CAMBRIDGE CITY COUNCIL

SINGLE EQUALITY SCHEME

2009 – 2012

“Embracing diversity, committed to equality”
Single Equality Scheme 2009 - 2012

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Introduction

Discrimination laws have been in place for over 40 years and have enabled good progress to be made on equality. However, legislation has developed piece by piece during this time and has become very complex. The Equality Bill introduced by Government in 2009 aims to bring together and simplify equality legislation into one piece of legislation, supported by clearer guidance. In 2007 we also saw the introduction of the Equality & Human Rights Commission which brought together the work of the Commission for Racial Equality, Disability Rights and Equality Opportunity Commissions. The equalities agenda is changing nation-wide and Cambridge City Council intend to embrace this change and address the challenges ahead, in a pragmatic, practical manner.

Equality schemes form part of our public duties under law. At present, Cambridge City Council is required to have three separate statutory Equality Schemes in place. These must cover the protected characteristics of Race, Disability and Gender. However, in anticipating specific changes to our public duties under the Equality Bill, (expected to become Law during Spring 2010), we welcome the opportunity to formally include all equality strands within one Single Equality Scheme. We include issues relating to gender reassignment under our gender equality scheme, and go further to include the protected characteristics of Age, Sexual Orientation, Religion & Belief, pregnancy & maternity, marriage and civil partnership.

Taking into account all equality strands (or protected characteristics), reflects our commitment and belief in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city. As an employer, service provider and community leader, we aim to eliminate prejudice and discrimination, and to promote good relations between different groups. We aim to deliver high quality services in a fair and equal way to all who live and work in our community. Our vision is for Cambridge to be a city that is vibrant, socially mixed, safe, convenient and an enjoyable place to live.
We are committed to ensuring our citizens are encouraged to be involved in shaping our values and commitment to equality by:

- Influencing our decision making processes
- Being involved in measuring our performance
- Identifying and making suggestions on our service improvement
- Working together in partnership

This Scheme sets out our existing legal responsibilities for public service delivery and employment with regard to race, disability and gender, and extends further to include the protected characteristics of Age, Sexual Orientation, Religion & Belief, gender reassignment, pregnancy & maternity, marriage and civil partnership.

It will help us to meet the following objectives;

- Help us fulfil our legal duties
- Assist in promoting community cohesion
- Improve our knowledge and awareness of equality and diversity issues
- Support our partnership work towards equality & diversity.

If you would like to comment on this document, or would like to know more about what the City Council is doing to take forward its equalities work, please contact us at:

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What do we know about people in Cambridge City?

According to the last available Census in 2001\(^1\), Cambridge City had a population of 108,856 people, and more than 40 different languages were spoken. 78.5% of residents were White British. 50.1% were female and 49.9% male. A mid-year estimate in 2008 suggested that the population of the City had risen to approximately 122,800.

Most of the population in Cambridge is in the 25-39 and 40-64 age bands. By 2011, around 21% of the city’s population is likely to be under 19 and approximately 11% of the city’s population is likely to be over 65. By 2021 we expect this to have risen to 24% (approx. 36,000) of the population being under 19, and 16%, (approx. 20,000 people), will be over 65.

In 2001 40% of the Non-White population of Cambridge were students compared to 20% of the White population. 43% of the Non-White population were in employment compared with 59% of the White population but there was no difference in levels of unemployment, which stood at 3% for both groups. Economic inactivity due to looking after family, sickness, disability or other reasons was higher in the Non-White population (11%) than the White population (9%).

According to the 2001 census 14,945 residents of Cambridge (13.7% of the total population) identified as having a limiting long-term illness. Of these, 9.6% were people of working age and 27.5% of households contained at least one person with a long-term limiting illness.

At the same time, the total number of lone parent households with dependent children was 2,065. A total of 1,921 were female lone parents with dependent children of which 868 (45%) were not in employment. A total of 144 households were male lone parents with dependent children, of which 61 (42%) were not in employment. The percentage of male lone parents with dependent children (not working) is much higher in the city than in the surrounding districts.

\(^1\) A chart showing the 2001 census profile of Cambridge City and the profiles of Cambridgeshire’s Ethnic Groups is shown in Appendix 1
The Workers Registration Scheme in 2004 showed that 3,500 migrant workers had registered in Cambridge. 71% of these workers were Polish and 8% Hungarian. Most were aged 18-24 and 57% were male. Around a third are employed in administration, business and managerial services and a further third in the hospitality and catering sector.

