



Public Document Pack

Cambridge City Council

EQUALITIES PANEL

To: Members of the Equalities Panel

Chair – Antoinette Jackson

Public Members – Graham Lewis, Nicky Wrigley, Norah Al-Ani,

Staff Members – Jackie Hanson, Ariadne Henry, Karen Hobbs, Joe Obe

Elected Members – Councillor Bick, Councillor Brown, Councillor Bird,
Councillor Johnson

Officers also in attendance –

David Kidston, Strategy and Partnerships Manager

Graham Saint, Strategy Officer

Deborah Simpson, Head of Human Resources

Paul Williams, Diversity Advisor

Naomi Armstrong, Benefits Manager

Stephen Miles, Planning Policy and Economic Development Officer

Despatched: Friday, 7 June 2013

Date: Monday, 17 June 2013

Time: 4.00 pm

Venue: The Meadows Community Centre - The Meadows Community
Centre, St Catharine's Road, Cambridge CB4 3XJ

Contact: Toni Birkin

Direct Dial: 01223 457013

AGENDA

1 WELCOME, INTRODUCTIONS AND APOLOGIES

Attendance and apologies

2 DECLARATIONS OF INTEREST

**3 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING (Pages 5
- 10)**

To agree the minutes of the meeting of the 19th November 2012.

4 PUBLIC QUESTIONS

Please see information at the end of the agenda.

5 UPDATE ON THE LOCAL IMPACT OF WELFARE REFORMS *(Pages 11 - 16)*

Naomi Armstrong, Benefits Manager (Cambridge City Council) will give an update on some of the local impacts of the government's welfare reforms and highlight the mitigation measures being put in place by the Council.

Whilst it is still early to get an overview, Members may wish to provide further views about the local impacts on equalities groups. This may assist the Council in thinking about future local responses.

6 REACHING OUT TO OLDER PEOPLE IN CAMBRIDGE *(Pages 17 - 22)*

Lynne Byrne, Age UK Cambridgeshire will talk about outreach work and some of the issues faced by vulnerable elderly people in Cambridge.

Members are asked to consider some of the issues raised by Lynne and how access to services can be improved. The Council's Diversity Forum met earlier to discuss the work of the Cambridge Community Navigator and the Council's involvement in Cambridgeshire Celebrates Ages and the work of the Council's Housing Support Service. It will give a view on whether there is a need for additional coordination.

7 ASSESSING THE EQUALITIES IMPACTS OF THE NEW LOCAL PLAN *(Pages 23 - 40)*

Stephen Miles, Planning Policy and Economic Development Officer (Cambridge City Council), will introduce the Equality Impact Assessment (EqIA) carried out by the Council for its draft Local Plan 2014.

Members are asked to give their views on the EqIA, as part of their role in providing quality assurance for assessing equalities impacts.

8 ETHNICITY: FINDINGS FROM THE 2011 CENSUS *(Pages 41 - 50)*

David Kidston, Strategy and Partnerships Manager (Cambridge City Council), will introduce a paper showing significant changes in patterns of

ethnicity in Cambridge, and outline some of the steps the Council is taking in response to these changes.

Members of the Panel are asked to comment on the issues highlighted and provide advice on any further action that the Council could take to meet the needs of BAME communities.

9 EQUALITY IN EMPLOYMENT END OF YEAR WORKFORCE REPORT *(Pages 51 - 80)*

Paul Williams, Diversity Advisor (Cambridge City Council), will outline progress in achieving targets in the Council's workforce profile and ask for views on proposals to amend some targets to reflect the findings of Census 2011.

Members are invited to comment on progress and to agree to appropriate new targets.

10 FUTURE WORK PROGRAMME OF EQUALITIES PANEL

- High Demand Families
- Learning Disabilities and Complex Needs Groups

Information for the public

Public attendance

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Public Speaking

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Filming Protocol

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Fire Alarm

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.

EQUALITIES PANEL

19 November 2012

4.00 - 6.20 pm

Chair: Antoinette Jackson

Public Members: Graham Lewis

Elected Members: Councillor Abbott, Councillor Bick and Councillor Brown

Staff Members: Jackie Hanson, Ari Henry and Joe Obe

Officers:

Head of Human Resources - Deborah Simpson,

Diversity Advisor - Paul Williams

Strategy and Partnerships Manager - David Kidson

Strategy Officer - Graham Saint

Head of Revenue and Benefit Services - Alison Cole

Support Team Leader - Naomi Armstrong

FOR THE INFORMATION OF THE COUNCIL**12/10/EP Welcome, Introductions and Apologies**

Apologies were received from, Councillor Bird, Nicky Wrigley (public member), Norah Al-Ani (public member) and Karen Hobbs (staff member).

12/11/EP Declarations of Interest

Name	Item	Interest
Councillor Brown	12/14/EP	Personal: Member of the Cambridge and Peterborough Mental Health Trust

12/12/EP Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on 18th June 2012 were agreed as a correct record.

12/13/EP Public Speaker

Mrs Blair addressed the committee and made the following points:

- In her role as a school governor on a finance committee, she had once been told she would never need to take any action. In her opinion, the Equality Panel were adopting this approach toward the Affordable Housing Equality Impact Assessment (EqIA).
- Residents had concerns about the ways in which the Council was fulfilling its equalities duties.
- The Panel should be asking for evidence of how the Council was meeting objectives 1, 2 and 3 of the Single Equality Scheme 2012 – 2015 Action Plan.
- The Panel should request more information on the nature of the resident complaints regarding the lack of consultation and insufficient EqIA of the Affordable Housing Programme and should respond to those complaints.

The Chair thanked Mrs Blair for her contribution and stated that the January meeting of the Community Services Committee would be looking at this matter.

12/14/EP Change to Agenda Order

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used her discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the agenda.

12/15/EP Council Tax Support Scheme

The panel received a report for the Head of the Council's Revenues and Benefits Service regarding the progress to date in developing the Council's proposed Council Tax Support Scheme. She stated that her team are currently engaged in reaching out to stakeholders and support networks with a view to spreading awareness about this, and other benefit changes. The aim was to providing assistance before household reach a crisis point. A range of

methods were being used to generate awareness including: an Officer Working Party, Open Door, Cambridge Matters, mail shots (members to be copied in), and inter agency working.

The panel made the following comments:

- i. The financial settlement is as yet unknown and although the understanding is there will be 10% less, it was a 10% reduction of an unknown amount.
- ii. A high number of people were currently not claiming all the benefits there were entitled to and changes would hit them hard.

The Chair asked the panel for their comments on EqIA regarding the Localisation of Council Tax Support which was included in the agenda pack. The panel were satisfied with the document and noted that there would be further changes to incorporate the comments raised at the Diversity Forum.

12/16/EP Mental Health Awareness

The Panel welcomed Jeannette Harding an Independent Service User Trainer and Researcher who outlined the work she had been doing with City Council employees to improve understanding of mental health issues. The training was based on Mental Health First Aid, formerly Mental Health Awareness.

Ms Harding raised the following points:

- i. The user voice is often missing from the debate.
- ii. Service user needs fluctuate and new processes were being developed to facilitate a quick route back into services.
- iii. Physical needs are often found alongside mental health needs.
- iv. The impact of imminent changes to the benefits system was having a serious impact on the mental welfare of service users.
- v. Voluntary sector support had been reduced.
- vi. Service users become the illness (a schizophrenic rather than a person suffering from schizophrenia) .
- vii. Attitudes need to change and City Council staff can help.
- viii. The loss of the Citizens Advice Bureau specialist advisor had had an adverse impact on mental health service users.

The Panel commented that double standards are apparent with people feeling more comfortable talking about physical health than mental health. Training of

front line staff was seen as key to a good standard of service to mental health service users. Staff members suggested that requests for training in this area were sometimes rejected due to costs. The Head of Human Resources stated that training needs of this kind could often be delivered in a more cost effective way such as bringing in a trainer. It was suggested that the current training programme could be extended to include a session at the depot.

Jackie Hanson reminded the Panel that members of staff may also suffer from mental health issues and that managers needed to treat this matter with sensitivity. Papworth Health Trust support was reported to be very helpful. The Panel agreed that the key issues were to raise awareness and to treat everyone with respect.

12/17/EP Update on the Implementation of the Single Equality Scheme 2012-15

The panel received a report from the Strategy Officer regarding the update on the Implementation of the Single Equality Scheme 2012-15. Staff had tested the simplified EqlA template and had found it easier and more rewarding to use. The opportunity to highlight positive impacts had been welcomed by users of the template. A mystery shopper survey had been carried out and the results were expected shortly.

In the discussion, the following points were made:

- i. There was an inherent weakness in the drafting of EqlAs as there was no consultation with affected groups.
- ii. The inclusion of EqlA information on committee report templates was welcomed.
- iii. Using the panel as a quality assurance group was suggested.
- iv. The EqlA process is dependent on the skill of individual officers. A formal sign off process would improve consistency and quality.

The Chair outlined the Council's preferred approach to EqlAs. All staff had been trained to think in about equality issues as a central part of their duties rather than viewing this separate and additional work to be carried out by a central 'expert'. Staff know their own work areas and are best places to assess the impact of any changes. Staff are able to call in experts for assistance if needed.

Alternative approaches to monitoring EqlAs were discussed. These included, using the unions, using the staff groups (some of which are currently not

active) and the Joint Equalities Staff Group. The Chair asked the Strategy and Partnerships Manager to consider how the monitoring of EqlAs could be improved.

Councillor Bick requested that the information be presented in such a way that members and the panel could see clearly any areas where there was a risk of target not being achieved. He also suggested that the devolved approach would only achieve results if there was robust monitoring and consistent training.

In response to Councillor Bick's comments, the Strategy and Partnerships Manager stated that the outcomes of the Census were being released slowly and that incorporating them into the portfolio plans would be challenging. In addition, feedback from stakeholder groups had suggested that there was additional work needed on the Code of Practise. The web, corporate advertising and consultation processes were highlighted as areas that could be improved.

Members discussed the Diversity Forum and agreed that the event held earlier in the day had been successful, as it had focused on matters of concern to attendees. Previous meeting had shown a decline in attendance which was thought to be due to a perception that the Forum was being used to fulfil the Council's need to consult.

Panel members welcomed the range of events in Cambridge that celebrated diversity and stated that they would not want to lose any of those events.

12/18/EP Equality in Employment

The Panel received a report from the Diversity Advisor regarding Equality in Employment. Members noted the trends highlighted in the City Council's workforce profile. Future targets would be reviewed when more information was released from the recent Census.

Panel members suggested that the inclusion of longer-term trends, and accompanying commentary, would make this report more meaningful. The Panel also stated that they would like this to be an annual item rather than a standing item on the agenda.

12/19/EP Future work programme of the Equalities Panel

The Panel discussed items they would like to consider in future. Previous suggestions had included high demand families and mental health (with a focus on children and young people). The County Council were currently reviewing mental health provision and it was suggested that the Panel might look at learning disability and complex needs groups instead. The Panel agreed that these could be useful discussion as they did not want to repeat work being undertaken elsewhere.

Reviewing the Affordable Housing EqIA was suggested, as there had been an external challenge. It was suggested that the Panel could add value to the process before the revised EqIA was presented to committee.

The Panel discussed how best to proceed, as they did not want to interfere with an established process. Timeframes were tight as the Community Services Scrutiny Committee would consider the final report in January. The Panel agreed that it was not practical to arrange additional full panel meeting before January. Panel members approved a briefing as an alternative. Dates would be agreed by email.

The Panel resolved the following Future Work Programme:

- i. A Panel member briefing regarding the Affordable Housing EqIA.
- ii. High Demand Families.
- iii. Learning Disabilities and Complex Needs groups.

12/20/EP Date of Next meeting

The next meeting would be held on 17th June 2013 – venue to be agreed nearer the time.

The meeting ended at 6.20 pm

CHAIR

Equalities Panel 17 June 2013

Welfare Reform Update

1. Purpose

- 1.1 The purpose of this report is to provide members of the Equalities Panel with an update on some of the present local impacts of the government's welfare reforms and to highlight some of the local mitigating measures being put in place by the Council, where the Council can exercise discretion. Whilst it is still fairly early to get an overview Members may wish to provide further views about the local impacts on equalities groups. This may assist the Council in thinking about future local responses.

2. Background

- 2.1 The Equalities Panel considered the impacts of the Council's proposed draft Local Council Tax Scheme on equalities groups, when it met on 19 November 2012. The views of the Panel and others, after an extensive consultation, were taken into account in the preparation of the final scheme, which was implemented from 1 April 2013. The Council's scheme has sought to protect those people in our community who are most vulnerable, using opportunities offered by the legislation to raise additional income to offset some of the shortfalls. This new scheme offers similar levels of protection to the old scheme with only a relatively small number of people of a working age, without dependents, losing out. This is in stark contrast to schemes put in place by some local authorities, where substantially more people are worse off as a result.
- 2.2 Local Council Tax Schemes, however, are one component of the government's wider programme of welfare reforms. Some of these reforms, such as changes to the Local Housing Allowance, have been in place for a little while, whilst others, such as restricting Housing Benefit entitlement for social housing tenants whose accommodation is larger than they need, have recently been put in place. The introduction of Universal Credit over the next few years is a core part of the welfare reforms and will bring with it new approaches, as well significant changes, to the ways benefits are administered and distributed.

3. Local Implications

- 3.1 In Cambridge there are nearly just over 13,500 people presently living in households claiming housing or council tax benefit. The majority are living in socially rented housing (75%) or private sector rented housing (13%). Just over half of all benefit households in Cambridge are renting from Cambridge City Council. Abbey and King's Hedges have the

highest numbers of claimants and the largest benefit populations, with nearly half of the city's benefit population living in three of the City's 14 wards – Abbey, East Chesterton and King's Hedges.

- 3.2 It is said by the Local Government Information Unit that the current programme of welfare reform changes is already having a significant impact on local communities and that casework for councillors and officers is growing rapidly as more local people become aware of changes in their circumstances. This can take the form of shortfalls in out of work benefits, with some people having to find part of their rent for the first time or take decisions to move into smaller properties. Changes to the Local Housing Allowance and the introduction of size related criteria restrictions for Housing benefit seem to have had the greatest impact locally.

4. Local Housing Allowance

- 4.1 It is thought that 1,000 households in the private rented sector in Cambridge have been affected by the changes to Local Housing Allowance (LHA). A recent study has estimated the financial loss per working adult to be £18 per year, but this only looks at the difference in the rates paid and does not consider the wider impact of Cambridge's Broad Rental Market Area, which incorporates the expensive rents in the urban area of Cambridge and the cheaper rents in very rural areas 25 miles from the City Centre. This means that LHA rates for benefit payment to cover rent set at the median will leave a shortfall for the more expensive rents in Cambridge.
- 4.2 Using a very rough tool, such as Zoopla.com, shows that there are only a few properties available within the City Council area at the LHA rates for shared and one bedroom and none at larger properties. This makes it difficult for claimants and in particular those working and on a low income to afford to live in the city. Many benefit claimants are forced to relocate to lower cost areas to maintain their standard of living, losing local support networks (friends, relatives and access to medical facilities) in the process. This can place more demands on local adult care services that may have to step in to respond to crisis situations that lower level support could have prevented.

5. Size criteria restrictions for Housing Benefit

- 5.1 The introduction of the size criteria restrictions for Housing Benefit claimants in the social rented sector from 1 April 2013 has probably had the greatest impact locally in terms of the number of people making contact with the Council. It is estimated that 800 households in the city have been affected.
- 5.2 The Council determines whether or not the rent should be limited for its social tenants and the guidance states if a claimant has one bedroom in excess of the number that is necessary, 14 per cent of the limited

rent is deducted and if the claimant has two or more bedrooms in excess of the number that is necessary, the deduction is 25 per cent.

- 5.3 The Council's City Homes department has recently conducted a small survey that indicates that approximately a third of those affected by the spare room subsidy reform wish to move. Just less than a quarter said they were actively seeking work, with only 10% considering taking in a lodger.
- 5.4 Re-housing tenants who wish to downsize creates a practical problem for the Council. It is estimated that it would take approximately two years to re-house all the households that presently want to move because of the size criteria restrictions, taking into account other priority needs. For Council owned property there are currently 400 people who are actively bidding for a one bedroomed property and 830 people bidding for a two bedroomed property.

6. How is the Council responding in the short-term?

- 6.1 A Discretionary Housing Payment (DHP) contribution of £182,340 has been provided by the Government to the Council this year to help alleviate some of the local impacts of welfare reforms. The Council has added to this and a total spend of £315,000 is available to give claimants who are entitled to Housing Benefit extra help towards housing costs, where it is considered by the local authority that additional help is required. The Council's DHP procedure for 2013/14 was agreed at its Strategy and Resources Committee on 9 April 2013.
- 6.2 DHP is only a short-term solution and will be targeted to those most in need. The payment will not be available to all people who have been impacted by the welfare reforms as it is estimated the shortfall for local people affected by size criteria restrictions will be around £730,000 and for Housing Allowance nearly £1.2m.
- 6.3 Since 01 April 2013, the Council has received 133 claims for DHP, and awarded DHP to 57 of those claims. During 2012/13 the Council awarded 150 claims in total. It is anticipated that by the end of May the Council will have received more requests for DHP in the first two months of this financial year than the whole of the last year.
- 6.4 The Council will be providing additional support to people looking to downsize their property and will disregard arrears that tenants have accumulated in the short-term as a result of a shortfall in Housing Benefit payments, when taking decisions about the possibility of eviction. Additional support has been provided to help with debt advice and the Council has been promoting the services provided by local Credit Unions to assist local people on low incomes to obtain credit to counter the activities of illegal loan-sharks, doorstep lenders and payday loan companies.

7. Future Reforms

- 7.1 The Government's welfare reform programme is centred on the implementation over the next couple of years of Universal Credit for those of working age with protection measures for those unable to work including pensioners and the most disabled. The change in legislation and process associated with Universal Credit is being used to implement a raft of wide ranging and highly significant changes to benefit entitlements, which are aimed at ensuring individuals and families are better off in work than on benefits as well as fulfilling the political objective of achieving significant savings in the welfare budget.

