b>              |                    |
|                                                                                                                                                          | i) Heart of the World Music Festival                                                                                          | 12 <sup>th</sup> -14 <sup>th</sup> May '06 | <b>Arts &amp; Ents</b> |                    |
|                                                                                                                                                          | j) Support and contribute to Refugee Week                                                                                     | 19 <sup>th</sup> June '06                  | <b>NA</b>              |                    |
| k) Participate in the Cambridge Ethnic Community Forum's (CECF) Study Circles                                                                            | May and ongoing                                                                                                               | <b>NA/MG</b>                               |                        |                    |
| l) Address barriers to recruitment and promotion for BME staff (Tie in with Staff Attitude Survey)                                                       | 2007/08                                                                                                                       | <b>HoHR</b>                                |                        |                    |
| m) Develop links between HR and BME Staff Group                                                                                                          | Ongoing                                                                                                                       | <b>HoHR/MG</b>                             |                        |                    |
| n) Support BME Graduate Scheme and investigate similar BME projects                                                                                      | Ongoing                                                                                                                       | <b>MG/pilot with E&amp;P</b>               |                        |                    |
| o) Develop a BME Housing Strategy                                                                                                                        | ?                                                                                                                             | <b>Housing Services</b>                    |                        |                    |
| p) Chair the multi-agency forum on Asylum Seekers and Refugees with the aim of developing an action plan to be fed through to the Regional Chairs Forum. | Ongoing<br>Date for action plan?                                                                                              | <b>Housing Services</b>                    |                        |                    |
| <b>2. Religion and Belief</b>                                                                                                                            | a) Support the organisation of the Annual Civic Inter-Faith event working in partnership with the Cambridge Inter-Faith group | December '06                               | <b>NA</b>              |                    |
|                                                                                                                                                          | b) Support the organisation of the annual faith fair with the Cambridge Inter-Faith Group                                     | March '07 ?                                | <b>NA/MG</b>           |                    |
| <b>3. Sexual Orientation</b>                                                                                                                             | a) Continue to support and help develop the LGBT staff group                                                                  | Ongoing                                    | <b>SF</b>              |                    |
|                                                                                                                                                          | b) Review and up-date evidence for Stonewall Index.                                                                           | June '06                                   | <b>SF</b>              |                    |
|                                                                                                                                                          | c) Provide and staff a marquee for Pink Picnic                                                                                | August '06                                 | <b>JEG</b>             |                    |
|                                                                                                                                                          | d) Support and contribute to LGBT History Month                                                                               | February '07                               | <b>JEG</b>             |                    |



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|                      | <ul style="list-style-type: none"> <li>o) Improving toilet facilities for disabled users at the Folk Festival</li> <li>p) Review of disabled access to the Guildhall Halls and the feasibility of providing a disabled toilet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>July '06<br/>?</p>                                                                                                                                                                                      | <p><b>Arts and Ents</b><br/><b>Arts and Ents</b></p>                                                                                                                                                                                  |  |
| <b>5. Age</b>        | <ul style="list-style-type: none"> <li>a) Support and contribute to International Day of Older People in conjunction with COPE</li> <li>b) Support and participate in National Play Day</li> <li>c) Work with Learning and Skills council on Launch of 'Young Apprenticeship Scheme' for 19-24 year olds</li> <li>d) Brief Departmental Management Teams on the implications of the new employment legislation on 'Age' and roll out 'Working Past 65' policy</li> <li>e) Ensure that the corporate Workforce Plan takes into consideration age related issues</li> <li>f) Review all HR policies to ensure compliance with Age legislation</li> <li>g) Write item for City Briefing and FAQ on intranet on new Age Equality Regulations</li> <li>h) Train DPA's on new Age Equality law – specifically with reference to Job Descriptions and Person Specifications</li> <li>i) Support departments in developing links with schools</li> <li>j) Continue to lead the multi-agency Cambridge Older Persons Homelessness Group</li> </ul> | <p>9<sup>th</sup> October '06</p> <p>2<sup>nd</sup> August '06<br/>January '07</p> <p>May/June '06</p> <p>January '07</p> <p>September '05<br/>August '06</p> <p>August '06</p> <p>Ongoing<br/>Ongoing</p> | <p><b>NA/MG</b></p> <p><b>Com Dev</b><br/><b>City</b><br/><b>Services/MG</b><br/><b>MG/DMTs</b></p> <p><b>VMD</b></p> <p><b>MG</b><br/><b>MG</b></p> <p><b>MG</b></p> <p><b>MG/E&amp;P</b><br/><b>Housing</b><br/><b>Services</b></p> |  |
| <b>6. Gender</b>     | <ul style="list-style-type: none"> <li>a) Begin preparation for duty to promote gender equality and the need to produce a gender equality scheme.</li> <li>b) Continue to support and develop a Women's Group within the council</li> <li>c) Contribute to the development of WIPSO</li> <li>d) Support and contribute to International Women's Day</li> <li>e) Run Women Aspiring to Management course twice a year</li> <li>f) Address barriers to recruitment and promotion for female staff</li> <li>g) Domestic Violence Policy – Implementation of Sanctuary Scheme</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Ongoing to April '07</p> <p>Ongoing</p> <p>Ongoing<br/>8<sup>th</sup> March '07<br/>March '07<br/>2007/08<br/>June '06</p>                                                                              | <p><b>JEG</b></p> <p><b>SF/MG</b></p> <p><b>SF/NA</b><br/><b>JEG</b><br/><b>VMD</b><br/><b>HoHR</b><br/><b>Housing</b><br/><b>Services</b></p>                                                                                        |  |
| <b>7. Travellers</b> | <ul style="list-style-type: none"> <li>a) Work with the Romany Theatre Company to support and promote 'Killimengro' in partnership with South Cambs DC and Cambs County Council.</li> <li>b) Participate in Travellers Officer Working Group and set up Traveller's Forum under CECF</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>June '06</p> <p>Ongoing</p>                                                                                                                                                                             | <p><b>SF/NA/LR</b></p> <p><b>SF/NA</b></p>                                                                                                                                                                                            |  |