The Legal Framework

Race Equality

The Race Relations (Amendment) Act 2000 outlaws racial discrimination in all public functions. Our Race Equality Scheme sets out the Council’s plans for ensuring that we understand and address the different needs of people from different ethnic groups who live in Cambridge. It places a responsibility on the Council to consider how it provides its services to all its customers. We are also required to monitor employees by their racial group.

General duty…

- To eliminate unlawful racial discrimination
- To promote equality of opportunity, and
- To promote good relations between people of different racial groups.

Specific duties…

- Produce a Race Equality Scheme
- Monitor policies for impact on race equality
- Assess and consult on new policies
- Publish the results of consultation, monitoring or assessment carried out in relation to current or new policies
- Ensure the public have access to the information and services the Council provides
- Train staff on requirements of the Act.

**Employment Duty...**

- Monitor and analyse by racial group:
  - Grievances
  - Disciplinary action
  - Training
  - Performance appraisals
  - Staff leaving the council

**We will...**

- Monitor services and employment processes for discriminatory practices; to remove perceived and identified racial barriers
- Encourage participation in and take-up of services amongst all ethnic groups
- Celebrate the diversity of our local communities
- Improve engagement in the development and delivery of services through improved networking and communication.
- Raise awareness within the Council of race equality issues and racial harassment
- Ensure that council processes meet the requirements of the Race Relations (Amendment) Act 2000
- Ensure council employees and members understand what constitutes unlawful discrimination
- Ensure public documents are available in different languages on request
Disability Equality

The Disability Discrimination Act 1995 (DDA) was introduced to improve opportunities for disabled people. It is unlawful to discriminate against a person because they have an impairment. Organisations must also make ‘reasonable adjustments’ to ensure that disabled people can access services and employment. Public authorities are required to produce a Disability Equality Scheme, which is to be reported on each year. The Scheme applies specifically to discrimination, equality of opportunity and the promotion of good community relations in respect of disabled people. It applies to those who have a learning difficulty, physical impairment, sensory impairment or a mental health difficulty.

General Duty…

- Promote equality of opportunity between disabled people and others
- Eliminate unlawful discrimination under the DDA
- Eliminate harassment of disabled people that is related to their impairment
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people
- Take account of disabled people’s needs, even where this involves treating disabled people more favourably than others.

Specific Duties…

- Publish a Disability Equality Scheme
- Involve people with disabilities in the development of the Scheme
- Publish an action plan
- Explain how information is gathered and used.
- Explain how we assess the impact of policies and services
Produce an annual report showing how we have implemented our action plan and any information we have gathered

We will…

- Involve people with disabilities through consultation
- Monitor and review services and policies to ensure there is no unlawful or unjustified discrimination
- Make progress towards a more representative workforce.
- Ensure public documents are easy to understand and access, in appropriate formats on request
- Raise awareness of disability equality issues
- Make our services relevant and accessible
- Ensure council processes meet the requirements of the DDA
- Guarantee an interview to people with disabilities who meet the minimum criteria
- Ensure that, wherever possible, public meetings are held in fully accessible venues
- Ensure council employees and members understand what constitutes unlawful discrimination
Gender Equality

The **Equality Act 2006** requires the Council to produce a Gender Equality Scheme which sets out plans for ensuring we understand and address the different needs of women, men and those who have had, or are undergoing gender reassignment. It places a duty on the Council to consider how it provides its services to all customers. As an employer we must ensure that all staff can use and develop their skills within a supportive environment. We are also required to consider gender equality issues through our partnership working and during any procurement processes. We are required to adopt a proactive approach to gender equality, focusing on action and positive change.