8 Benefit related issues in the Coalition's 'Mid-term Review'

- 8.1 On 7th January 2013, the Coalition government published its mid-term review, which set out the welfare measures it has already undertaken, including;
- The introduction of welfare reforms aimed at saving £19 billion per year by 2014/15 and restricting the uprating of working age benefits and tax credits to 1 per cent per year for the three years until 2015/16, "while protecting benefits specifically for disability and carers".
 - A household cap on benefit payments "so that, from 2013, no workless family will be able to receive more in welfare than the average working family receives, after tax, in earnings".
 - Introduction of the Work Programme, provided on a payment-by results basis, funded from the future savings in welfare payments the programme is expected to deliver.
 - A £1 billion Youth Contract to tackle the long-term rise in youth unemployment by helping young people to gain skills and find a job.
 - A "Universal Jobmatch", an online job-posting and matching service,
 - Introduced legislation paving the way for Universal Credit, intended to "radically simplify the benefits system and make work pay"
 - Reduced the number of people receiving incapacity benefits by 145,000, by imposing a more rigorous work related activity test, whilst transferring those genuinely not fit for work to Employment and Support Allowance (ESA).
 - Kept the Coalition Agreement commitment to protect key benefits for older people including the winter fuel allowance, free TV licences, free bus travel, and free eye tests and prescriptions.
- 8.2 The measures to be carried out in the remainder of this parliament include,
- Universal credit, claimant commitment and sanctions - 'We will begin the implementation of the universal credit with a new 'claimant commitment', which will clearly set out the expectations on claimants as well as the consequences for those who fail to comply. This will, for

the first time, make job search and job preparation a full time activity by default. In the meantime, we have tightened the rules around jobseeker's allowance to ensure that claimants really are actively seeking work and to sanction those who are not.'

- Youth contract - 'We will provide new work opportunities to young people through the Youth Contract – combining wage subsidies, apprenticeships, work experience and sector-based work academy places.'
- Personal independence payment - 'We will introduce the personal independence payment, a new benefit which will be objectively assessed and will enable disabled people to lead full, active and independent lives.'
- Benefits for older people - 'We will continue to keep our Coalition Agreement commitment to protect key benefits for older people throughout this Parliament.'

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Equalities Panel 17 June 2013

Reaching Out to Older People in Cambridge

1.0 Purpose of paper

- 1.1 Members are asked to consider some of the issues raised by Lynne Byrne from Age UK about “out-reach” work with older people in Cambridge and how access to services for older people can be improved, taking into account the Community Navigator service.

2.0 Summary

- 2.1 With increasing constraints on the availability of adult social care more emphasis is being placed on prevention and increasing the capacity of communities to support their own members.
- 2.2 A Community Navigator project initiated by Cambridgeshire County Council Adult Social Care, emerged from an “Ageing Well” pilot that identified the need for better access for communities to accurate and comprehensive information about services for older people and the range of activities available locally. Community Navigators are now in place in each district and will be a key point of contact, helping to coordinate local service delivery and developing a network of volunteers.
- 2.3 The Cambridge Local Health Partnership gave its support to the Community Navigator Service but had reservations about the establishment of a new forum to guide their work. It was felt that there was sufficient partnership working in the City to provide coordination to partners.
- 2.4 The Council has been aware of the need to improve the Information available to communities about services for older and disabled people and has produced a guide that is circulated widely. The Council’s Diversity Forum met earlier to discuss the work of the Cambridge Community Navigator and the Council’s involvement in Cambridgeshire Celebrates Ages and the work of the Council’s Housing Support Service. It will give a view on whether there is a need for additional coordination.

3.0 Background

Population characteristics

- 3.1 Cambridge has very different population characteristics to other Cambridgeshire districts, with a distinctive “age bulge” in people between 19 and 29 years of age, reflecting the large number of students in the City. As a proportion of the population of Cambridge older people have remained at about the same level since 2001, although the number of very elderly has slightly increased. Cambridge does not have an increasing proportion of elderly people as part of its population and is therefore out of step with the rest of Cambridgeshire and the UK.
- 3.2 One of the reasons for this though to be that a large number of more prosperous older people in Cambridge sell their assets (homes) and relocate to lower cost areas in the country, releasing some of their capital in the process. There is estimated to be 14,500 people in Cambridge over the age of 65 with one pensioner in five claiming benefits.
- 3.3 As people get older they are more likely to suffer ill-health, experience disability and live on their own. Older people presently make up a third (5,000) of all lone person households in Cambridge. Older people who live on their own can become lonely and isolated as their social networks can be more fragile and dependent on family members, who may not live locally.

A snapshot of existing activity

- 3.4 Lots of people, paid or unpaid; supported through an organisation, or simply active members of the community are involved in reaching out to isolated and lonely older people in Cambridge. This contact can help reduce the impact of loneliness and have the added benefit of keeping people healthier, living independently for longer and avoiding crisis situations from developing.
- 3.5 Cambridge has a vibrant community and voluntary sector, with a number of organisations, including Age UK Cambridgeshire, the Cambridgeshire Care Network and representative organisations, such as Cambridgeshire Older People’s Reference Group (COPRG) and Cambridgeshire Older People’s Enterprise (COPE), offering outreach services to older people.

Access to information

- 3.6 With increasing constraints on the availability of adult social care more emphasis is being placed on prevention and increasing the capacity of communities to support their own members and increase overall community resilience. It can be difficult, however, for neighbours and people not involved in local organisations to offer advice and support because they may not have access to information about services.
- 3.7 Ageing Well was a short-life pilot programme that took place in Cambridgeshire, as part of a national initiative, to shift power to communities by empowering local people to devise local solutions to local needs. The principles of the Ageing Well programme were to:
- promote well-being in later life
 - ensure that older people can live independently for longer
 - engage older people in civic life
 - tackle social isolation by recognising older people's potential

Local Health Partnership

- 3.8 Cambridgeshire County Council Adult Social Care Officers have been working with the five Local Health Partnerships, involving District/City Councils, Public Health, and other partners in health, housing and the voluntary sector, in particular, to progress the principles of Ageing Well. A reoccurring central theme that emerged was the need for access to accurate and comprehensive information about services, such as finding support and care, and wider community issues, such as transport and benefits and the range of activities available locally.
- 3.9 The County Council has recently commissioned a new Community Navigator Service. This service provides five District/City level co-ordinators who are developing a network of volunteers who will then act as a local key point of contact, identifying and assisting isolated older people in accessing appropriate services and activities at an early stage and so preventing crisis. Adult Social Care Officers made a series of presentations to the five Local Health Partnerships to increase awareness of the service and to discuss how organisations can work together to promote this key preventative service.

- 3.10 The Cambridge Local Health Partnership received its presentation on 29 November 2012. Members met the lead Community Navigator covering Cambridge and discussed the broad aims of the project, which were to help older people to move from positions of vulnerability and social isolation to regain a sense of contribution and social capital.
- 3.11 The Cambridge Local Health Partnership agreed to support the aims of the Community Navigator Service and felt there was a lot of good work in Cambridge for the project to build on. In particular the GPs in the partnership were keen to see how the service could offer a range of options for people who would benefit from information about community support and general information.
- 3.12 As part of the presentation it was suggested that an Ageing Well Forum could be set up, involving local groups in discussing issues affecting older people, helping to guide the project. The Partnership thought that this probably wasn't necessary because there were a lot of "community conversations" taking place in Cambridge and strong leadership in the voluntary sector, but wanted to get a view from wider community and voluntary sector organisations about the strength of existing collaborative working arrangements.
- 3.13 The Cambridge Local Health Partnership asked the Council's Diversity Forum if it could look at the present collaborative working arrangements for older people in Cambridge and provide an assessment of whether these could be improved.

An overview of Council work with older people

- 3.14 As Members know the Diversity Forum is a place where people from the voluntary and community sector and other local representatives can come together to discuss equalities issues. It takes place before the Equalities Panel meets. The Diversity Forum will be discussing the work of the Community Navigator, the Council's involvement in Cambridgeshire Celebrates Ages and the Council's Housing Support Service to help get a feeling for existing collaborative working. It will give a view on whether there is a need for additional coordination.

3.15 Cambridge City Council is presently involved in providing a wide range of support to older people, their representatives and voluntary and community organisations involved in the delivery of services. This includes activities run in local community centres promoted through Neighbourhood Community Development Teams, Community Alarms provided through our Independent Living Service, Advice about home adaptations and the fitting of adaptations in Council homes, a Shopmobility service, sheltered accommodation as a part of a housing support service, a Forever Active Programme as well as the provision of grants to local community and voluntary sector groups involved in the provision of local services to older people. More information about local services is shown in the Council's Guide to Services for Older and Disabled People.

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Equalities Panel 17 June 2013

Equality Impact Assessments

1.0 Purpose of this item

- 1.1 Members of the Panel are asked to review the EqlA for the Cambridge Local Plan 2014. In particular they are asked to consider whether:
 - a) there are any additional impacts on any of the nine equalities groups under the Equality Act 2010 which have not been identified in the assessment; and
 - b) whether any action needs to be taken by the City Council to mitigate any impacts on the nine equalities groups, beyond those already identified in the action plan included in the EqlA.

2.0 Background

- 2.1 Part of the role of the Equalities Panel is to provide quality assurance for Equality Impact Assessments (EqlAs) carried out by the City Council. For example, in the past year the Panel has considered a number of EqlAs of key policies and programmes, including the Olympic Torch Relay, the new Leisure Management contract, the development of a new local Council Tax Support Scheme and the Affordable Housing Development Programme
- 2.2 The City Council, as a public sector organisation, has a duty under section 149 of the Equalities Act 2010 to have due regard to equalities issues and impacts in policy and decision-making. The Act does not state that EQIAs must be used to achieve proper consideration of equalities issues. Nevertheless the Council has chosen to continue to use EQIAs for this purpose, because they provide a well-established and structured approach for assessing the impacts of policies, projects and decisions on people with protected characteristics. Guidance from the Equalities and Human Rights Commission stresses that assessing the impact on equality is an ongoing process, to be reviewed in the light of experience gained through implementing policy.

- 2.3 Following a meeting of the City Council's Community Services Scrutiny Committee meeting in October 2012, where the Executive Councillor for Housing agreed to progress two sites for redevelopment as part of the Council's Affordable Housing Development Programme (AHDP), concerns were raised about the equalities impact of the proposals. The affordable housing development programme began in 2008 and four separate EqlAs were carried out as the programme progressed to implementation and understanding of the equality issues has evolved. The concerns raised prompted two further reports to the Committee In January 2012. The first brought together a consolidated, updated and more comprehensive EqlA for the AHDP. It also made recommendations to clarify or amend aspects of the approach for assessing the equality impacts of the Programme in future. The Equalities Panel discussed this revised EqlA at a special meeting on 12 December 2012 and its comments were reflected in the final EqlA. The second report reviewed the decisions relating to the two developments to consider whether they remained sound.
- 2.4 During 2012/13, the Council implemented a number of actions included in the first year of the Single Equality Scheme that are intended to improve its corporate processes for assessing the equality impacts of its decisions. We have developed a more user-friendly corporate EqlA template, which allows officers to think about decisions in a more structured and evidenced manner. The template also provides an opportunity to highlight positive impacts as well as negative ones. The template has been promoted widely to officers across the Council via a range of internal communications channels.
- 2.5 During May and June 2013, a series of four half-day training sessions have been delivered to help Council officers carry out effective impact assessments. The training has focussed on:
- Ensuring that staff have an understanding of the legal obligations placed on the City Council by the Equality Act 2010, including having due regard for equalities issues when making decisions.
 - Raising awareness of the value of conducting effective EqlAs, both in terms of ensuring that the City Council meets its legal obligations, but more importantly, in terms of making more

informed decisions and ensuring that services meet the needs of all residents.

- Understanding how to carry out an effective EqlA looks like, through working through the revised template and discussing examples of good and bad practice.

- 2.6 A total of 65 staff who are involved in carrying out EqlAs have attended the sessions to date, with 16 out of 19 City Council services represented at the sessions. The training has received very favourable feedback from participants and a further training session has been arranged in September 2013 to meet demand. Following this initial round, the intention is to incorporate EqlA training in the Council's corporate Learning and Development programme, with sessions being delivered at least once a year.
- 2.7 The current Cambridge Local Plan was adopted in July 2006 and runs to 2016 and beyond. There is an urgent need to replace this plan with a new one that makes provision for development over a longer time period (to 2031); addresses all of the challenges currently facing Cambridge; and responds to the new national policy context established by the National Planning Policy Framework (published in 2012), the Localism Act and other national policy changes.
- 2.8 The City Council is currently in the process of developing the Cambridge Local Plan 2014, which will set out the vision, objectives and plan for the development of Cambridge between 2011 and 2031. It will also set out the planning framework to guide the future development of Cambridge. As part of the process for developing the Local Plan, a range of options for planning policies were developed and presented in an Issues and Options report, which was the subject of two public consultations in June-July 2012 and January-February 2013. 18,000 representations were made to the two consultation stages. All of the comments made during the two periods of consultation have been taken into account and summaries of the main issues raised have been presented to the City Council's Development Plan Scrutiny Sub-Committee.
- 2.9 The draft Local Plan was scrutinised at Development Plan Scrutiny Sub-Committee on 29 May 2013 and at Environment Scrutiny Committee on 11 June 2013. It will be considered at Full Council

on 27 June 2013. If Full Council approves the draft Plan, it will be published for a form of public consultation in which anybody may lodge formal representations between 19 July and 30 September 2013.

Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email david.kidston@cambridge.gov.uk or from any member of the Joint Equalities Group.

1. Title of strategy, policy, plan, project, contract or major change to your service:

Cambridge Local Plan 2014 - Draft Submission Plan

2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?

Set out the vision, objectives and plan for the development of Cambridge between 2011 and 2031. The Cambridge Local Plan 2014 will set out the planning framework to guide the future development of Cambridge.

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

☒ Residents

☒ Visitors

☒ Staff

A specific client group or groups (please state):

All people who live, work and visit Cambridge and the following groups:

SPECIFIC CONSULTATION BODIES

- Anglian Water
- Barton Parish Council
- British Gas
- Cambridge Crown Court
- Cambridge University Hospital (Addenbrooke's)
- Cambridge Water Company
- Cambridgeshire Constabulary
- Cambridgeshire County Council
- Cambridgeshire Primary Care Trust
- Comberton Parish Council
- Coton Parish Council
- Cottenham Parish Council
- E.On Energy

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- East Cambridgeshire District Council
- EDF Energy
- English Heritage
- Environment Agency
- Fen Ditton Parish Council
- Fenland District Council
- Fulbourn Parish Council
- Girton Parish Council
- Grantchester Parish Council
- Great Shelford Parish Council
- Hauxton Parish Council
- Highways Agency
- Histon and Impington Parish Councils
- Homes and Communities Agency
- Horningsea Parish Council
- Huntingdonshire District Council
- Madingley Parish Council
- Milton Parish Council
- N Power
- National Grid Transco
- Natural England
- Network Rail
- Norfolk Suffolk and Cambridgeshire Strategic Health Authority
- Npower Renewables
- Orchard Park Community Council
- Peterborough City Council
- Scottish and Southern Electric
- Scottish Power
- South Cambridgeshire District Council
- Teversham Parish Council

COUNCILLORS AND MPS

- 42 x City Councillors
- All County Councillors (City Wards)
- Julian Huppert MP
- Andrew Lansley MP

COMMUNITY ORGANISATIONS

- Age Concern Cambridgeshire
- Arthur Rank Hospice Charity
- Cambridge Citizens Advise Bureau
- Cambridge Ethnic Community Forum
- Cambridge Federation of Residents' Associations
- Cambridge Interfaith Group
- Cambridgeshire Older Peoples Enterprise (COPE)
- Cambridgeshire Voluntary Sector Infrastructure Consortium (CVSIC)
- Disability Cambridgeshire
- East of England Faiths Council
- Encompass Network

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Irish Traveller Movement in Britain
- National Federation of Gypsy Liaison Groups
- The Church of England Ely Diocese
- The COVER Group
- The East Anglian Gypsy Council
- The GET Group
- Traveller Solidarity Network
- Work Advice Volunteering Education Training (WAVET)

ENVIRONMENTAL

- Cam Valley Forum
- Cambridge Carbon Footprint
- Cambridge Friends of the Earth
- Cambridge Past, Present and Future
- Cambridgeshire Local Access Forum
- Campaign to Protect Rural England
- Conservators of the River Cam
- Countryside Restoration Trust
- Hobson's Conduit Trust
- National Trust
- RSPB Eastern England Office
- The Wildlife Trust
- Transition Cambridge

DEVELOPERS/AGENTS

- Artek Design House
- Barratt Eastern Counties
- Barton Wilmore
- Beacon Planning Ltd
- Bellway Homes
- Berkeley Homes
- Bidwells
- Bovis Homes Ltd
- Brookgate
- Capita Symonds
- Carter Jonas
- Chartered Institute of Architectural Technologist
- Cheffins
- Countryside Properties
- DPP
- Drivers Jonas
- Estate Management and Building Service, University of Cambridge
- Gallagher Estates
- Grosvenor
- Home Builders Federation
- Icen Projects Ltd
- Januarys
- Liberty Property Trust
- RPS

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- Savills
- Skanska UK Plc
- Taylor Vinters
- Taylor Woodrow Developments Ltd
- Terrance O'Rourke
- The Home Builders Federation
- The Howard Group of Companies
- The Universities Superannuation Scheme
- Unex

BUSINESSES

- ARM Holdings
- Cambridge Cleantech
- Cambridge Energy Forum
- Cambridge Hoteliers Association
- Cambridge Network
- Cambridgeshire Chambers of Commerce
- CRACA
- Creative Front
- Ely Cathedral Business Group
- Encompass Network
- Federation of Small Businesses
- Future Business
- Greater Cambridge Greater Peterborough Local Enterprise Partnership
- Love Cambridge
- Marshalls Group of Companies
- One Nucleus
- Redgate Software
- Royal Mail Group Ltd
- St John's Innovation Centre

EDUCATION

- Anglia Ruskin University
- University of Cambridge
- All Colleges of the University of Cambridge
- The Bursars' Committee
- Sixth Form Colleges
- Private Schools
- Cambridge Regional College
- Language Schools
- Secondary Schools in Cambridge

RESIDENTS ASSOCIATIONS

- All residents associations in Cambridge
- FeCRA (Federation of Cambridge Residents Associations)

OTHERS

- All who responded to the Issues and Options 1 and 2 Consultation
- Argyle Street Housing Cooperative

3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)

- BT Open Reach Newsites
- Cable and Wireless UK
- Cambridge Association of Architects
- Cambridge Cycling Campaign
- Cambridge Local Access Forum
- Cambridgeshire Campaign for Better Transport
- Cambridgeshire Fire and Rescue Service
- Design Council/CABE
- Fenners Lawn Residents Association Ltd
- Friends of Milton Road Library
- Local Strategic Partnership
- Mobile Operators Association
- Registered Social Landlords
- Shape East
- Sport England
- The Linchpin Project

4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)

- ☒ New
- ☒ Revised
- ☐ Existing

5. Responsible directorate and service

Directorate: Environment

Service: Planning

6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?

