

EQUALITIES PANEL



AGENDA

To: **Chair:** Antoinette Jackson

Elected Members: Councillors Abbott, Adey, O'Connell, Ratcliffe and Sarris

Public Members: Graham Lewis, Orsola Spivack, Raheela Rehman, Susan Wan and Judith Margolis

Staff Members: Ari Henry, Karen Lee and Joe Obe

Dispatched: Friday, 11 November 2016

Date: Monday, 21 November 2016

Time: 4.00 pm

Venue: Sports Hall - The Meadows Community Centre 1 St Catharine's Road, Cambridge CB4 3XJ

Contact: Toni Birkin

Direct Dial: 01223 457013

1 Welcome, Introductions and Apologies

Attendance and apologies

2 Declarations of Interest

3 Minutes of Previous Meeting and Matters Arising (*Pages 5 - 10*)

4 Domestic Violence and the White Ribbon Campaign

Panel Members requested information on domestic violence and the work of the Council's Community Safety team.

The presentation will cover:

A basic introduction to Domestic Violence and the key facts relating to Cambridge City.

The work of Cambridge City Council Safer Communities Team - including details about Community Forum/ the [White Ribbon Campaign](#), and how this links to the [Cambridgeshire and Peterborough Domestic Abuse and Sexual Violence Partnership](#).

The multi-agency Cambridge Community Safety Partnership.

Further reading can be found by looking at the current [Community Safety Plan 2014 to 2017](#) which outlines some of the activities undertaken this year in relation to Domestic Violence.

5 Older People

The panel asked for an update on the work of the Council in relation to older people. The Supported Housing Service will give a presentation covering a variety of aspects around financial vulnerability, safeguarding and digital inclusion to highlight key issues for older people in the City.

6 Single Equality Scheme Update (*Pages 11 - 16*)

In previous Panel meetings, David Kidston, Strategy and Partnership Manager, has presented the Single Equality Scheme and its annual action plan. He will give an update on the progress made to date on the Single Equality Scheme 2015 -2018.

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EQUALITIES PANEL

13 June 2016

4.00 - 6.00 pm

Chair: Antoinette Jackson**Elected Members:** Councillors Abbott, O'Connell, O'Connell, Sarris and Ratcliffe.**Public Members:** Graham Lewis, Judith Margolis, Orsola Rath Spivack, Raheela Rehman, and Susan Wan.**Staff Members:** Ari Henry and Joe Obe.**Officers:**

Head of Human Resources: Deborah Simpson

Strategy and Partnerships Manager: David Kidston

Strategy Officer: Suzanne Goff

Senior Business Support Officer: Melanie Jones

FOR THE INFORMATION OF THE COUNCIL**16/1/EP Welcome, Introductions and Apologies**

Apologies were received by Cllr Adey, Karen Lee and Jane Wilson.

As some were new to the Equalities Panel, the Chief Executive provided a brief introduction as to the role of the Panel. This was followed by introductions by all around the table.

16/2/EP Declarations of Interest

No interests were declared.

16/3/EP Minutes of Previous Meeting and Matters Arising

The minutes of the meeting Monday 7th December 2015 were agreed as a correct record.

- Mental Health i. (page 7) Orsola Spivack questioned whether the prospectus of services offered by the Mental Health Trust for young people had been circulated among Panel members.

ACTION: Suzanne Goff agreed to circulate information from Cambridgeshire County Council regarding the Mental Health Trust.

- ii. Waiting lists for children. GL confirmed these had been re-opened but assessments were not being made where there was the possibility of an autism diagnosis. This issue is being taken up by Health Watch in its statutory powers.

16/4/EP Single Equalities Scheme Annual Update

The Panel had received a summary report from Strategy and Partnerships Manager David Kidston. The purpose of the scheme is to provide an opportunity to review the Council's progress in the delivery of its actions. Officers are therefore seeking comments from the Panel on the work so far achieved during 2015/16 and any feedback on the listed actions proposed for 2016/17.