**General Duty …**

- To promote equality of opportunity between women and men
- To eliminate unlawful discrimination and harassment on the basis of gender

**Specific Duties…**

- Produce a Gender Equality Scheme
- Consult employees and stakeholders in the development of the scheme
- Consider plans to address the causes of any gender pay gap
- Gather and use information on how policies and practices affect gender equality in the workplace and in the delivery of services
- Conduct and publish gender impact assessments of all major policy developments and publish the criteria for conducting assessments
- Monitor the scheme, publish an annual progress report and review it every three years
We will…

- Monitor services and employment processes for discriminatory practices, removing perceived and identified gender barriers
- Encourage participation in, and the take-up of services
- Ensure that Council procedures do not discriminate against transsexual people
- Continue to promote equal pay systems for men and women
- Ensure that council processes meet legal requirements
- Ensure council employees and members understand what constitutes unlawful discrimination
- Raise awareness of what constitutes sexual harassment
- Actively encourage participation in consultation by men and women through improved networking and communication
- Raise awareness of gender equality issues
Age Equality

The Employment Equality Regulations 2003 (Age) apply to all aspects of employment and training, including:

- Recruitment and selection
- Terms and conditions of employment, including pay
- Dismissals, including redundancy
- Opportunities for training; job promotions and transfers
- After the working relationship has ended

It is unlawful to discriminate in employment or training through:

- Indirect/direct discrimination
- Harassment / victimisation

Those protected are:

- All workers
- People taking part or applying for employment-related vocational training, retraining or work experience.

We will…

- Raise awareness of age equality issues
- Monitor and review employment practices to remove perceived and identified age barriers
- Actively encourage participation in consultation through improved networking and communication with younger and older people
- Encourage participation in and take-up of services
- Ensure that council processes meet legal requirements
- Raise awareness of what constitutes age-related harassment and victimisation
- Encourage the reporting of incidents of age-related harassment and victimisation
- Ensure council employees and members understand what constitutes unlawful discrimination
Religion & Belief Equality

The Employment Equality Regulations 2003 (Religion or Belief) apply to all aspects of employment and training, including:

- Recruitment and selection
- Terms and conditions of employment, including pay
- Dismissals, including redundancy
- Opportunities for training; job promotions; transfers
- After the working relationship has ended

It is unlawful to discriminate in employment or training through:

- Indirect / direct discrimination on the grounds of religion or belief (including perceived religion or belief)
- Harassment / victimisation

Those protected are:

- All workers
- People taking part or applying for employment-related vocational training, retraining or work experience.

Part 2 of the Equality Act (Religion or Belief) 2006

Regulations prohibit discrimination in the provision of goods, facilities, services and education, in the exercise of public functions and the use and disposal of premises. It is unlawful to provide goods, facilities and services of a different quality; in a different manner; or on different terms because of someone’s actual or perceived religion or belief.

It is unlawful to discriminate through:

- Indirect / direct discrimination
- Victimisation
The Act also includes discriminatory advertisements and instructing or causing discrimination.

We will…

- Raise awareness of religion or belief equality issues
- Monitor and review employment practices with a view to removing perceived and identified barriers for religion or belief
- Take action to make our services relevant and accessible to meet the needs of all people, irrespective of their religion or belief
- Ensure policies and procedures do not discriminate against people on the grounds of religion or belief
- Introduce religion or belief in service monitoring/satisfaction surveys (add to CEP)
- Review bullying, harassment and grievance procedures to ensure religion and belief are included
- Ensure council employees and members understand what constitutes unlawful discrimination
- Promote the Multi-Faith calendar to all employees, particularly those with customer facing roles
- Ensure that non-religious belief systems are respected
Sexual Orientation Equality

The Employment Equality (Sexual Orientation) regulations (2003), apply to all aspects of employment and training, including:

- Recruitment and selection
- Terms and conditions of employment, including pay
- Dismissals, including redundancy
- Opportunities for training; training; job promotions; transfers
- After the working relationship has ended

It is unlawful to discriminate in employment or training through:

- Indirect / direct discrimination (including on the grounds of perceived sexual orientation
- Harassment / victimisation

Those protected are:

- All workers
- People taking part or applying for employment-related vocational training, retraining or work experience.

The Civil Partnership Act (2004)

Civil partners are treated equally to married couples in a range of areas including state/occupational benefits and employment benefits. Employers are now legally required to treat staff who are civil partners the same way they treat staff who are married.
The Equality Act (Sexual Orientation) Regulations (2007)

Prohibit discrimination in the provision of goods, facilities, services and education, in the exercise of public functions and the use and disposal of premises. It is unlawful to provide goods, facilities and services of a different quality; in a different manner; or on different terms because of someone's actual or perceived sexual orientation.

It is unlawful to discriminate through:
- Direct / Indirect discrimination
- Victimisation

We will...