- ☐ No
- ☒ Yes (please give details):

See answer to question 3.

7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

(a) Age (any group of people of a particular age, including younger and older people)

Yes, a positive impact

The plan seeks to meet objectively assessed needs for homes and jobs (including affordable homes) in Cambridge, this includes needs for an aging and young population.

The plan includes policies that seek to ensure all residential development is built to lifetime homes standards and on schemes of more than 20 dwellings, 5% of units are built to wheelchair housing design standard or can easily be adapted to meet this standard. The plan also seeks the provision of specialist housing according to need (e.g. care homes and sheltered housing).

The Local Plan will also plan for infrastructure such as children's play areas, benefiting families with young children.

The document is available for inspection in libraries for people who have difficulty getting into Council offices.

Potential issue – Although there is no evidence of any negative impact on young people, it is often difficult to engage with younger members of the community and officers may need to think about how young people can become involved in the policy making process.

- We have consulted various community organisations including Age Concern Cambridgeshire and Cambridgeshire Older Peoples Enterprise (COPE).

(b) Disability (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)

Yes, a positive impact

- the plan includes policies that seek to ensure all residential development is built to lifetime homes standards and on schemes of more than 20 dwellings, 5% of units are built to wheelchair housing design standard or can easily be adapted to meet this standard. The plan also seeks the provision of specialist housing according to need (e.g. care homes and sheltered housing.)

- the plan includes a policy that seeks to improve accessibility for all (including those with mobility issues)

- the plan includes policies that require high quality, inclusive design for all new developments as part of a strategy to achieve an accessible and sustainable environment.

- in addition to this, access issues will also be addressed through Building Regulations.

The document is available in large print on request, and officers can talk through issues with people who have difficulty reading.

The document is available for inspection in libraries for people who have difficulty getting into Council offices.

- We have consulted various community organisations including Disability Cambridgeshire.

(c) Gender

No, There is no evidence that the Local Plan will have differential impacts on people due to gender.

(d) Pregnancy and maternity

No, There is no evidence that the Local Plan will have differential impacts on people due to pregnancy and maternity.

(e) Transgender (including gender re-assignment)

No, There is no obvious evidence that the Local Plan will have differential impacts on people due to transgender (including gender re-assignment).

(f) Marriage and Civil Partnership

No, There is no evidence to show that this document will cause a differential impact on people due to marriage and civil partnership.

(g) Race or Ethnicity

No

- The document is written in plain English with minimal use of Jargon and the Council has a translations service available. There is a glossary included to explain technical terms used within the document.
- A policy sets out the criteria for the location of Gypsy and Traveller sites and will be used to guide the allocation of sites to meet the needs of the Gypsy and Traveller population.
- We have consulted various community organisations including Cambridge Ethnic Community Forum, Irish Traveller Movement in Britain, The East Anglian Gypsy Council and Traveller Solidarity Network.

(h) Religion or Belief

No, There is no evidence to show that this document will cause a differential impact on people due to their religion or beliefs.

- We have consulted various community organisations including East of England Faiths Council and The Church of England Ely Diocese.

(i) Sexual Orientation

No, there is no evidence that the Local Plan will have differential impacts on people due to their sexual orientation.

(j) Other factor that may lead to inequality (please state):

8. If you have any additional comments please add them here

9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email david.kidston@cambridge.gov.uk

10. Sign off

Name and job title of assessment lead officer: Stephen Miles, Planning Policy & Economic Development Officer

Names and job titles of other assessment team members and people consulted:
Ariadne Henry, CDO (Engagement & Inclusion)

Date of completion: 29th May 2013

Date of next review of the assessment: On next plan review, should the plan change significantly prior to submission (January 2014) an update to the EQIA will be carried out.

Action Plan

Equality Impact Assessment title:

Date of completion: 19th April 2013

Equality Group	Age
Details of possible disadvantage or negative impact	Potential issue – Although there is no evidence of any negative impact on young people, it is often difficult to engage with younger members of the community and officers may need to think about how young people can become involved in the policy making process.
Action to be taken to address the disadvantage or negative impact	Ensure exhibitions are held outside of school / college times. Ensure consultation literature is readable and attractive to all ages. Investigate anything further that can be done to attract interest from young people (noting that political engagement from young people is an issue across the country). A pull out in Cambridge Matters. Longer than normal consultation period to allow for the fact that it runs over the summer holidays.
Officer responsible for progressing the action	Stephen Miles
Date action to be completed by	Prior to consultation (July 2013).

Equality Group	Disability
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Gender
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Pregnancy and Maternity
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Transgender
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Marriage and Civil Partnership
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Race or Ethnicity
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Religion or Belief
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Equality Group	Sexual Orientation
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

Other factors that may lead to inequality	
Details of possible disadvantage or negative impact	No possible disadvantage or negative impact identified.
Action to be taken to address the disadvantage or negative impact	N/a.
Officer responsible for progressing the action	N/a.
Date action to be completed by	N/a.

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Equalities Panel 17 June 2013

Ethnicity: Findings from 2011 Census

1.0 Purpose of paper

- 1.1 The purpose of this paper is to bring to the attention of Panel some of the findings from the 2011 Census about the changing patterns of ethnicity in Cambridge, which are fairly significant, and outline some of the steps the Council is taking in response to these changes. Members of the Panel are asked to comment on the changes outlined in the report and provide advice on any further action that the Council could take to meet the needs of BAME communities. Panel members may wish to look at Census findings for other equalities groups in subsequent meetings.

2.0 Census headlines relating to ethnicity

- 2.1 Data from the 2011 Census has begun to be released, improving our understanding of people that reside and work in Cambridge. The latest census data shows that Cambridge continues to be one of the most ethnically diverse places in the country, outside of London, with an increasing proportion of its population made up of ethnic groups that are not white (see Table 1 in Appendix 1 for a detailed breakdown):

- The total population of Cambridge has increased by 13.8% from 108,861 to 123,867 between 2001 and 2011.
- The total non-white population in the City has increased by 88.5% from 11,496 to 21,666 over the same period. In 2011, 17.5% of the total population of the City were from non-white ethnic groups, compared to 10.0% in 2001.
- There has been an increase across all “non-white” ethnic groups, although some started from a relatively low base in 2001.
- The largest non-white group remains Chinese, which has increased from 2.1% to 3.6% of the total population. This is followed by Asian or Asian British – Indian, which has increased from 1.8% to 2.8% of the population.

- The total “white-British” population is 81,742 or 66% of the total population, which is a decrease of 3,730 people or –4.4% of this group since 2011.
- The group that has seen the largest increase in number since 2001 is the “white – other” group, which increased by 8,402 people or 82.5% to 18,587 people or 15% of the total population in 2011.

3.0 Key issues arising from our increasing diversity and how the Council is responding

- 3.1 The Census provides a “snapshot” of what is happening in Cambridge at a given time. It allows us to look to the future using past patterns to identify trends. Whilst the Council’s frontline staff have a good feel for the local communities they are serving, Census data can provide valuable insight, especially as small-area data is released, to help with service planning.

Deprivation

- 3.2 National studies have shown that some people from ethnic minority backgrounds are more likely to be disadvantaged in the labour market, education, and suffer ill-health. Whilst this pattern may hold for some parts of the Cambridge population, particularly Bangladeshi and Pakistani communities, it is worth bearing in mind that Cambridge has a fairly unique population profile and assumptions based on what might be predictors for other areas may not hold true for Cambridge. Cambridge attracts highly skilled people from around the world to study and work in its academic, research and high-tech sectors. These people tend to be more self-sufficient and financially rewarded for their work, so they may be less likely to access those City Council services which are targeted at vulnerable people.
- 3.3 However, despite the overall prosperity of Cambridge, inequalities are present within the City. For example, in 2011 one person in eleven lived in a household claiming benefit according to the Council’s Mapping Poverty 2011 report. It is not known, however, what the ethnic make-up of low-income households is because it is not yet possible to cross-tabulate the findings of the Census. Ethnicity is also not captured on Housing Benefit forms as it is not considered to be relevant to the application.

Community cohesion and engagement

- 3.4 There are no large concentrations of ethnic communities living in particular wards, with most groups distributed fairly evenly across the City. This even distribution is partly a result of the housing market in Cambridge, which limits the options available to people in terms of the locations available to them. However, there does seem to be greater numbers of “White Other” people in Newnham ward (19.6% of the ward’s population or 1,539 people) perhaps because of the ward’s high student population. This compares to an average of 15.0% for this group across the City as a whole and 9.5% in Cherry Hinton ward. The overall lack of concentration of particular communities in wards may lead to people feeling more isolated and disconnected from cultural networks.
- 3.6 There is high degree of population ‘churn’ in Cambridge, just over a fifth of the 92,000 people on the City’s electoral register changing each year. This makes it difficult for the Council to engage with a large proportion of its population who do not intend to stay very long and may not associate that strongly with Cambridge. A large part of our diversity seems to rest within Cambridge’s student body, which has a low residency period. This means that the characteristics of ethnicity may be subject to change year on year and there may be less association with place. Between 2009 and 2011 the proportion of residents responding to the Citizen Survey who said that they belong to Cambridge as a city fell from 66% to 55%. The larger Chinese and EU population in Newnham ward maybe an example of this, as Newnham contains the largest numbers of resident students in Cambridge.
- 3.7 The Community Development Service is seeking to involve more people from BAME communities in activities taking place in our community centres and making their programmes more relevant to all sections of the community. For example, the North Team recently prepared a guide to City Council services for the local Bangladeshi community to improve access to services. In 2012/13, the Community Centres received 6989 visits from BAME people, which represented 4.5% of all visits. This represented an increase from 2010/11 (6347) and 2011/12 (4,900 visits). The Sport’s Development Service also target local ethnic communities to encourage the take-up of activities and promote involvement in sports programmes.

- 3.8 Previous surveys suggest that people in Cambridge feel that they generally get on well together. The 2008 Place Survey found that the proportion of people who felt that people from different backgrounds get on well together in their local area was higher in Cambridge (86.3%) than the County as a whole (79.1%). Tension between different groups of people is relatively low in Cambridge and there has not been a significant increase in reports to our Racial Harassment Service as our diversity has grown.

City Council workforce and BAME recruitment

- 3.9 The City Council is taking steps to ensure that its workforce is more reflective of the population of Cambridge as a whole. Due to the large student population in the City, this work needs to take into account the proportion of the overall population that are economically active, and the proportion of the working population that are made up of BAME residents. The Equality in Employment Report, which is included elsewhere in the agenda, suggests some revised targets based on economic activity. It is recommended that the BAME staff target is 9.5% for 2013-14, which equates to employing an additional 18 BAME staff. This target will be reviewed again in 2014-15 with the long term aim of matching the 2011 Census data. The Council's Human Resources Service has also prepared a recruitment survey which will help develop targeted approaches to increase the representation of people from BAME communities (especially the Chinese community) within our workforce

New communities

- 3.10 The increasing growth in the diversity of Cambridge seems to be coming from the "White Other" group. This is particularly the case in new communities living in new developments in the City, where a large proportion of those occupying new homes were born outside of the UK. All Council members will shortly be provided with a briefing showing the findings of a survey of the occupiers of new-build housing in Cambridge's new communities and some of the implications for the development of these communities. People from EU Accession countries seem to have settled in greater numbers in the north of the City.

Addressing the needs of Gypsy and Traveller communities

- 3.11 The Census identified a small Gypsy and Traveller community in Cambridge of 109 people. Much of this group are settled in housing rather than living in caravans in Cambridge. Consequently the updated sub-regional Gypsy and Traveller Needs Assessment identified that only one permanent pitch was needed in the City until 2031. The draft Local Plan has not identified any sites within the built up area of Cambridge and none have been identified during the consultation process to date. The Council has been working with South Cambridgeshire District Council to try to identify sites close to the City boundary.
- 3.12 The Children and Young People's Area Partnership, which the Council plays an active role in, has identified children from Traveller and Migrant communities as a priority theme in its local commissioning plans. The Council's Children and Young People's Participation Service (ChYpPS) has been working directly with Traveller children and families. The service has delivered lunchtime play sessions at Shirley School in Chesterton (which is attended by many Traveller children from the Fen Road site), and it has worked with the Showman's Guild to deliver open access play sessions during the Midsummer Fair. ChYpPS are also liaising closely with the Ormiston Trust (which has been commissioned by the CYP Area Partnership to work with Traveller children and families), and Cambridgeshire County Council's Traveller liaison team.

Interpreting and translation services

- 3.13 Cambridge has a high proportion of households (10.5%) where no-one in the household speaks English as a first language, compared to the average for the County as a whole (4.1%). This could have implications for access to our services. The Council currently has a contract with external providers to provide telephone and face-to-face interpreting services. Expenditure by services in this area has reduced in recent years, but this is more as a result of the reduced unit cost per session negotiated when the Council re-tendered this service 18 months ago.

Other Council services supporting and celebrating BAME communities

- 3.14 The Council has set out what it is doing to ensure fair and equal access to its services and promote equality in its current Single Equality Scheme (2012-2015). This includes staging inclusive

events, such as the Big Day Out, which featured a Mela showcasing the best of Asian food and dance. The Council also supports in partnership the celebration of events, such as Black History Month, which includes a range of activities for a range of communities, and provides grants to community groups, including the Cambridge Ethnic Community Forum and Cambridge Council for Voluntary Services to promote the representation and capacity of local ethnic community groups.

Appendix 1 – Census data

Table 1 – Resident Population by Ethnic Group

	2011		2001	
	Cambridge		Cambridge	
	Number	% of total	Number	% of total
White British	81,742	66.0%	85,472	78.5%
White Irish	1,767	1.4%	1,708	1.6%
White – Other	18,587	15.0%	10,185	9.4%
White - Gypsy and Traveller	109	0.1%	n/a	n/a
Mixed – White and Black African	470	0.4%	214	0.2%
Mixed – White and Black Caribbean	728	0.6%	453	0.4%
Mixed – White and Asian	1,501	1.2%	735	0.7%
Mixed – Other mixed	1,245	1.0%	740	0.7%
Asian or Asian British – Indian	3,413	2.8%	1,947	1.8%
Asian or Asian British – Pakistani	742	0.6%	506	0.5%
Asian or Asian British – Bangladeshi	1,849	1.5%	976	0.9%
Asian or Asian British – Other Asian	3,160	2.6%	647	0.6%
Black or Black British – Black African	1,300	1.0%	779	0.7%
Black or Black British – Caribbean	598	0.5%	552	0.5%
Black or Black British – Other Black	199	0.2%	135	0.1%
Chinese	4,454	3.6%	2,325	2.1%
Other Ethnic Group	2,003	1.6%	1,487	1.4%
Total	123,867	100.0%	108,861	100.0%
<i>Total White</i>	<i>102,205</i>	<i>82.5%</i>	<i>97,365</i>	<i>89.4%</i>
<i>Total non-White</i>	<i>21,662</i>	<i>17.5%</i>	<i>11,496</i>	<i>10.6%</i>

Appendix 2 - More detailed findings about ethnicity from 2011 Census

Migration

- The number of migrants thought to be coming in each year to Cambridge in 2012 is 18,000 people (international and internal).
- 19,000 people are said to have left Cambridge in 2012, which implies 1,000 people are leaving the City each year.
- Before a change in approach to assessing migration it was thought that 40,000 people migrated to Cambridge each year.
- ONS are looking in more depth at post-graduate students – it is felt that more people in this category stay rather than leave.

Length of stay

- Just over a fifth of the City's electoral register (92,000 people in 2012) changes each year, indicating a substantial churning in our population.
- At the time of the Census just over 7% of Cambridge's population had been resident for less than 2 years and an additional 7% had been resident for under 5 years.
- In Newnham ward 15% of its population had been resident for under 2 years compared to 4% in Cherry Hinton ward.

Country of birth

- The number of people born in England and resident in Cambridge (2012) has remained at nearly the same number (82,900 people) since 2001.
- A third of people (33.1% or 46,100 people) resident in the City were born outside of England compared to just under a quarter of people (23.9% or 26,100 people) in 2001.
- The proportion of people from the EU has doubled to nearly 8% of our population and is now 13,117 people.
- People from other countries (non-EU) increased by nearly a third since 2001 to just under 18% of our population or 22,083 people in 2012.
- In Newnham ward 25% of its population or 1,955 people were born outside of Britain and the EU.
- East Chesterton ward had the lowest non-British born population at 14% or 1,297 people.

Ethnicity by ward

- Newnham ward has the lowest proportion of people who categorise themselves as White/British at nearly 60% of its population or 4,694 people. The ward also has the highest White Other proportion of its population at 19.6% or 1,539 people.
- East Chesterton has the highest proportion in the White/British category at 70% or 6,590 people.

- Cherry Hinton has the largest number of British Indian people as a proportion of its population at 5.6% or 488 people.
- Arbury ward has the largest number of British Bangladeshi people as a proportion of its population at 4.4% or 398 people.
- Castle ward has the largest number of British Chinese people as a proportion of its population at 6.5% or 640 people.

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Equality in Employment

End of Year Workforce
Report

April 2012 – March 2013

Report to: Equalities Panel Meeting

Date: 17th June 2013

Report by: Head of HR

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1. Purpose

The purpose of this report is to update the Equalities Panel on the workforce profile as at March 2013.

2. Background

The Equality Act 2010 was implemented on 1st October 2010 and covers nine protected characteristics on the grounds upon which discrimination is unlawful.

These are:

- Ethnicity
- Disability
- Gender
- Gender Reassignment
- Sexual Orientation
- Age
- Religion or Belief
- Marriage and Civil Partnership
- Pregnancy and Maternity

The following information sets out the Council's workforce profile as at 31st March 2013 in relation to ethnicity, disability, gender, age, religion or belief, and sexual orientation. All the data shown is for headcount – not full time equivalents.

An update on Cambridge City Council's Single Equality Scheme was considered by the Strategy & Resources Committee in April 2013. The Single Equality Scheme Action Plan covers 2012-2015 with two key objectives in relation to employment issues:

- To ensure that the City Council's employment policies and practices are non-discriminatory and compliant with equalities legislation as a minimum standard.
- To work towards a more representative workforce within the City Council.