(Panel members were invited to participate in a short exercise to aid discussion)

Joe Obe added that the Equality Awareness training courses provided also included courses on Mental Health Awareness and a three day course on Mental Health First Aid.

Translation services. Orsola Spivack stressed that although language should not act as a barrier to services, the provision is costly. Was there therefore a risk funding would be lost?

David Kidston confirmed written translation in particular was costly so officers were being encouraged to use telephone or face-to-face interpreting as these help issues to be understood more clearly. Demand for translation is increasing due to the number of refugees but the City Council has sufficient budget capacity.

Susan Wan asked whether briefing sessions were included in the staff induction package. David Kidston confirmed as part of the Equalities Training process, all new staff are required to attend a half-day session as part of their Induction. Briefings for Councillors are organised annually but there has been little take up in the past from Members. This year as an alternative, a document was circulated as part of the Member Induction pack.

Susan Wan praised the initiative with the Citizens' Advice Bureau but asked how its success was being measured.

Running for a year from a GP practice in East Barnwell, issues of ill-health that were debt-related could be fed back to a CAB advisor who could then identify any benefits the patient may be entitled to or ways their income could be supplemented. According to David Kidston, feedback from GPs has been positive with its benefit to patients supported.

Ari Henry added that the scheme had been successful as the CAB advice was being provided 'on prescription.'

Looking to the proposed actions for 2016/17 Raheela Rehman enquired as to the training courses and whether there was any form of certification or encouragement for staff to take their training further.

According to Deborah Simpson, certification was by way of attendance. To date, take-up of these courses had been good, particularly regarding issues such as mental health and LGBT awareness. Some training is compulsory at induction stage.

Jo Obe added that in his experience, many staff members had expressed a change of attitude and a greater level of understanding as a result of these training courses.

Cllr Ratcliffe requested some details regarding the proposed Pink Festival. Graham Lewis confirmed Andy Bell of band 'Erasure' will be giving a concert for diversity at the Corn Exchange 3rd September. The Junction will also be holding an indoor festival for one night. There have been changes in how the Pink Festival receives its funding hence the change in format this year according to Graham Lewis. Other upcoming events include a skills management event for young people run by local charity SexYOUality taking place at the Guildhall. There will also be the cabaret marquee at the Big Weekend this summer.

16/5/EP Equality in Employment Report

Deborah Simpson introduced the report (pages 41-74 in the Document Pack) and summarised key findings regarding trends in the workforce.

This is an annual report with data since 2008 on how the City Council is doing in terms of equality. The Council is becoming smaller with 910 members of staff. The targets illustrated are based on census data. The data reveals for example a slight decrease in BAME representation and a slight increase in disabled staff. Officers need to look at what more we need to do regarding representation in the Council. The recent TUPE transfers of staff included a high percentage of BAME staff within the transfers. From April 2017 the Government will set targets on apprenticeships. Officers will also need to look

at any obvious barriers to access to (corporate) training. The data also shows that 51% of staff have been with the Council for ten years or more indicating a relatively low staff turnover.

Panel members were invited to ask questions regarding the report.

(i) Graham Lewis described the report as concise and informative and containing the correct level of detail.

(ii) Raheela Rehman enquired as to the reduction in applications from the BAME community and whether the City Council was reaching the correct calibre of people. Deborah Simpson confirmed there was an action to look at the recruitment process and whether there were any barriers. The impact of the TUPE transfers is likely to be apparent for the next 1-2 years. Increasing representation of BAME staff in light of this will present a challenge which provides additional justification to examine any obvious barriers in the recruitment process.

(iii) Cllr O'Connell enquired as to potential to capture Traveller data within the report, whether there was a mechanism for self-reporting mental ill health as a disability and whether applicants or staff were forced to declare gender. Deborah Simpson confirmed Traveller data could be included but that no applications had been received this year. In terms of disabilities, HR become aware of absences from work via the Manager and that the process was very much self-declaration. Mental health is not recorded separately. With new starters, there is an opportunity for 100% data capture with the monitoring sheet kept separately from the application form. In relation to the question on gender, the options are currently Male/Female with the application form providing no third option at the moment. Deborah Simpson undertook to look at this as the application form is currently being reviewed.