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|                            | <ul style="list-style-type: none"> <li>c) Training in Traveller Awareness</li> <li>d) Travellers - Develop a welfare assessment form, a standardised template for legal action and training for front-line officers</li> <li>e) Continue to provide training in general awareness of traveller issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>19<sup>th</sup> June and as required<br/>?</p> <p>Ongoing</p>                                                                                                                                                                                                              | <p><b>NA/CHYPS</b></p> <p><b>Housing Services</b></p> <p><b>Housing Services</b></p>                                                                                                                                                                                                                             |  |
| <b>8. Service Delivery</b> | <ul style="list-style-type: none"> <li>a) Organise and provide administrative support to two formal meetings of the Equalities Panel and informal meetings as appropriate. Manage recruitment of Panel members and provide training as required.</li> <li>b) Provide training and support to departmental Equalities Link Officers</li> <li>c) Support and monitor progress on completion of EIAs including providing training as requested.</li> <li>d) Successfully let contract for interpretation and translation services in partnership with ESPO and Cambs County Council, and ensure smooth implementation of new contract .</li> <li>e) Organise 4 'Food for Thought' and 'What is?' sessions.</li> <li>f) Compile Annual Review and new CEP and take to CMT, Equalities Panel and Strategy Scrutiny Committee</li> <li>g) Write City Scene and City Briefing articles on equalities issues as appropriate</li> <li>h) Attend meetings of EERA Equalities Network</li> <li>i) Support and contribute to Democracy Week – focusing on BME groups</li> <li>j) Encourage service departments to use 'equalities days' as an opportunity to promote the inclusiveness, access to and relevance of their services to ALL citizens of Cambridge</li> <li>k) Review and rewrite Council's equalities policies</li> <li>l) 'Mainstreaming Equalities Project' with three Community Groups</li> <li>m) Set up Regional Equalities Forum for the Voluntary Sector in partnership with MENTER</li> <li>n) Diversity Workshop for DMT and other managers</li> </ul> | <p>June, Nov '06</p> <p>6-weekly meetings</p> <p>Ongoing</p> <p>By November '06</p> <p>June, September, October, December '06</p> <p>July '06</p> <p>Ongoing</p> <p>As appropriate<br/>October '06</p> <p>Ongoing</p> <p>July '06</p> <p>Ongoing</p> <p>?</p> <p>July '06</p> | <p><b>SF/AJ</b></p> <p><b>SF</b></p> <p><b>AK</b></p> <p><b>AK/SF</b></p> <p><b>SF/NA</b></p> <p><b>SF/AK/JEG</b></p> <p><b>SF/MG</b></p> <p><b>SF/MG</b></p> <p><b>Central Services</b></p> <p><b>SF/JEG/LO's</b></p> <p><b>SF</b></p> <p><b>NA</b></p> <p><b>NA/Com Dev</b></p> <p><b>Central Services</b></p> |  |

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|                      | <p>o) Complete EIA of Customer Access Strategy</p> <p>p) Set up Corn Exchange users group to discuss how the service might be improved including access and equalities issues</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>May '06</p> <p>?</p>                                                                                                                | <p><b>SF/FB/AK/MT/JW</b></p> <p><b>Arts and Ents</b></p>                                                                                                                                       |  |
| <b>9. Employment</b> | <p>a) Provide training in equalities and diversity related topics through the Corporate Learning and Development programme</p> <p>b) Relaunch Dignity at Work policy including training for support officers and investigators</p> <p>c) Develop Recruitment and Retention Strategy including:</p> <ul style="list-style-type: none"> <li>- launch of recruitment portal</li> <li>- launch of Resourcelink module</li> <li>- review of recruitment and selection processes including revision of application form and information to candidates</li> </ul> <p>d) Develop and launch work/life balance and flexible working policies</p> <p>e) Review and develop Terms of Reference for Diversity Working Group</p> <p>f) Develop 'Jellybean' branding as Corporate Diversity Branding for employment related products</p> <p>g) Review and update Equality Monitoring in conjunction with Resourcelink</p> <p>h) Pilot 'Aspiring to Management' course for under-represented groups</p> | <p>Ongoing</p> <p>October '06</p> <p>January '07</p> <p>March '07</p> <p>March '07</p> <p>13<sup>th</sup>/14<sup>th</sup> June '06</p> | <p><b>VD/MG</b></p> <p><b>MG/SC/VMD</b></p> <p><b>MG/BM</b><br/><b>BM</b><br/><b>BM/MG</b></p> <p><b>JC/MG</b><br/><b>DWG/JC</b></p> <p><b>MG/BM</b></p> <p><b>MG/MW</b></p> <p><b>VMD</b></p> |  |

**Key: (EDT) = Equalities and Diversity Team in Community Development**

**(S&P) = Strategy and Partnerships**

**(HR) = Human Resources**

**JEG = Joint Equalities Group (Sigrid Fisher, Alison Kemp (S&P), Norah Al-Ani (EDT), Martha Goodhill (HR))**

**DWG = Diversity Working Group ( representatives from staff groups, HoHR, Sigrid Fisher, Debbie Kaye, Dave Wood)**

**LO's = Departmental Link Officers**

**CHYPS = Childrens and Young People's Services in Community Development**

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