At March 2013, the headcount for Cambridge City Council staff was 1,054. This is an increase of 44 staff since March 2012.

3. Summary

For 2012-13 we set ourselves targets for both BAME (8.5%) and disabled (4.5%) staff as a percentage of the workforce.

The staff targets have been reviewed in light of the data from the 2011 Census, and the recommended targets have been set out in this report.

The percentage of BAME and female staff have both increased since the 2011-12 report.

The BAME figure has increased from 7.20% in March 2012, to 7.75% in March 2013.

The percentage of disabled staff has fallen slightly from 5.05% in March 2012 to 4.74% in March 2013.

The number of BAME candidates who were successful in being appointed was 17 compared with the number who were short listed which was 92. At 18.5%, this is roughly one fifth of BAME applicants who are shortlisted being appointed.

The percentage of shortlisted disabled applicants is lower in comparison to March 2012, with 4.26% of those short listed declaring a disability compared with 4.65% in March 2012.

The average applications per job has increased from 10.85 in 2011-12 to 16.16 in 2012-13. The recruitment advertising process was changed in September 2012, and there has been an increase in external appointments and the number of applications received.

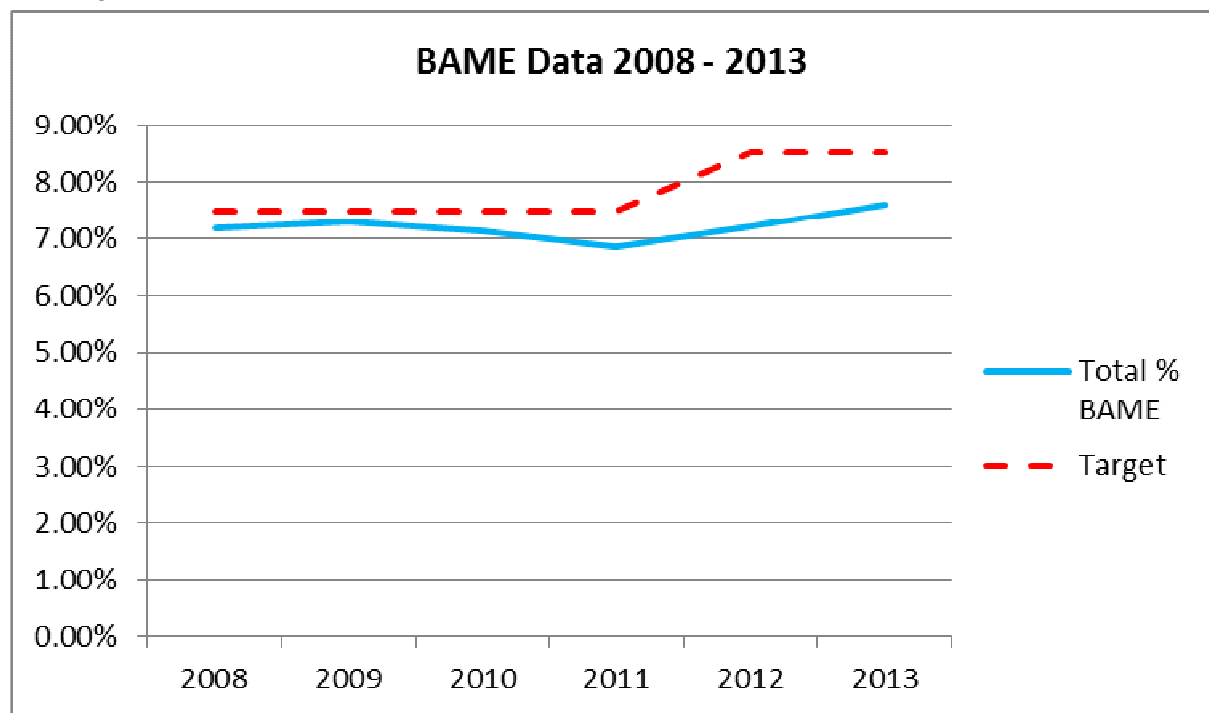
4. Workforce Profile

4.1 Ethnicity 2012 - 2013

As at 31st March 2013, 7.75% of all staff declared themselves to be BAME (Black, Asian and Minority Ethnic). Our target for 2012/13 was 8.5%.

Appendix 1 provides the Council's workforce profile for the year ending 31st March 2013.

4.1.1 Ethnicity Trend Data for 2008 - 2013



The percentage of the workforce declaring to be BAME has risen since 2011 and is currently higher than it has been since at least 2008.

The highest representation of BAME staff is Asian or Asian British: Indian (1.26%), and this continues the trend seen since 2011.

The lowest representation of BAME staff is Chinese or Other Ethnic: Chinese and Chinese or Other Ethnic: Other, both with 0.19% of the total workforce. These groups have continued to be the lowest represented in a trend that goes back to at least 2008.

According to the Census in 2011, around 17.5% of the Cambridge population are from the BAME community. The BAME population has increased from 10% in 2001. The Chinese population makes up nearly 2% of the Cambridge population and has the highest representation of the BAME groups.

Based on the 2011 Census, 64% of the Cambridge City population is economically active, and this would equate to 11.2% from the BAME community. It is recommended that the BAME staff target is 9.5% for 2013-14. This equates to employing an additional 18 BAME staff in order to meet the 9.5% target based on the current headcount. This target will be reviewed again in 2014-15 with the long term aim of matching the 2011 Census data.

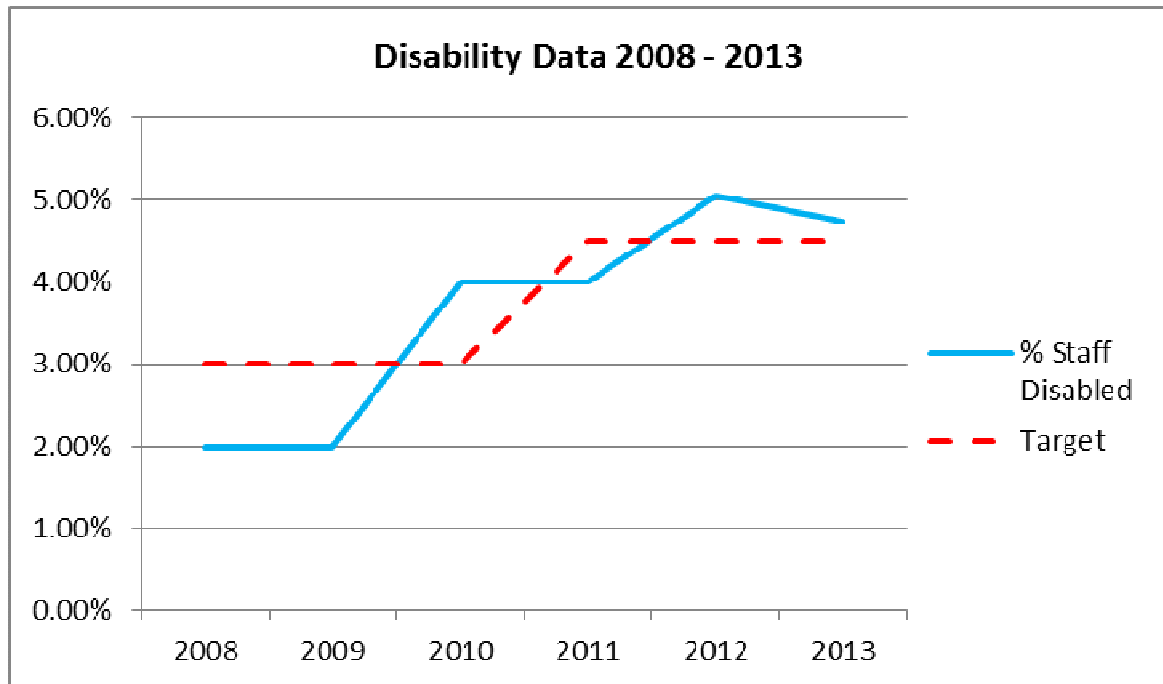
4.2 Disability 2012 – 2013

As at 31st March 2013, 4.74% of the Council's workforce declared themselves as disabled. This is lower than last year's figure, with a decrease of 1 disabled member of staff against an overall increase in workforce of 44 members of staff.

Our target for 2012/13 for disabled employees was 4.5% and this has been met.

Appendix 2 and Section 10.2 display the Disability Profile for 2012-13.

4.2.1 Disability Trend Data for 2008 - 2013



The Disability Profile for the Council's workforce has risen by around 3% over the past 6 years. 2013 is the first year in which the percentage of the total workforce who have a disability has fallen.

The percentage of disabled staff is highest in Band 9, and this is a trend that has been present since 2010. Before 2010, there were no members of staff with a disability in this band.

We continue our work with the Papworth Trust to improve the representation of the City's workforce by increasing the number of disabled people applying for jobs with the Council. The Council has a "Work Choice" agreement with the Papworth Trust (formerly known as Workstep), which offers help and support to disabled employees.

Based on the 2011 Census, 12.97% of the Cambridge City population declare themselves to have a disability, with 64% of the population being economically active. This equates to 8.3% of the economically active population declaring a disability. It is recommended that the target for staff declaring a disability is 5.5% for 2013-14. This equates to employing an additional 7 staff with a disability in order to meet the 5.5% target based on the current headcount. This target will be reviewed again in 2014-15 with the long term aim of matching the 2011 Census data.

We will be undertaking a data validation exercise with staff in 2013. When this has been undertaken in previous years, we have seen an increase in the number of people declaring that they have a disability. This can be seen in the above data for March 2010 and March 2012 where data validation exercises have been carried out in the Summer/Autumn of the previous year.

4.3 Gender 2012 – 2013

As at 31st March 2013, 48% of our staff are female and 52% are male.

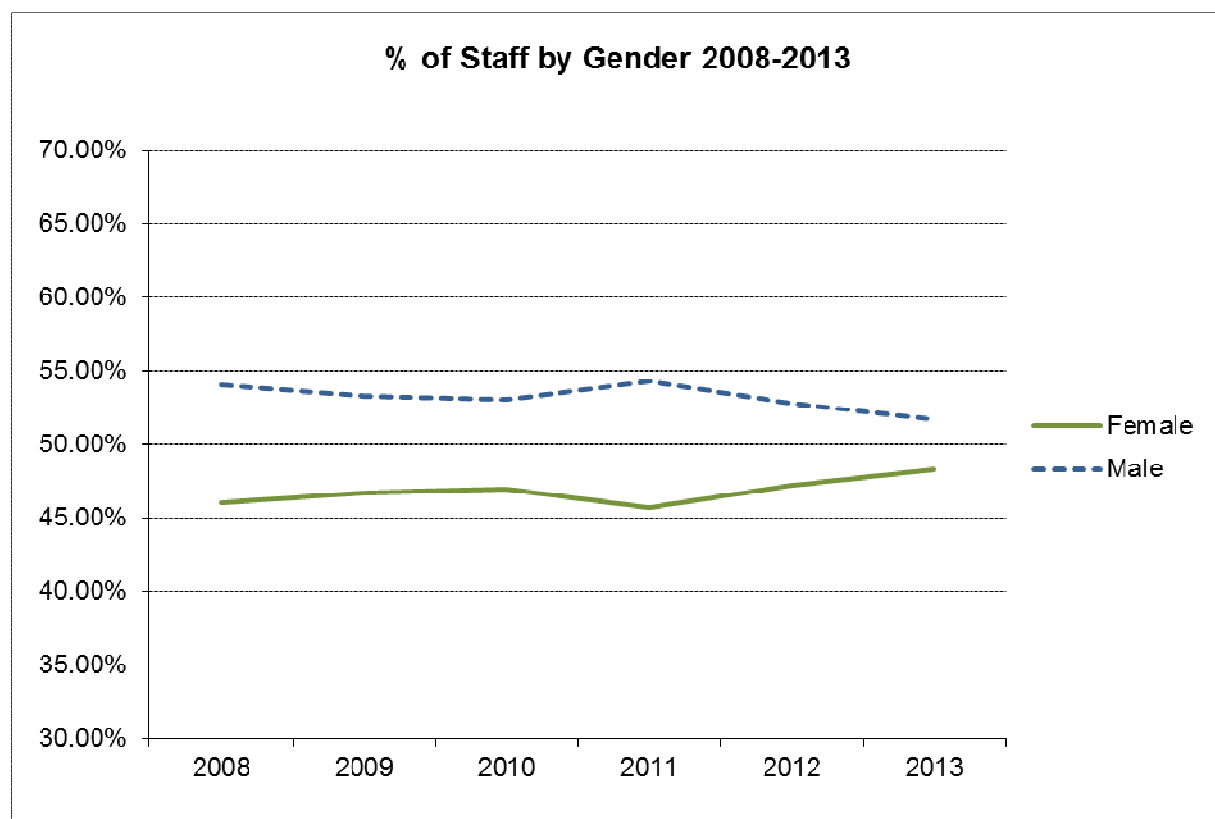
Appendix 3 shows the workforce Gender Profile by Pay band and by Full and Part time posts.

There are 325 part time posts within the Council, and of these, 74% are held by female employees.

Of all our male employees, 84% are full time, compared with 53% of female staff.

	FT	% FT	PT	% PT	Total	
F	270	53.05%	239	46.95%	509	48.29%
M	459	84.22%	86	15.78%	545	51.71%
Total	729	69.17%	325	30.83%	1054	

4.3.1 Gender Trend Data for 2008-2013



The Gender Profile of the Council's workforce has remained steady.

However, the 2013 data shows that this year, the difference between the number of male and the number of female employees is at its closest since the beginning of this time period, at 52% male and 48% female.

4.4 Age 2012 - 2013

As at 31st March 2013, the highest percentage of Council staff were in the 45-54 age group. This has been the case since 2010. Prior to this, the highest represented group was the 35-44 age group.

The age profile has remained very similar to 2012. There are small increases in the 19-24, 55-64 and 65 and over groups, and decreases in the 25-34 and the 45-54 groups.

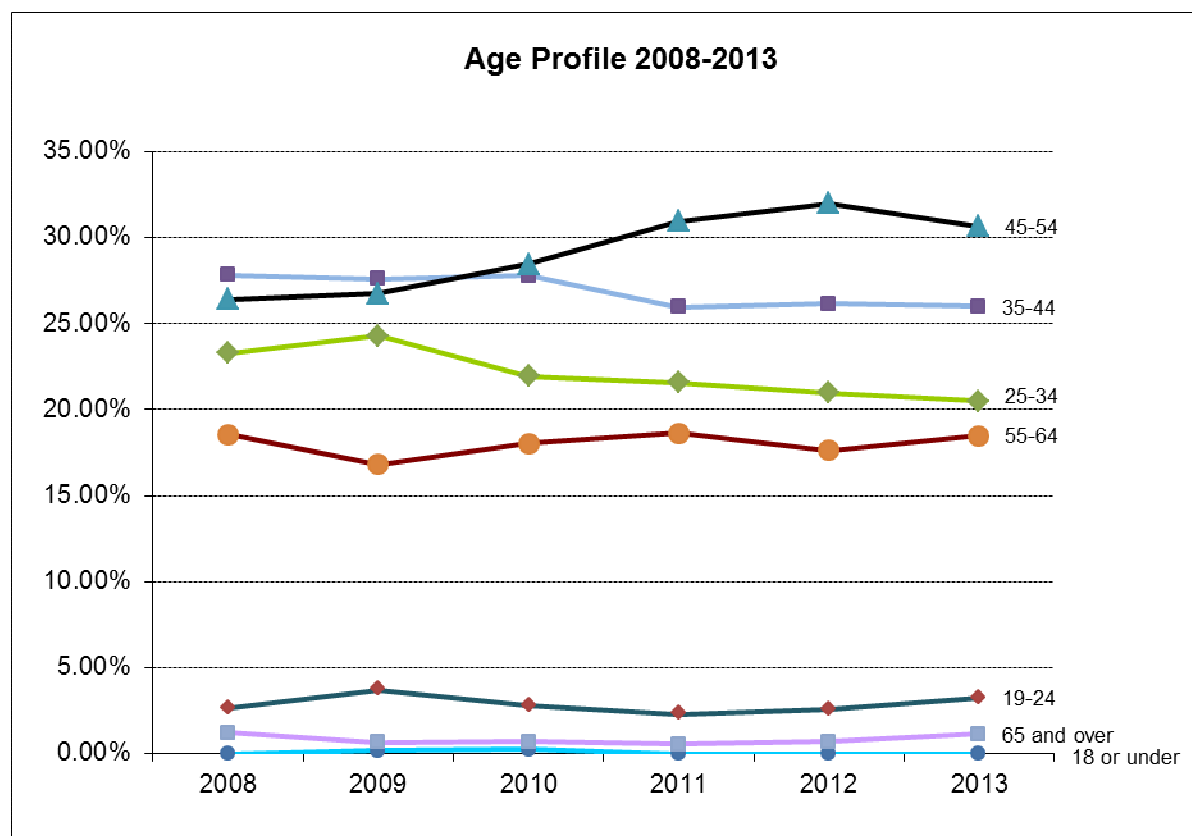
There are 34 members of staff (3.23%) aged 24 or under and 12 members of staff (1.14%) aged 65 and over.

There has been an increase of 1.34% in the past year in the number of staff who are aged 55 and over as at 31st March 2013. The figure now stands at 19.64%.

Appendix 4 details the Workforce Age profile by Pay Band.

As at 31st March 2013, there were two apprentices employed by the Council, within the Refuse and Environment department.