Suzanne Goff confirmed that within the Staff Guidelines Pack, the forms could be changed to reflect gender as a spectrum but this is a work in progress as across the Authority, this may mean hundreds of forms would need to be changed.

(iv) Orsola Spivack asked whether it was possible to differentiate the disabilities within the data as the support needs of staff would likely vary. This is not currently being captured. In recruitment applicants are asked if they need any support to attend the interview. All unsuccessful applications are destroyed over time. It would be difficult for officers to analyse at this time.

(v) Susan Wan enquired regarding apprenticeships and how the data would compare with other organisations.

The Council originally had the target of 20 apprenticeships over 4 years, which has been reduced to 15 (page 47 of the report). Apprenticeships do not replace existing jobs and are not a guarantee of a future role in the organisation. New targets will be in place from April 2017 and further information is expected in June from Government on the implementation of the levy and targets.

The employment targets are produced in relation to the census data, based on the population who are economically active. As fewer organisations are reporting to the same level of detail there is no easy way of capturing the data, it's difficult to make comparisons.

Susan Wan asked whether further apprenticeships could provide promotion opportunities and could be part -time. Deborah Simpson confirmed this would make a difference and that officers were currently looking at full apprenticeships not part time apprenticeships.

16/6/EP Equality and Diversity Partnership

David Kidston introduced this item as an opportunity to revisit the forward programme to ensure the issues being covered were still relevant. Panel members were invited to provide officers with some steer.

The Panel agreed that the issues listed under 1.1 were still relevant and should continue to be discussed. Updates on the strands listed under 1.2 would be appreciated when appropriate.

Cllr Abbott stressed that domestic violence or sexual abuse did not solely affect women. Susan Wan added that children and young people's issues were acute and could be covered under Mental Health issues as listed within 1.1. Orsola Spivack added that some topics could be collated such as financial abuse and fraud being discussed under the Older People's Issues. Joe Obe stressed the need to keep hate crime under discussion which could be linked to attitudes towards immigration according to Orsola Spivack.

As the number of foodbanks has increased in and around the city, Joe Obe stressed the need to keep anti-poverty under discussion.

ACTION: Antoinette Jackson and David Kidston to schedule a series of themed meetings and discuss how these could be structured as part of the rolling programme of the Equalities Panel.

16/7/EP Equalities Panel programme for 2015/16

Ari Henry in Jane Wilson's absence provided some background information and presented the proposals for a Cambridge-wide Equality and Diversity Partnership. The Panel were invited to provide their feedback and to consider what the challenges as well as opportunities might be for such an organisation.

Judith Margolis welcomed the Partnership but questioned whether the voice of smaller charities would be heard over that of the larger charities.

Graham Lewis stated that he had attended a small charity meeting recently where staff resource was available. According to Ari Henry, this would not include all larger groups but those groups that had contributed to the strategy and were relevant to their sector. As some issues are personal, these could be heard as part of themed working groups.

Antoinette Jackson added that it would be up to the groups to decide how the Partnership would work. This goes straight to the heart of the issue on the Forward Programme about resource and resilience.

Susan Wan added that the challenges were not underestimated but that this was initiative was welcomed. Orsola stressed that the aim should not be to compartmentalise but that the remit of the Partnership should be kept wide. Ari Henry stressed that the groups would shape the Partnership as there was no wish for officers to control or limit its remit and that some refinements had already been made.

Any Other Business

A candle-lit vigil is to be held tomorrow evening (Tuesday 14th June) at 6pm outside the Guildhall, organised in partnership with SexYOUality.

Antoinette Jackson thanked everyone for their contributions.