- Raise awareness of sexual orientation equality issues
- Ensure that council processes meet legal requirements
- Ensure policies and procedures do not discriminate against lesbian, gay or bisexual people
- Respect individuals rights to privacy regarding their personal lives
- Review all employment policies to ensure they conform with the regulations
- Review terms and conditions of employment, making sure that civil partnerships are treated in the same way as marriages
- Ensure council employees and members understand what constitutes unlawful discrimination
- Review bullying, harassment and grievance procedures, make sure all employees are aware of the implications of breaching them
Committed to Action

We are committed to engaging groups and individuals in our consultation process, and recognize that a wide range of methods are needed to ensure the voices of people who live and work in Cambridge are heard. We look to use the most cost effective and efficient methods of consultation; including face to face meetings; focus groups; workshops; questionnaires; and community working groups. Cambridge City Council is actively working with diverse communities across the City, including individuals, voluntary and community groups, local business, schools, employees, health colleagues, the Police, and others, to ensure that those who are interested in our work can voice their opinion and help us deliver services to meet their needs.

In consulting on this first draft of our Single Equality Scheme, a series of workshops took place with the Cambridge Diversity Forum (June 09)\(^2\). Each workshop involved members of the public, local voluntary, community and statutory organisations and our Staff Groups. Following this event, identified priorities were forwarded to each attendee to encourage further comment, and indeed, to seek opinions that may not have been expressed on the day. Priority outcomes will be included in this years Equalities Action Plan.

Strategic Action Plan 2009 – 2012
Our Strategic Action plan sets out our strategic objectives for our equalities work and our aims for the next three years. We are also working towards identifying clear achievements and outcomes we expect to result from progressing these aims and objectives.

Equalities Action Plan
Our Single Equality Scheme is supported by the ‘Comprehensive Equalities Action Plan’ (CEAP). Identified actions included in the plan come from consultation with local people, for example, on the development of our Single Equality Scheme, others come from national, regional or local initiatives, from our Annual Statement 2009-10 and Corporate Improvement Plan 2007-2010, or from corporate and departmental priorities.