4.4.1 Age Trend Data for 2008 – 2013

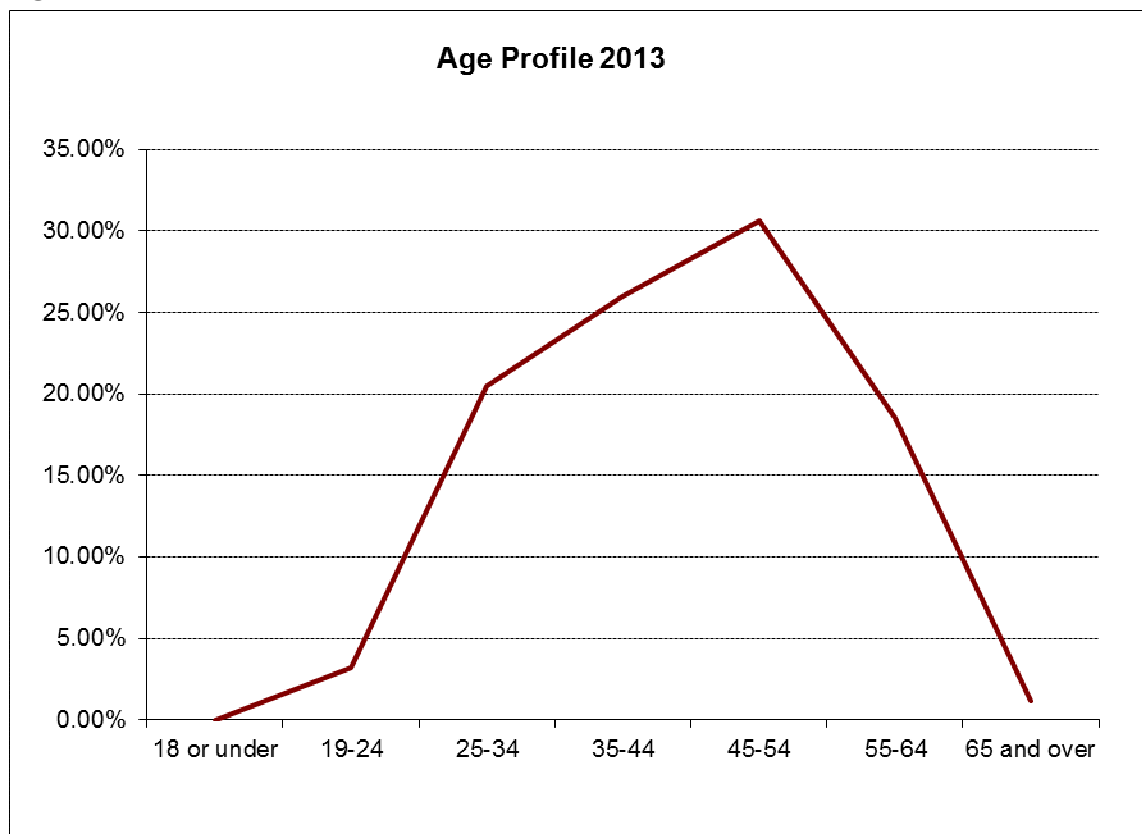


The Age profile since 2008 has remained fairly stable. The biggest change has been an increase of around 5% of the workforce who fall under the 45-54 age category. This has corresponded with a decrease in the 35-44 group.

There has also been a decrease of around 4% in the 25-54 age group since 2009.

Numbers of staff within the 18 or under, 19-24, 55-64 and 65 and over groups have remained fairly constant with only small fluctuations.

4.4.2 Age Profile 2013



The 2013 Age Profile shows a peak in the number of staff aged between 45 and 54. Most of the Council's workforce (95.64%) are between the ages of 25 and 64.

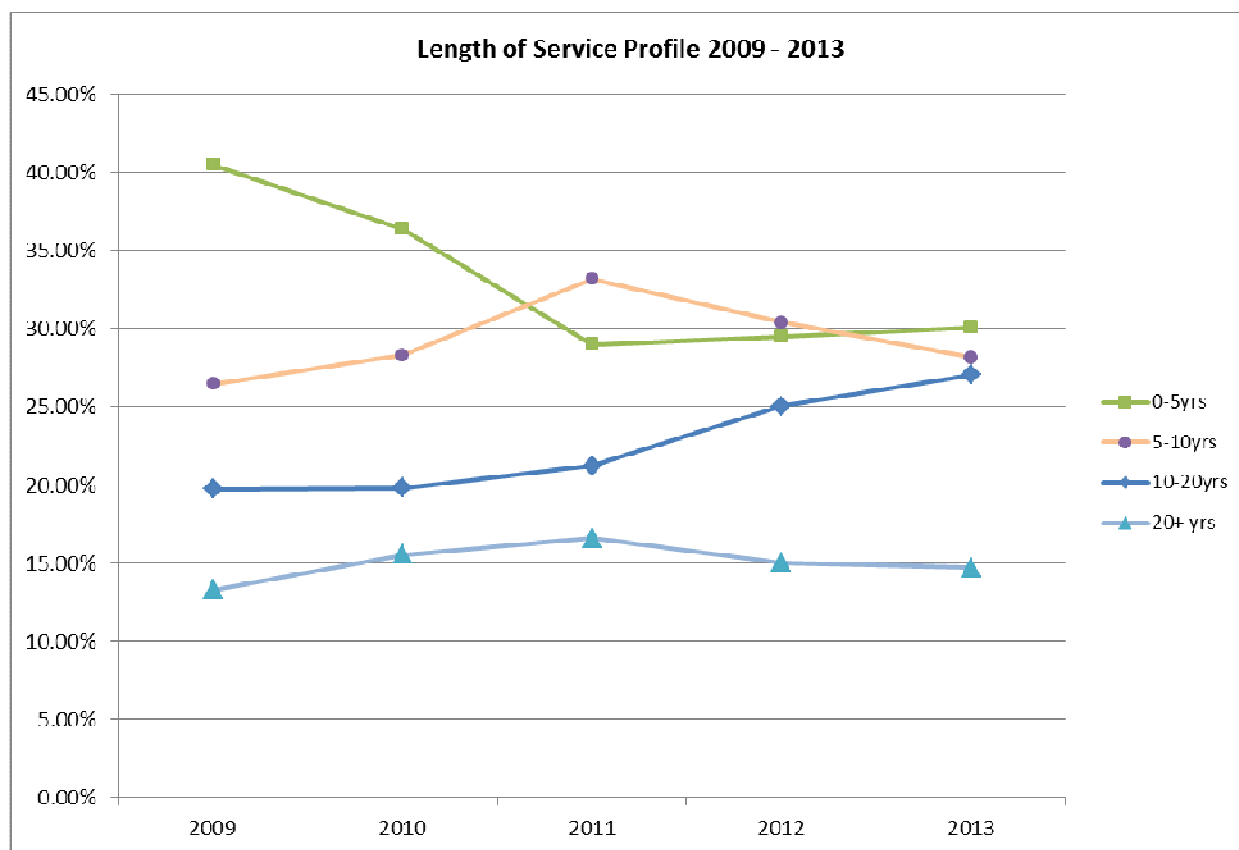
4.5 Length of Service

440 (41.75%) members of staff have been working for the Council 10 years or more. This is an increase of 35 since March 2012.

117 (11.10%) staff have been working for the Council for less than a year. This is an increase of 23 since March 2012.

Length of Service	Total	
Less than a year	117	11.10%
1 yr to 2 yrs	69	6.55%
2 yrs to 5 yrs	131	12.43%
5 yrs to 10 yrs	297	28.18%
10 yrs to 20 yrs	285	27.04%
20 years +	155	14.71%
Grand Total	1054	

4.5.1 Length of Service Profile 2009 - 2013



The proportion of the workforce who have worked for Cambridge City Council for more than 20 years has decreased slightly since 2011. The number of staff who have worked at the Council for less than 5 years has dropped dramatically since 2009 and 2010, but has started to increase again in 2012 and 2013.

The percentage of staff who have worked at the Council between 5 and 10 years has decreased since 2011, when the largest proportion of staff fell under this category. The figure for 2012-13 has fallen back down to around the 2009-10 levels. These changes may reflect moves between the bands over the past few years, where members of staff have moved from 5-10 years' service into 10-20 years' service the following year.

The greatest changes have been in the 10-20 years' service group, where there has been approximately a 5% increase since 2011.

4.6 Religion or Belief

The Council's current workforce profile in relation to Religion or Belief is shown in the table below:

Religion/Belief	Total	%
Buddhism	4	0.38%
Christianity	430	40.80%
Hindu	6	0.57%
Jewish	1	0.09%
Muslim	14	1.33%
Sikh	2	0.19%
None	285	27.04%
Other	46	4.36%
Refuse/Not Specified	266	25.24%
Grand Total	1054	

40.80% of the workforce identify themselves as Christian and 27.04% state that they have no religion or belief.

4.36% of staff stated their religion/belief as Other, and 25.24% preferred not to disclose this information.

The percentage of the workforce who identify themselves as Christian has been at around 40% since 2010. This is slightly smaller than the 44.8% of the Cambridge population as stated in the 2011 Census data.

37.8% of the population declare themselves as having no religion compared with 27% of the workforce.

A large proportion (one-quarter) of Council staff have declined to disclose their religion or belief, which is higher the census data (9%).

The 2011 Census shows that after Christianity, the next most common religions and beliefs are Islam and Hinduism. This is compared with the 4.36% of Council staff who declared their religion or belief as “Other”, which is second behind Christianity. This has been the case since at least 2010.

4.7 Sexual Orientation

The Council's current workforce profile in relation to Sexual Orientation is reflected in the table below:

Sexual Orientation	Total	%
Bisexual	13	1.23%
Gay	7	0.66%
Heterosexual	648	61.48%
Lesbian	4	0.38%
Other	3	0.28%
Questioning	4	0.38%
Refuse to Say	375	35.58%
Grand Total	1054	

61.48% of staff declare themselves as heterosexual.

24 members of staff (2.27%) declare their sexual orientation as gay, lesbian or bisexual. This has decreased from 26 members of staff (2.58%) as at 31st March 2012.

35.58% of staff prefer not to declare their sexual orientation, which is an increase of 0.5% from March 2012.

There are no statistically reliable data on the proportion of Cambridge residents who declare themselves as LGB (Lesbian, Gay and Bi-sexual). However, Stonewall, the national charity working for equality for lesbians, gay men and bisexuals, states that a reasonable estimate for the UK's population of LGB people would be 5-7%. This would equate to approximately 4,525 – 6,035 people over the age of 18 in Cambridge.

In September 2012, the Council submitted an entry to the Stonewall Workplace Equality Index and LGB staff were asked to complete an anonymous survey as part of this process. Results were announced in January and the Council was ranked 213th out of nearly 400 Organisations that entered. As the Council is not a member of the Diversity Champions Programme, detailed feedback is not received, so it is difficult to identify exactly areas for improvement.

5. Recruitment Profile

The full Recruitment Profile for 2012-13 is shown in Appendix 5.

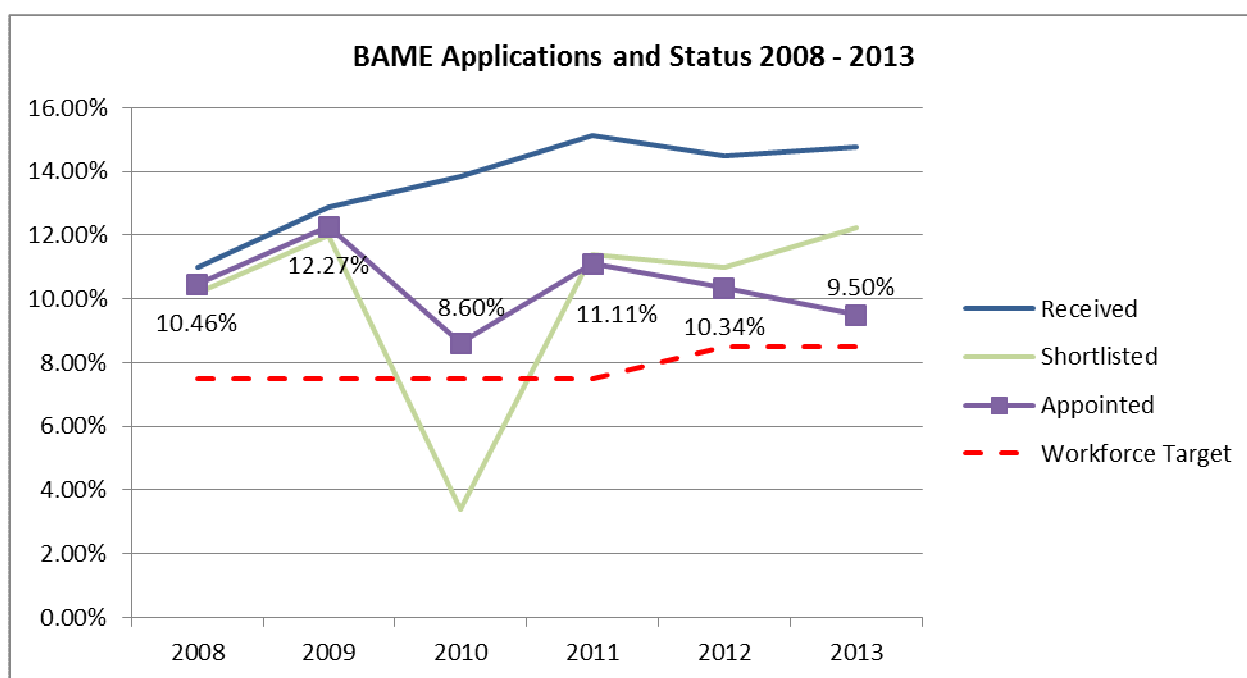
5.1 Ethnicity

The ethnicity profile for applications, those shortlisted and those appointed is shown below.

There have been increases for BAME groups at the applicant and shortlisting stages, with increases of 0.27% in BAME applications received, and 1.26% in BAME applicants shortlisted. However, there has been a decrease of 0.84% in BAME staff appointed.

These figures continue to be above the target of 8.5% and the 2012/13 workforce profile of 7.75% BAME staff.

Applications	All Applications		BAME Applications	
Received	2796		413	14.77%
Shortlisted	751	26.86%	92	12.25%
Successful	179	6.40%	17	9.50%

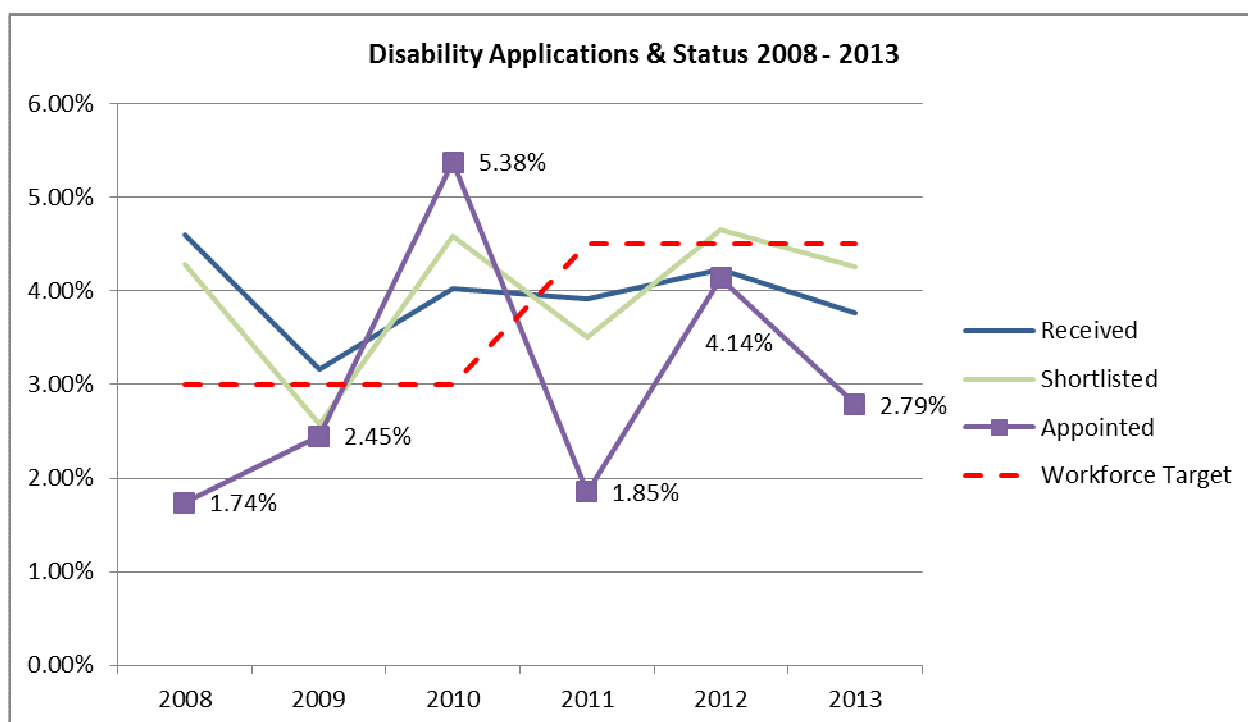


5.2 Disability

The disability profile for applications, shortlisted and appointed is shown below.

There have been decreases of 0.5% and 0.44% at the applicant and shortlisting stages respectively. The percentage of applicants with a disability who were successful has fallen by 1.33% from March 2012.

Applications	All Applications		Disability Applications	
Received	2796		105	3.76%
Shortlisted	751	26.86%	32	4.26%
Successful	179	6.40%	5	2.79%



Having and displaying the “Two Ticks” symbol remains a Council commitment. The symbol is a recognition, which Jobcentre Plus gives to employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people.

The Council will continue our work with the Papworth Trust to increase the number of disabled applicants applying to us.

The workforce profile of disabled staff continues to be above the target of 4.5%, although the recruitment figures this year are below this target.

5.3 Age

The age profile for applications, shortlisted and appointed is shown below.