The meeting ended at 6.00 pm

CHAIR

Item 4 – Equalities Update

Equalities Panel, 21 November 2016

1. Reason for this report coming to the Equalities Panel

- 1.1 Members of the Equalities Panel are asked to comment on the Council's progress in delivering equalities activities since the last meeting in June 2016, including actions set out in the Single Equality Scheme 2015-2018

2. Background

- 2.1 The Council developed a new Single Equality Scheme (SES) for April 2015 to March 2018. The scheme was approved by the Executive Councillor for Strategy and Transformation at Strategy and Resources Committee on 13 July 2015.
- 2.2 The SES identified 5 objectives for the Council's work on equalities issues and set out a total of 39 actions for the Council during 2015/16 to help deliver these objectives listed above. A further 30 actions were identified for delivery during the second year of the scheme in 2016/17.
- 2.3 The purpose of this report is to provide members of the Panel with an update on progress with some of the key actions in the SES and other equalities activities since the last meeting in June 2016. Updates have not been provided on all actions in the scheme, as a full review will be presented to the Panel in June 2016.

3. Progress during 2016/17

- 3.1 **Residents Survey** (action 1.2 in the Single Equality Scheme) – The City Council commissioned an independent market research company to carry out a residents survey for the first time since 2011 to explore: residents' satisfaction with Council services; their views on which services should be prioritised in the Council's budget in future; and their preferred methods of communication

and engagement with the Council. The survey was sent to 4,400 randomly selected addresses and a version was made available online. 1,124 unique responses were received, which represents a 25.5% response rate. The final report on the findings of the survey will be published in mid-November.

- 3.2 To ensure that the survey is fully representative of the Cambridge population responses were ‘weighted’ by gender and age to ensure the sample matches the known profile of the Cambridge population. The sample size and weighting means that there can be a high level of confidence (+/-2.9%) that the views expressed in the survey are those of Cambridge residents.
- 3.3 The data tables that accompany the report will allow the findings to be viewed by gender, age, ethnic group and sexual identity, where the number of people in a group responding to a question is large enough to be statistically significant. The consultants also carried out a “booster” workshop with 20 low income residents to explore in more depth what they thought about the council, council services and how they can communicate with the council.
- 3.4 **Equalities training courses for staff** (action 2.2 in the Single Equality Scheme) - the Council has continued to provide training courses to ensure that all new starters understand the importance of equality and diversity, and that staff are able to further their understanding as part of their ongoing development. Since 1 April 2016, the following courses have been delivered:
- 6 equality and diversity induction courses and 66 attendees
 - 2 disability awareness training courses (November 2016) and 13 attendees
 - 2 diversity awareness training courses and 17 attendees
 - 2 mental health awareness training courses (September 2016) and 15 attendees
 - 4 mental health first aid training courses (September 2016) and 14 attendees

- 2 transgender awareness training courses (July and November 2016), which have been attended by over 100 staff. A further 80 people from voluntary sector organisations attended a session on transgender awareness at the Diversity Forum on 19 September.

In addition to the above courses, staff within the council who are employed more specifically to work with vulnerable adults are given further, more specialised training on the needs of their customer groups. The staff are then available to give support and advice to other council officers.

- 3.5 **Digital inclusion** (action 2.4 in the Single Equality Scheme) – Funding from the Council’s Sharing Prosperity Fund is being used to take forward a number of digital inclusion projects from October 2016 onwards. A digital inclusion hub is being developed at the Meadows Community Centre, and digital training for older people is being rolled out in the Council’s sheltered housing schemes. Officers are also exploring rolling out a successful intergenerational digital project, which has brought together older people and young people, to other parts of the city. We are also jointly organising a county-wide event in Spring 2017 to map County Council, City Council and voluntary provision and ensure that City Council-funded activity does not duplicate existing provision.
- 3.6 **Taxi licensing** (action 3.1 in the Single Equality Scheme) – the Council’s Licensing Committee approved a new Hackney Carriage and Private Hire Licensing Policy on 17 October 2016. The policy introduces accessibility and equality training, which will be encompassed within mandatory safeguarding training for all taxi drivers. Training for existing licence holders will take place from January 2017, with training for new licence applicants taking place from April 2017. There is also a code of conduct which is also applicable to licence holders to ensure good practice.
- 3.7 **Cambridgeshire and Peterborough Mental Health Crisis Concordat** (action 3.1 in the Single Equality Scheme) – The