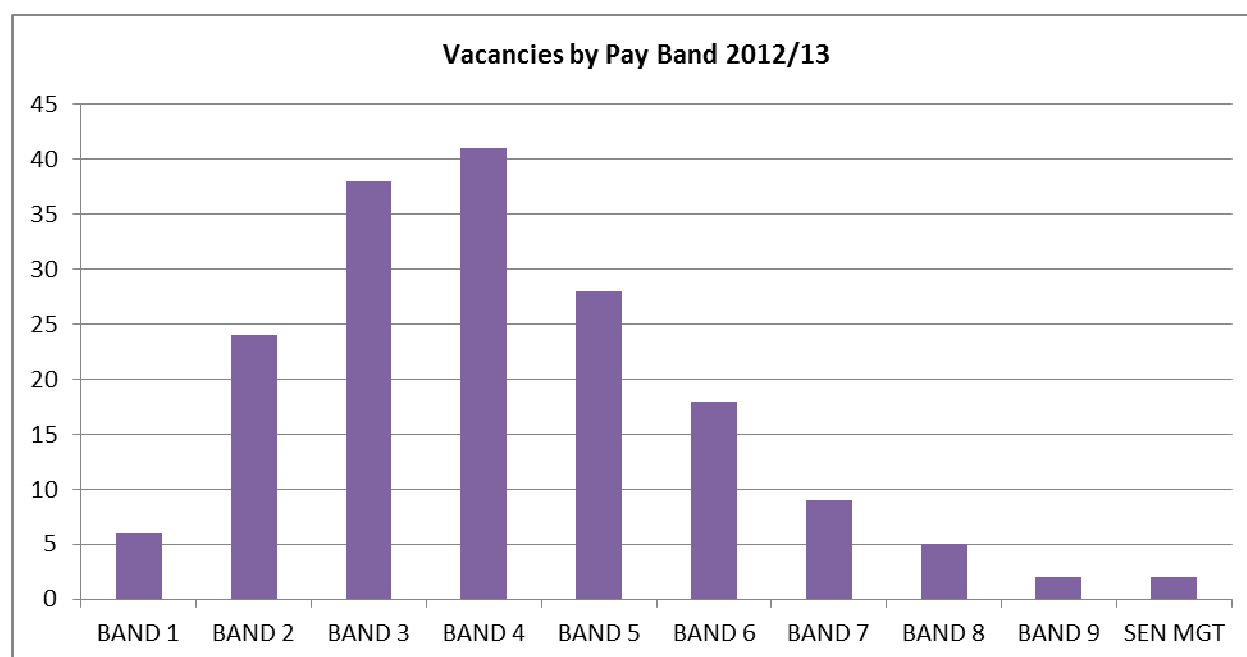
At all stages of recruitment, the 25-34 age group continues to be predominant.

Age Group	Applicant	Shortlisted	Successful
18 or Under	14	0	0
19-24	412	78	21
25-34	944	261	74
35-44	585	167	37
45-54	565	177	30
55-64	205	60	17
65 and over	7	0	0
Refuse	64	8	
Grand Total	2796	751	179

5.4 Vacancies by Pay Band

Band 4 had the most number of advertised vacancies in 2012-2013, followed closely by Band 3.

This is close to the workforce profile, with 41% of staff roles within Bands 3 and 4.



6. Training

The Council monitors attendance at Corporate Learning and Development staff training courses in terms of diversity.

A total of 154 courses were held from April 2012 to March 2013, compared to 150 for the same period in 2011-12. These figures exclude the three Corporate Induction courses.

6.1 Training Attendance April 2012 – March 2013

	BAME	Non-BAME	Not Given	Female	Male	54 and Under	55 and Over	Disabled	Non-Disabled
No of Attendees	112	1051	50	612	601	1020	193	62	1151
%	9.23%	86.65%	4.12%	49.55%	50.45%	84.09%	15.91%	5.11%	94.89%
Total	1213 attendees								

The figures in this report are based on all training attendances, which include members of staff attending more than one course during this period of time.

9.23% of staff who attended training in this period declared themselves as BAME, which is higher than the workforce profile of 7.75%. This is an increase from 7.5% who attended training in the previous period from 2011-2012.

The gender profile of the workforce currently sits at 48% Female and 52% Male. The numbers of staff attending training are 49.55% Female and 50.45% Male. This has evened out since the 2012 report, which showed 54% Female and 46% Male training attendance.

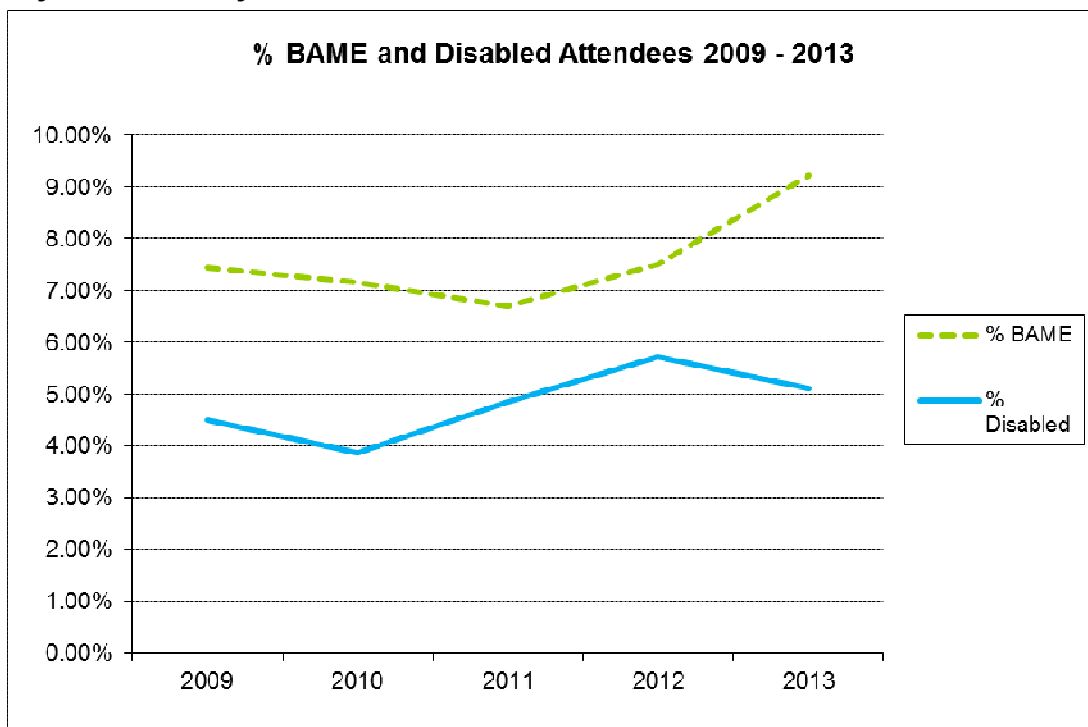
84.09% of staff who attended training were aged 54 or under, with 15.91% being 55 and over. This stays similar to the 2011/12 figures which in turn were similar to the 09/10 and 10/11 data.

5.11% of attendees declared themselves as disabled. This is higher than the workforce profile for disability which is 4.74%, although a decrease in last years figure of 5.7%. However, there has been an increase in training attendance by 300 since 2012 whereas the disabled workforce profile in total has dropped slightly.

As part of the HR induction training, a ½ day training session is delivered for all new staff on Equality and Diversity.

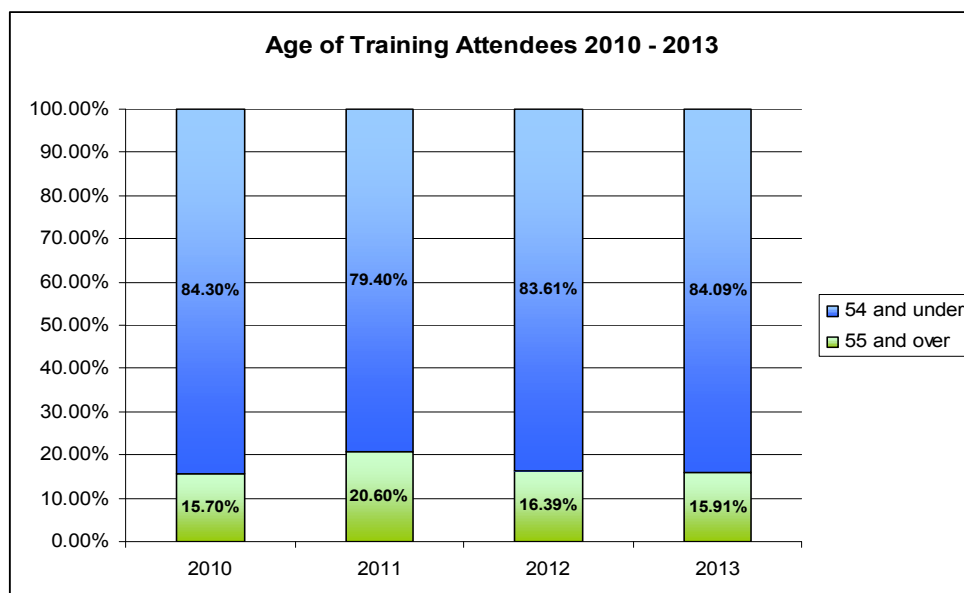
6.2 Training Attendance 2009 – 2013

6.2.1 Ethnicity and Disability 2009 – 2013



There has been a marked increase in BAME attendances in the past 3 years. There has also been a general increase over time in the percentage of Disabled trainees, although there have been dips in 2010 and 2013.

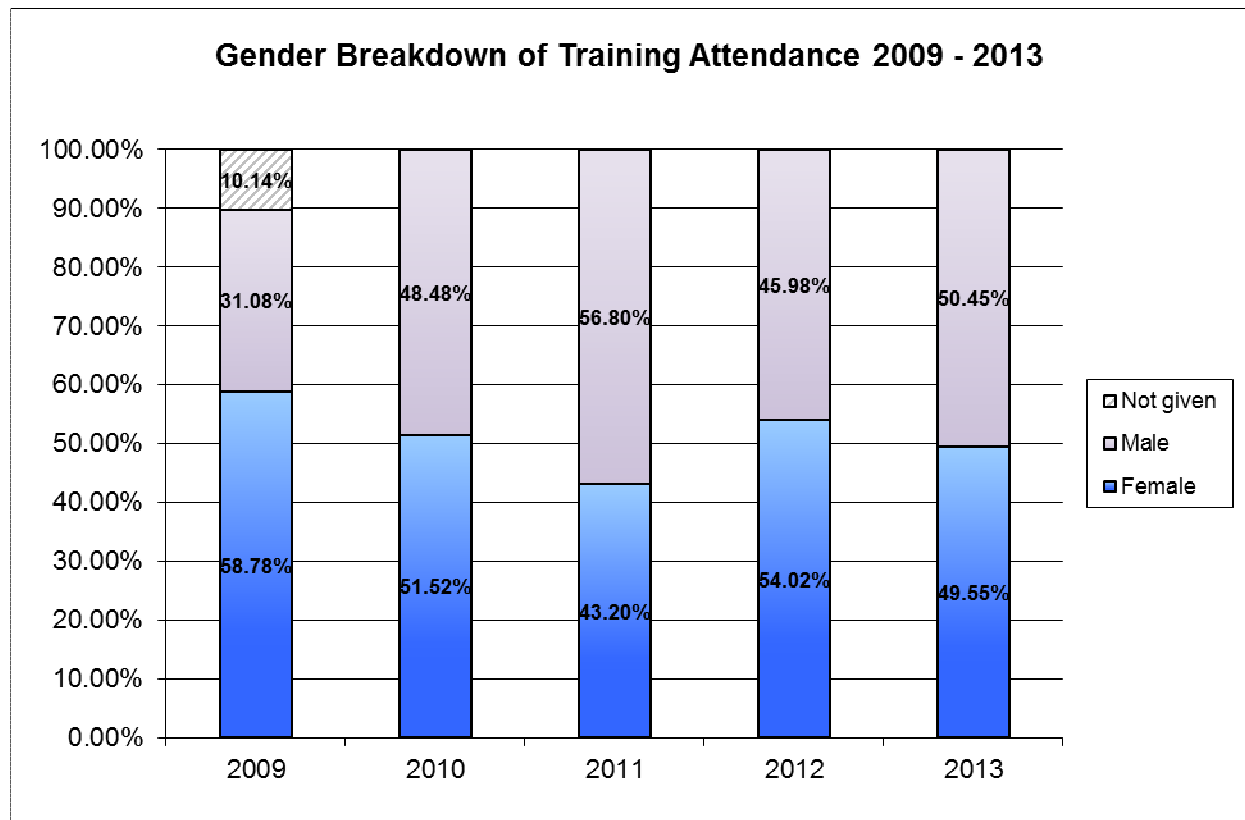
6.2.2 Age 2010 – 2013



The Age trend data is for 2010 – 2013, as the 2009 data was reported for trainees under the age of 50 instead of 55.

The percentage of trainees aged 55 and over has stayed at around 16% since 2010, with a jump to 20% in 2011. There has been a decrease of 0.48% since 2011.

6.2.3 Gender 2009 – 2013



The percentage of female trainees has fluctuated over the past 5 years with figures between 58.78% and 43.20%. In the 2009 data, 10.14% of attendees did not disclose their gender.

The percentage of female to male staff attending training in 2012-13 is 49.55% to 50.45%. This difference is smaller than the workforce profile which is currently at 48% female and 52% male.

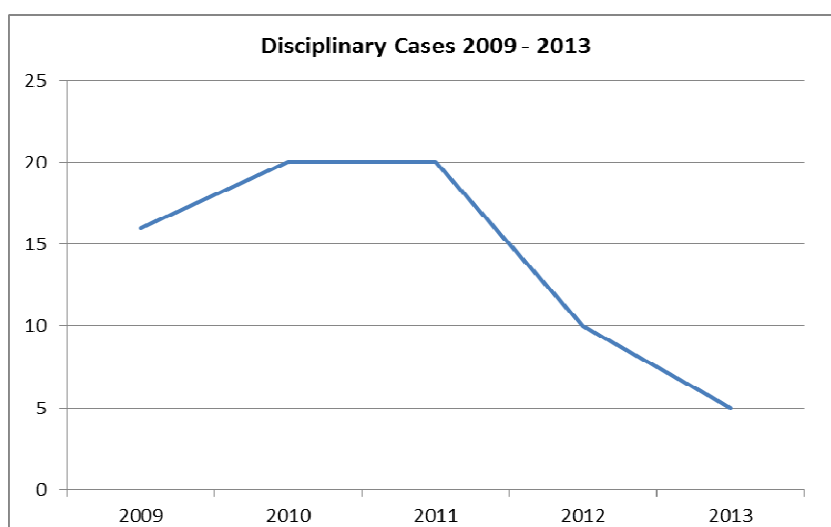
7. Disciplinary, Capability, Grievance and Redundancy

Disciplinary, Capability, Grievance and Redundancy cases are monitored in terms of diversity as outlined below.

7.1 **Disciplinary**

During the period April 2012 to March 2013, 5 people (0.47%) have been involved in disciplinary cases, compared to 10 people from April 2012 – March 2011. This is broken down as follows:

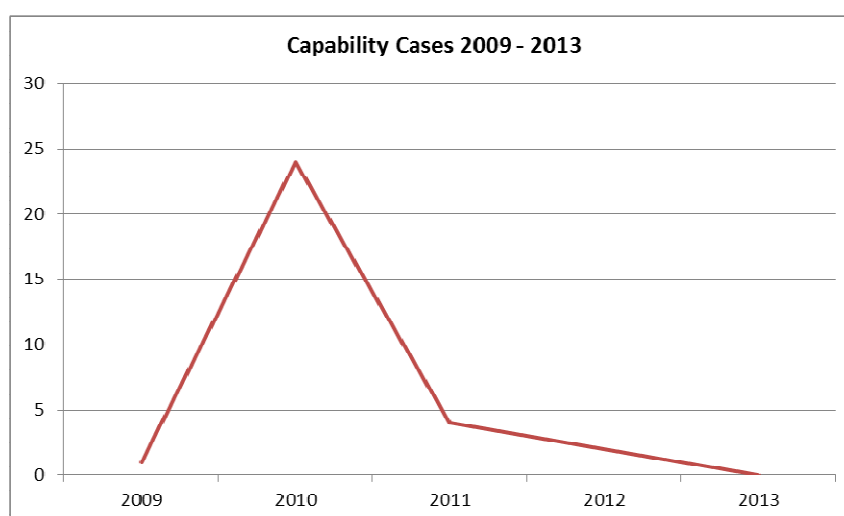
	BAME	Non-BAME	Male	Female	Disabled	Non-Disabled	Under 55	Over 55
Total	3	2	4	1	0	5	5	0
%	60.00%	40.00%	80.00%	20.00%	0.00%	100.00%	100.00%	0.00%



The number of disciplinary cases has fallen since 2011.

7.2 **Capability**

There were 0 capability processes in the period April 2012 – March 2013, compared with 2 cases from April 2011 – March 2012.

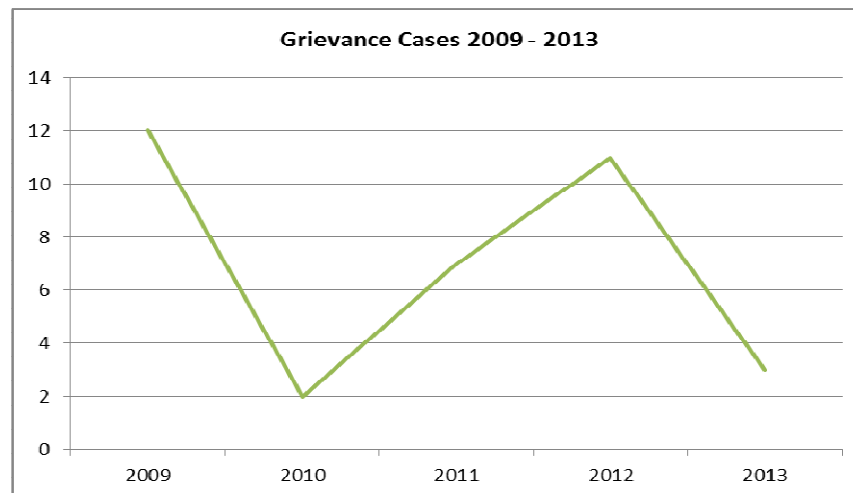


The number of Capability cases has fallen since 2010.

7.3 Grievance

3 people (0.28%) raised individual grievances and there was 1 collective grievance raised, during the period April 2012 – March 2013. This is in comparison with 11 individual and 1 collective in the period ending March 2012.

	BAME	Non-BAME	Not Disclosed	Male	Female	Disabled	Non-Disabled	Under 55	Over 55
Total	0	3	0	3	0	0	3	2	1
%	0.00%	75.00%	0.00%	75.00%	0.00%	0.00%	75.00%	50.00%	25.00%

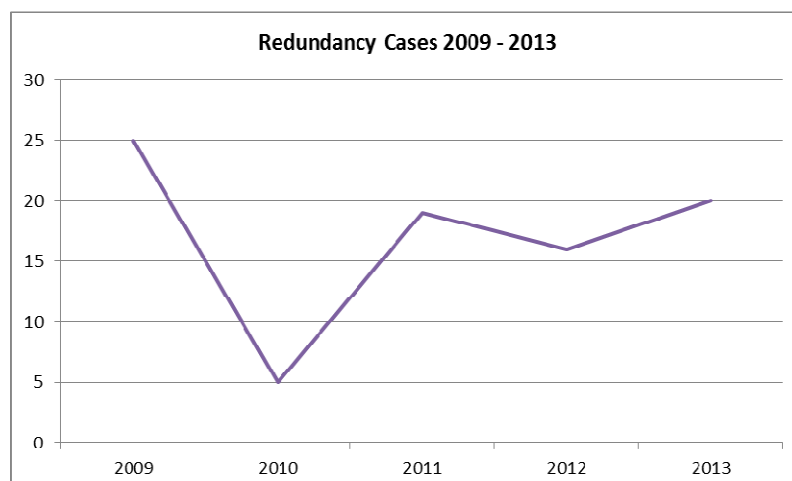


The number of grievance cases has fluctuated since 2009. The number of cases for 2013 is the lowest since 2011.

7.4 Redundancy

In the same period, the Council made 20 people (1.90%) redundant, compared to 16 people from the previous year. This is broken down as follows:

	BAME	Non-BAME	Not Disclosed	Male	Female	Disabled	Non-Disabled	Under 55	Over 55
Total	1	17	2	10	10	2	18	7	13
%	5.00%	85.00%	10.00%	50.00%	50.00%	10.00%	90.00%	35.00%	65.00%



The number of redundancies made has been between 25 and 5 each year since 2009.

7.5 Bullying and Harassment

There has been 3 new bullying and harassment cases in the period ending March 2013, of which two were in relation to issues surrounding one or more protected characteristics.

The Council held six workshops between 30th August and 25th September 2012, which were open to all staff. There was a further event held on 5th December which was targeted at staff at Mill Road.

The objectives of these workshops were:

- To raise awareness of bullying and harassment issues
- To make sure that staff understand what these issues are
- To let staff know what they can do about it
- To make sure staff know how to raise issues and are clear about what should happen
- To let staff know what they should do if they need to escalate an issue after raising it.

8. Starters

All new appointments made are monitored in terms of race, gender and disability, and cover internal as well as external recruitment.

There were 179 appointments made between April 2012 and March 2013. Of these, 128 (71.51%) were external appointments, and 51(28.49%) were internal.

The recruitment advertising process was changed in September 2012, and all vacancies are no longer advertised internally before they are advertised externally. There has been an increase in posts being offered to external applicants.

Of the 128 external appointments, 1.56% declared a Disability, 9.60% were from a BAME group, 58.59% were Female and 41.41% were Male. The age group with the highest proportion of new appointments was again the 25-34 age group.

Of the internal appointments, 31 (60.78%) were promotions (an increase in Pay Band). The breakdown of promotions for April 2012 – March 2013 is as follows:

	No of Promotions	%
Female	17	54.84%
Male	14	45.16%
BAME	2	6.67%
Non-BAME	28	93.33%
Prefer not to say	1	3.23%
Disabled	1	3.33%
Non-Disabled	30	96.67%
Age Group		
19-24	4	12.90%
25-34	17	54.84%
35-44	4	12.90%
45-54	5	16.13%
55-64	1	3.23%

The majority of promotions were offered to members of staff between the ages of 25 and 34. This is in line with the recruitment profile which shows that this age group is predominant at all stages of recruitment.

6.67% of promotions were offered to BAME staff, and 3.33% were offered to staff with a disability.

9. Leavers

The purpose of monitoring leavers in terms of diversity is to highlight whether a disproportionate number of women, disabled or BAME people are leaving the council in comparison to our overall staff turnover.

From April 2012 to March 2013, 113 staff left the Council. Of these, 9 were disabled, 54 were female, and 4 were BAME.

The reasons for leaving were as follows:

Reason for Leaving	
Career Break	1
Death in Service	1
Dismissal	7
End of Contract	15
Ill Health Retirement	3
Redundancy	20
Retirement	11
TUPE	11
Voluntary	44
	113

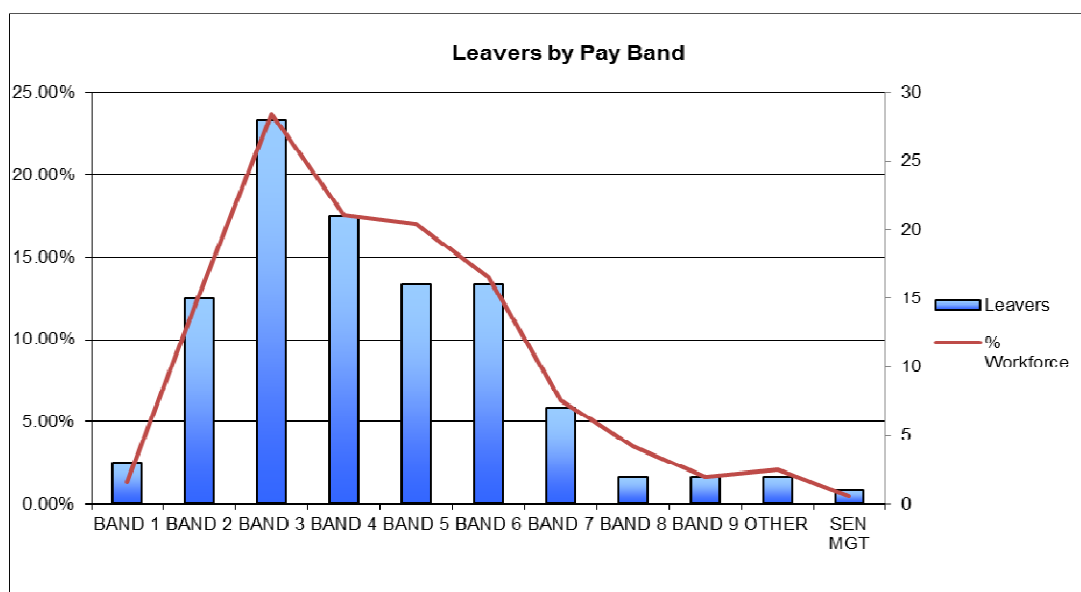
- 7.96% of leavers were disabled, compared with 4.05% from March 2012.
- 3.67% of leavers were BAME (for data available). This is a large decrease from 8.11% in 2012 and 10.53% in 2011.
- 47.79% of leavers were female, an increase from 44.62% in 2012.

Total staff turnover for this period was 10.94% based on all leavers as a percentage of the average number of employees for the year.

Staff turnover based on voluntary leavers was 4.26% for this period, which is a decrease of 0.84% from the March 2012 figure.

9.1 Leavers by Pay Band

In 2012-13, the highest number of leavers were leaving from posts in Band 3, which is in line with the distribution of the workforce across Paybands.



9.2 Exit Questionnaires

In 2012-13, 21 staff completed Exit Questionnaires. These are voluntary and can be completed anonymously.

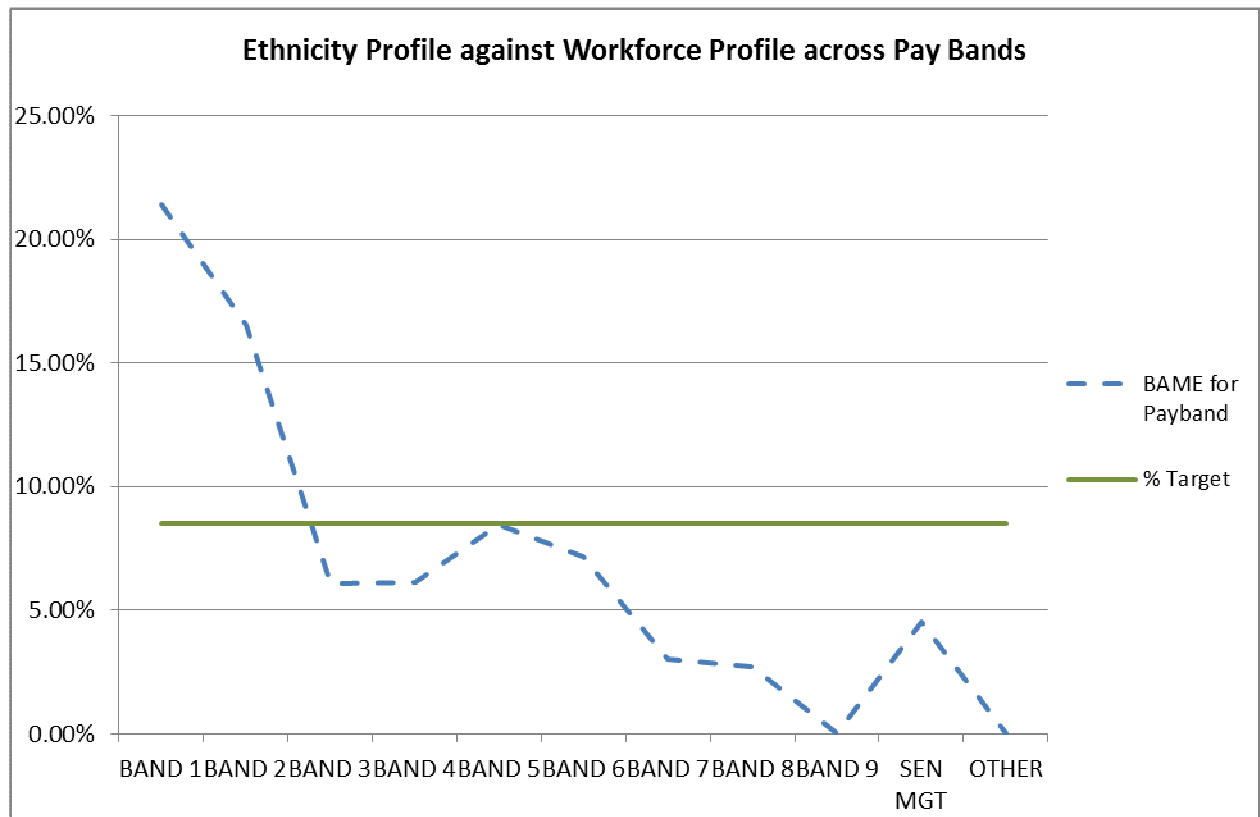
Some staff entered more than one reason for leaving.

Reasons for Leaving	
Promotion - new job	4
Career development opportunity	4
End of Fixed Term Contract	3
Personal reasons	3
Redundancy	2
Changed work/life balance	2
Better Pay/Benefits	1
Relocation	1
Career change	1
To travel	1
Retirement	1
Relationship with managers/colleagues	1
Concerns over future of current job	1
Dissatisfaction with current job	1
Education or study	0
Career break	0
Workload pressures	0
Total	26

Top 3 Destinations	
Sector	%
Private Sector	28.57%
Other Public Sector	9.52%
Other	9.52%

10. Pay Bands

10.1 Ethnicity

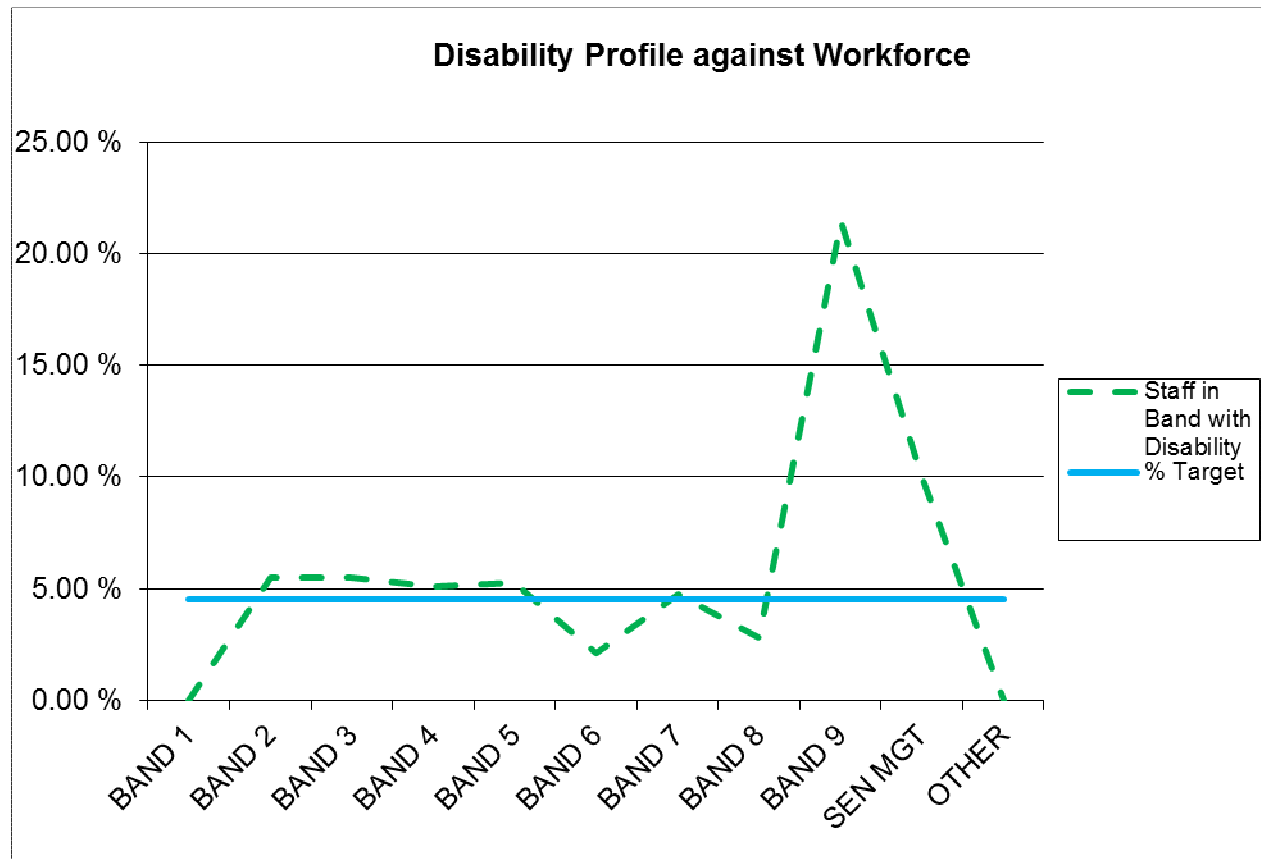


In all bands except 4, 8 and 9, BAME representation has increased since March 2012.

There is a higher proportion of BAME staff in Bands 1 and 2 than the 8.5% BAME target for the workforce, all other pay bands are below this figure.

The BAME workforce profile by pay band is shown in Appendix 1.

10.2 Disability



Our current target for disabled employees is 4.5%. The council wide figure for 2012/13 is 4.74%.

We are exceeding this target in all bands except 1, 6, 8 and Other.

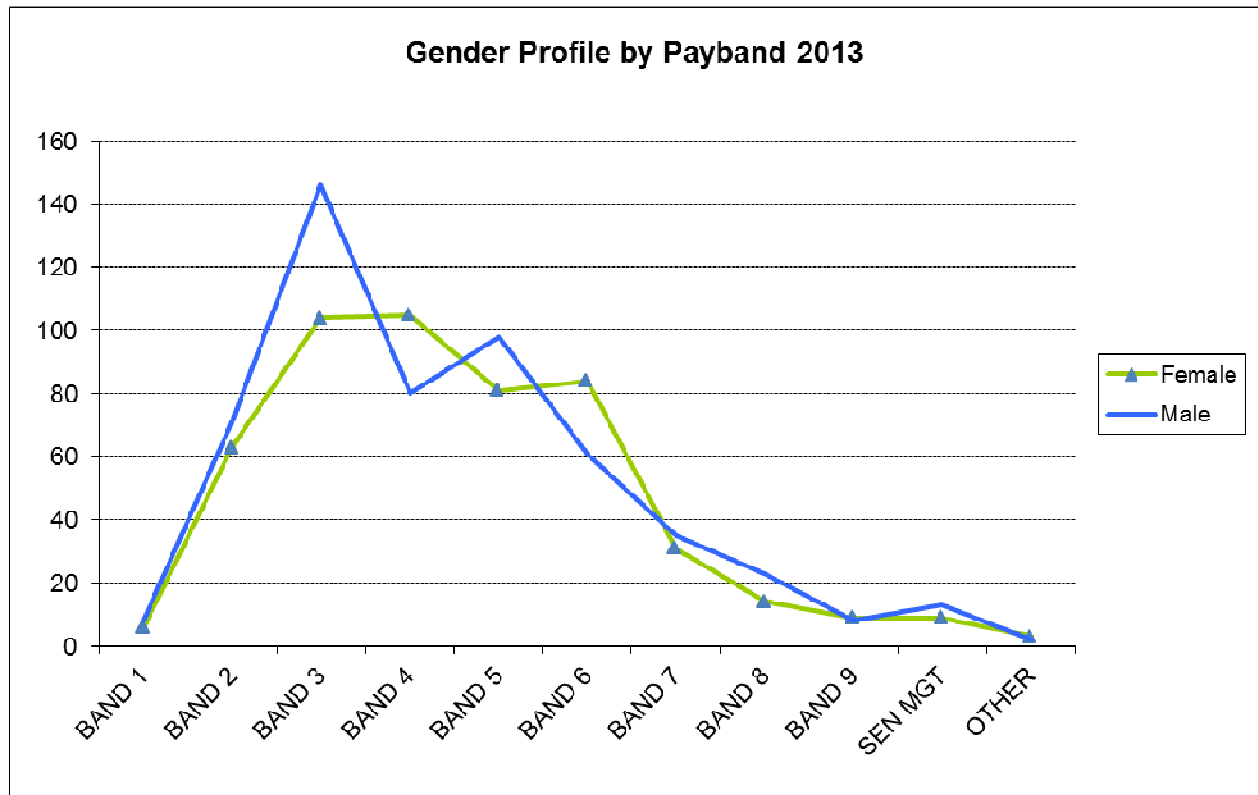
There have been increases in bands 2, 3, 5, 9 and Senior Management since 2012.

Appendix 2 details the Disability Profile for the workforce.

10.3 Gender

Of our 1,054 members of staff, 48.29% are female and 51.71% are male. This is an increase in female members of staff from 2011.

Women continue to be more highly represented than men in pay bands 4 (13.52%), 6 (15.86%), 9 (5.86%) and other (20%).



10.4 Age

We have 35 employees within the 18 and under and 19-24 age groups, and these members of staff are all in the low to mid pay bands 1-5.

Members of staff within the 65 and over age group are not represented in pay bands 5 and 8 and above.

Members of staff within the 25-34 group are only not represented in the Senior Management pay bands.

Senior Management staff are made up of staff between the ages of 35 and 64, with the majority being in the 45-54 age group.

In all, this is a very similar profile to 2011-2012, with the only changes being that staff between the ages of 25-34 are now represented in Band 8, and staff aged 65 and over are now represented in Band 2.