Council is represented on the Delivery Board for the Concordat and is and working towards signing the Concordat. In addition to a number of city council services which provide support for people with mental health issues, the Council is working in partnership to support the delivery of a number of the actions in the Concordat, including:

- the new Mental Health Vanguard model, which includes a new county-wide First Response Service, based on an approach previously piloted in Cambridge, and a new Sanctuary Scheme in Cambridge for adults who become mentally unwell. City Council Customer Services staff and the council's team of Safeguarding Designated Officers have received briefings on the Mental Health Vanguard services.
- An Integrated Mental Health Team established in Cambridgeshire Police's control room to make initial assessments of calls from individuals suffering from mental health crisis and ensuring that they receive the right care.

3.8 **CAB outreach advice project** (action 3.1 in the Single Equality Scheme) – The Council has provided funding for the Cambridge Citizens Advice Bureau (CAB) to provide an 'advice on prescription' outreach service since May 2015. People visiting the centre for a health appointment are offered the opportunity to meet with a CAB adviser within the practice either by being referred by a member of the practice team, including their GP through an "advice prescription", or by self-referral. GPs find that people presenting with stress, anxiety or experiencing mental health problems, exacerbated by debt, housing, employment or other welfare matters, are more likely to attend a session with a local advisor and seek resolution of a problem.

3.9 Since 1 April 2016, a CAB adviser based at East Barnwell Health Centre has carried out more than 80 appointments with local residents giving help and guidance on a range of issues such as the benefits to which they are entitled and how to manage debt. The adviser has also helped to point people to other specialist

advice on employment matters, switching energy suppliers, accessing housing advice and charitable support.

- 3.10 Following the success of the scheme in East Barnwell, which is estimated to have resulted in a total financial gain of more than £100,000 for local people, it is being extended to other areas of the city with continued Council funding. CAB will provide the outreach service for patients at Nuffield Road Medical Centre, Arbury Road Surgery (advice will be provided from the Meadows Community Centre) and Trumpington Surgery (advice will be provided at Trumpington Pavilion).

The advisors at the Meadows Community Centre and Trumpington Pavillion are currently accepting non-patients, so local people can drop-in during the scheduled sessions and either talk to, or make an appointment to talk to, a CAB advisor. This saves people making the journey to the CAB central advice centre and early indications are that these out-reach sessions are successful.

- 3.11 **World Mental Health Week activities** (action 3.1 in the Single Equality Scheme) – the Council worked with partner organisations to provide awareness raising activities and events on mental health issues for City Council staff and local communities as part of World Mental Health Week in May 2016. These included: an awareness raising event about dementia at Ditchburn Place sheltered housing scheme; the Council's Children and Young People's Participation Service (ChYPPS), Community Development and Housing services sharing mental health resources in the Grafton Centre; Lifecraft promoting their services at a stall in the central market; and a staff café for City Council staff to promote interaction and positive mental health.

- 3.12 **Black History Month** (action 4.1 in the Single Equality Scheme) - the Council has continued to work with partners to support and organise events to celebrate the different communities that live in Cambridge. A programme of 10 events were delivered during October 2016 to celebrate Black History Month by a range of partners, including Anglia Ruskin University, Cambridge African

Network, Cambridge Ethnic Community Forum, Cambridge Junction, the Museum of Cambridge, Menelik and the University of Cambridge.

- 3.13 As part of Black History Month, the Council directly organised a digital exhibition of photographs from the Imperial War Museums on the 'Contribution of Black and Commonwealth soldiers to the British Armed Forces', which was displayed throughout the month at the Museum of Cambridge and at dedicated sessions at the Guildhall and Anglia Ruskin University.
- 4.2 **Safer Spaces** (action 4.2 in the Single Equality Scheme) – The Council has used publicity materials (including posters, postcards, banners and window stickers) to promote Council facilities and activities as Safer Spaces for LGB&T customers and services users, and has continued to support the wider development of the 'Safer Spaces ' initiative by the Encompass Network.