Appendix 4 details the age profile for the Workforce by Payband for 2012-2013.

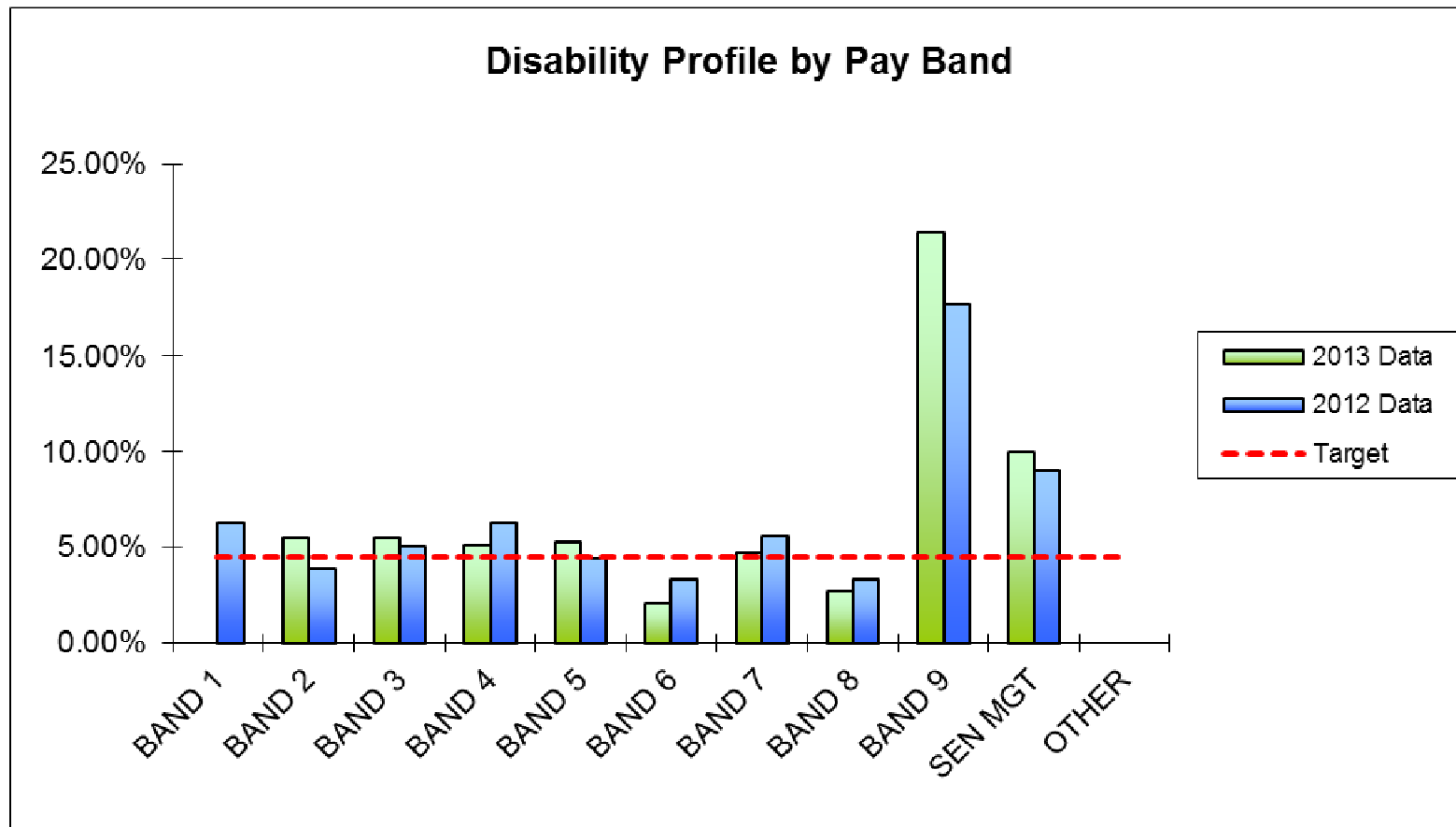
Appendix 1

Ethnicity Profile for April 2012 – March 2013

Ethnic Origin	Pay Grade											Total	% Ethnicity
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER		
Asian or Asian British:Bangladeshi			2	2		2						6	0.58%
Asian or Asian British:Indian	2	2		1	4	1	2			1		13	1.26%
Asian or Asian British:Other	1	6	2		1							10	0.97%
Asian or Asian British:Pakistani		2		1	1	1						5	0.48%
Black or Black British:African		3	3	1	3	2						12	1.16%
Black or Black British:Caribbean		1	3	3	1			1				9	0.87%
Black or Black British:Other		1	1	1								3	0.29%
Chinese or other Ethnic:Chinese			1		1							2	0.19%
Chinese or other Ethnic:Other		1				1						2	0.19%
Mixed:Other			1	1	2							4	0.39%
Mixed:White&Asian		3	2		1	2						8	0.78%
Mixed:White&Black African		2		1								3	0.29%
Mixed:White&Black Caribbean		1			1	1						3	0.29%
Traveller: From a Travelling Community												0	0.00%
White:British	10	95	211	157	154	120	61	35	16	20		879	85.17%
White:Irish		1	2	2	4	4		1		1		15	1.45%
White:Other	1	15	19	10	4	5	3		1			58	5.62%
Total BAME Employees	3	22	15	11	15	10	2	1	0	1	0	80	7.75%
Total in Payband (BAME data supplied)	14	133	247	180	177	139	66	37	17	22	0	1032	
BAME % for Payband	21.43%	16.54%	6.07%	6.11%	8.47%	7.19%	3.03%	2.70%	0.00%	4.55%	0.00%		
Prefer not to say		1	3	5	2	6					5	22	2.09%
Total Workforce within payband	14	134	250	185	179	145	66	37	17	22	5	1054	
% Workforce in Payband	1.33%	12.71%	23.72%	17.55%	16.98%	13.76%	6.26%	3.51%	1.61%	2.09%	0.47%		

Appendix 2

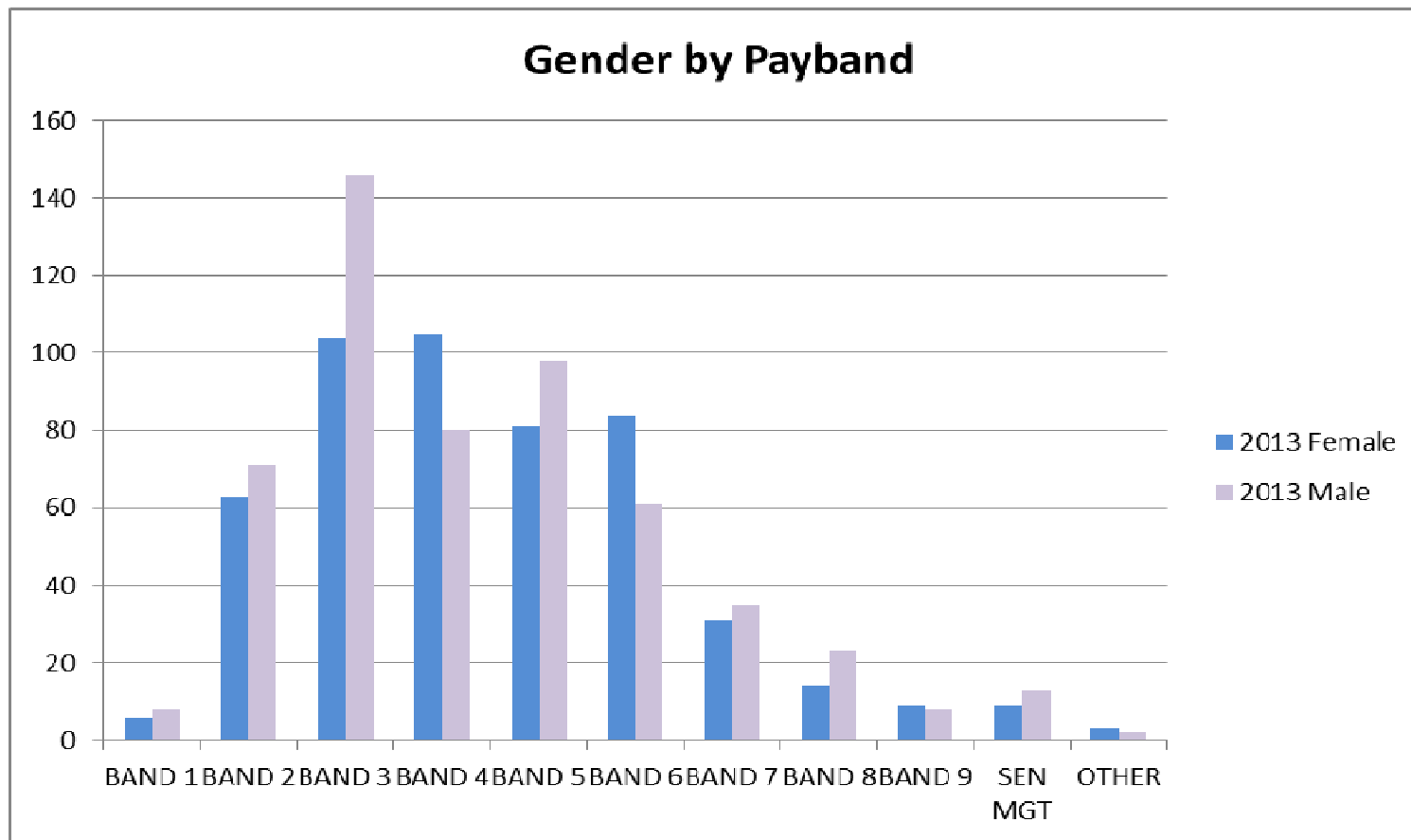
Disabled	Pay Grade											Grand Total	
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER		
NO	14	127	237	176	170	142	63	36	14	20	5	1004	95.26%
YES	0	7	13	9	9	3	3	1	3	2	0	50	4.74%
Total	14	134	250	185	179	145	66	37	17	22	5	1054	
%	0.00%	5.51%	5.49%	5.11%	5.29%	2.11%	4.76%	2.78%	21.43%	10.00%	0.00%		



Appendix 3

Gender Profile April 2012 – March 2013

Gender	Pay Grade												Grand Total	% Of Workforce
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER			
Female	6	63	104	105	81	84	31	14	9	9	3	509	48.29%	
Male	8	71	146	80	98	61	35	23	8	13	2	545	51.71%	
Grand Total	14	134	250	185	179	145	66	37	17	22	5	1054		



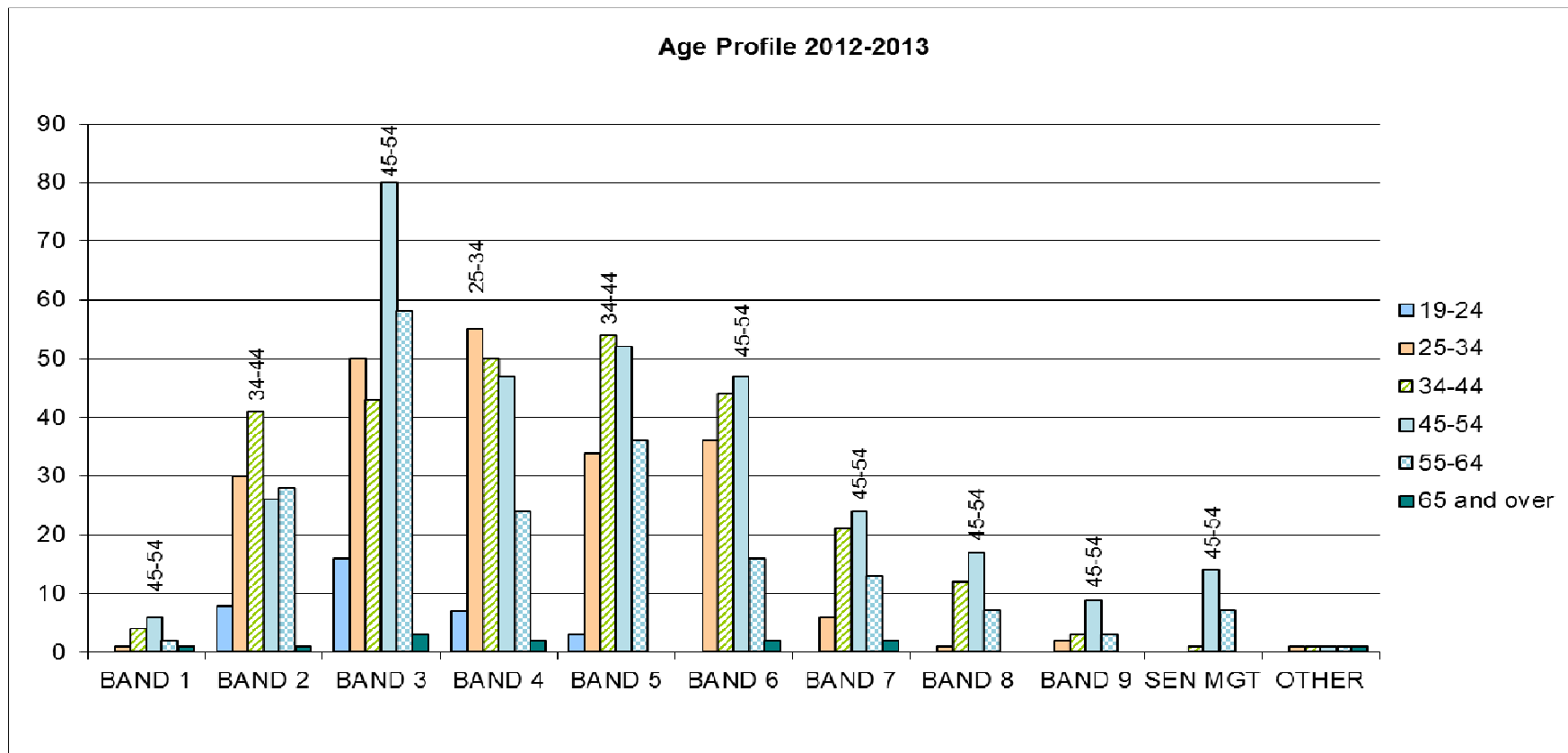
End of Year Workforce Report April 2012 – March 2013

Appendix 4

Age Profile April 2012 – March 2013

Age Grouping	Pay Grade											Total	%
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER		
18 or Under	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
19-24	0	8	16	7	3	0	0	0	0	0	0	34	3.23%
25-34	1	30	50	55	34	36	6	1	2	0	1	216	20.49%
34-44	4	41	43	50	54	44	21	12	3	1	1	274	26.00%
45-54	6	26	80	47	52	47	24	17	9	14	1	323	30.65%
55-64	2	28	58	24	36	16	13	7	3	7	1	195	18.50%
65 and over	1	1	3	2	0	2	2	0	0	0	1	12	1.14%
Total	14	134	250	185	179	145	66	37	17	22	5	1054	

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Appendix 5

Recruitment Applications Profile April 2012 – March 2013

Ethnic Origin Long Desc	Applicant									Shortlisted									Successful							
	18 or Under	19-24	25-34	35-44	45-54	55-64	65+	No Info	Total	18 or Under	19-24	25-34	35-44	45-54	55-64	65+	No Info	Total	18 or Under	19-24	25-34	35-44	45-54	55-64	65+	Total
Asian or Asian British:Banglades	1	5	15	14					35		1	5	3					9			1					1
Asian or Asian British:Indian		9	35	7	6	6		1	64			8	1	3	2			14			3		1			4
Asian or Asian British:Other		3	22	7	4	1			37			3	2	1				6			2					2
Asian or Asian British:Pakistani	1	5	7	11		1			25		1	1	1					3		1		1				2
Black or Black British:African	1	7	25	11	20	2		5	71		1	6	4	9	1			21					2			2
Black or Black British:Caribbean		2	2	9	6	3			22				1	4				5								
Black or Black British:Other		1	1	4	13				19				1	2				3								
Chinese or other Ethnic:Chinese			6	2	2			1	11				1				1	2				1				1
Chinese or other Ethnic:Other			6	12	5				23				4	1				5								
Mixed:Other		1	6	9	7				23			1	1	2				4					1			1
Mixed:White&Asian	1	10	5	4					20		4	1						5		1						1
Mixed:White&Black African		4	14	12	10	1			41			3	2	5	1			11				1		1		2
Mixed:White&Black Caribbean		2	14	2	1	3			22		1	1		1	1			4					1			1
Traveller: From a Travelling Community																										
White:British	9	326	594	394	440	169	7	29	1968		65	181	127	135	45		4	557		18	54	28	23	13		136
White:Irish		2	15	3	6	4			30			4	2	3	2			11			1					1
White:Other	1	30	150	74	31	11		5	302		5	39	17	6	7		1	75		1	11	6		3		21
Prefer not to say		5	27	10	14	4		23	83			8		5	1		2	16			2		2			4
Grand Total	14	412	944	585	565	205	7	64	2796	0	78	261	167	177	60	0	8	751	0	21	74	37	29	17	0	179

Ethnic Origin	Applicant					Shortlisted				Successful			
	Female	Male	Not Given	Disabled	Total	Female	Male	Disabled	Total	Female	Male	Disabled	Total
Asian or Asian British:Banglades	20	15		1	35	3	6		9		1		1
Asian or Asian British:Indian	42	22		3	64	10	4	1	14	2	2		4
Asian or Asian British:Other	14	23			37	4	2		6	2			2
Asian or Asian British:Pakistani	4	21		1	25	1	2		3		2		2
Black or Black British:African	35	36		1	71	12	9		21	2			2
Black or Black British:Caribbean	7	15			22	2	3		5				
Black or Black British:Other	11	8		3	19	1	2		3				
Chinese or other Ethnic:Chinese	8	3			11	1	1		2	1			1
Chinese or other Ethnic:Other	7	13	3		23	1	4		5				
Mixed:Other	10	13			23	1	3		4		1		1
Mixed:White&Asian	8	12			20	1	4		5		1		1
Mixed:White&Black African	13	28		4	41	6	5	2	11		2		2
Mixed:White&Black Caribbean	13	9			22	3	1		4	1			1
Traveller: From a Travelling Comm													
White:British	829	1139		83	1968	310	247	28	557	81	55	5	136
White:Irish	14	16		1	30	5	6		11	1			1
White:Other	131	171		5	302	35	40	1	75	9	12		21
Prefer not to say	45	38		3	83	10	6		16	4			4
Grand Total	1211	1582	3	105	2796	406	345	32	751	103	76	5	179