\(^2\) A copy of the priorities identified within workshops can be seen in Appendix 2
<table>
<thead>
<tr>
<th>SES Strand</th>
<th>Strategic Objective</th>
<th>Aims</th>
<th>Timescale</th>
<th>Outcomes/Measures</th>
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</table>
| Age | 1) To improve access to and take up of Council services by younger and older people | i) To increase participation in sport and physical activity for all age groups | 2009-2011 | i) Levels of obesity in primary school age children are reduced (NI 56)  
ii) The percentage of people who rate their health in general as good, or very good increases (NI 119)  
iii) Adult participation in sport and active recreation increases (NI8)  
iv) Children and Young People’s satisfaction with parks and play areas increases (NI199) |
<p>| | | ii) To improve the take up of benefits by those who are entitled to them from within the City’s older population. | 2009-2010 | i) The proportion of people entitled to benefits who are claiming them increases. |
| | | iii) Housing’s Independent Living Service ‘60 Plus’ project to deliver outreach to non-Council tenants, providing support and referrals to enable them to live independently at home. | | NI 139 The extent to which older people receive the support they need to live independently at home. |
| | 2) To increase engagement by younger and older people in the development and delivery of Council services through improved networking and communication | i) To work with Area Committees to improve engagement with children and young people on tackling local issues that affect them. | 2010-2011 | |
| | | ii) To work with young people on the provision of activities and meeting places for teenagers to help them feel safer in Cambridge. | 2009-2010 | |</p>
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<td></td>
<td>iii) To work with children and young people to equip a Community Play Boat and design the related activity programme.</td>
<td>Spring 2010</td>
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<td></td>
<td>iv) To work with the ‘Cambridge Celebrates Age ‘ partnership to raise awareness of issues facing older people and to celebrate the positive aspects of aging.</td>
<td>Autumn 2009</td>
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<td></td>
<td>i) To provide appropriate information, training and other learning related opportunities.</td>
<td>Ongoing</td>
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</table>
|            | i) To publish and implement an annual programme of Equality Impact Assessments (EqIA) | October annually | i) EqIA programme completed to timetable  
ii) Tangible evidence available of improved outcomes arising from EqIA action plans. |                  |
<p>| Disability | i) To improve the accessibility of the Council’s web pages by people with disabilities | 2009-2011 |           |                  |
|            | ii) To continue to develop and encourage improvements to physical access to Council buildings | Ongoing |           |                  |
|            | iii) To produce a bi-annual Guide to Services for Older and Disabled people and distribute widely | July 2011 |           |                  |</p>
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<tr>
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<td>v) To continue to support events that raise awareness of disability issues and seek to improve the quality of life of people with disabilities in the City</td>
<td>September 2009 - September 2011</td>
<td>i) ‘Way-to-be Awards’ supported every two years</td>
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<td></td>
<td>2) To increase engagement by people with disabilities in the development and delivery of Council services through improved networking and communication</td>
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<td></td>
<td>i) To improve links with disability organisations in Cambridge</td>
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<td></td>
<td>ii) To ensure that all public meetings are held in fully accessible venues</td>
<td>2009-2012</td>
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<td></td>
<td>iii) To continue to support and learn from the Council’s ‘Disability Panel’ that advises on the implications for people with disabilities on planning matters.</td>
<td>Bi-monthly</td>
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<td>3) To ensure that Council staff and Members have an adequate understanding of local and national disability related issues as they may impact on the delivery of Council services and our role as an employer</td>
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<td>i) To provide appropriate information, training and other learning related opportunities.</td>
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<td></td>
<td>4) To ensure that the Council’s policies and practices (including those that are employment related) fully comply with disability-related legislation</td>
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<td></td>
<td>i) To publish and implement an annual programme of Equality Impact Assessments (EqIA).</td>
<td>October annually</td>
<td>i) EqIA programme completed to timetable ii) Tangible evidence available of improved outcomes arising from EqIA action plans.</td>
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<td>Gender</td>
<td>1) To improve access to and take up of Council services particularly those that are gender specific or may be of particular value to men women or transgendered people</td>
<td>i) To ensure that diverse and positive gender imagery is used in corporate marketing and Council publications. ii) To consider the opportunities within Community Centres to promote the facilities for lone parents, non-English speaking families, victims of domestic violence who may lack or be unable to access other community resources.</td>
<td>Ongoing</td>
<td></td>
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<td></td>
<td>2) To increase gender-specific engagement (where appropriate) in the development and delivery of Council services through improved networking and communication.</td>
<td>i) To work with local agencies and groups to reduce the incidents (including repeat incidents) of domestic violence, and to provide practical support and information for women and men suffering from threatened or actual violence. ii) To review with transgendered people the Council's approach to the allocation of housing, support for sustaining tenancies and community safety (particularly neighbour nuisance)</td>
<td>March 2012</td>
<td>i) The number of reported incidents does not rise during the current period of recession ii) There is a reduction in the number of repeat incidents of domestic violence as measured by NI 32.</td>
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<td></td>
<td>3) To ensure that Council staff and Members have an adequate understanding of local and national gender related issues as they may impact on the delivery of Council services and our role as an employer.</td>
<td>i) To provide appropriate information, training and other learning related opportunities</td>
<td>Annually</td>
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<td>Race</td>
<td>4) To ensure that the Council’s policies and practices (including those that are employment related) fully comply with gender-related legislation</td>
<td>i) To publish and implement an annual programme of Equality Impact Assessments (EqIA)</td>
<td>October annually</td>
<td>i) EqIA programme completed to timetable  ii) Tangible evidence available of improved outcomes arising from EqIA action plans.</td>
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<td>Race</td>
<td>1) To improve access to and take up of Council services by people from ethnic minority communities</td>
<td>i) To make effective use of translation and interpretation resources including providing public documents in community languages where appropriate.</td>
<td>Ongoing</td>
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<td>Race</td>
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<td>ii) Work with partners to seek provision for up to 15 pitches for gypsy traveller families.</td>
<td>2010/2011</td>
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<td>Race</td>
<td></td>
<td>iii) Work with partners to develop an information pack on migrant workers for landlords of houses in multiple occupation.</td>
<td>March 2010 (Phase 1)</td>
<td>Phase one to be completed by the end of March 2010. Provisional funding for Phase Two 2010/2011.</td>
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<tr>
<td>Race</td>
<td>2) To increase the involvement of the City’s ethnic minority communities in the development and delivery of Council services through improved networking and communication</td>
<td>i) To continue to celebrate the diversity of our local community, to raise awareness of and seek to address those issues facing our BME communities where we can have influence and can take direct practical action.</td>
<td>Continuing</td>
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<td>Race</td>
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<tr>
<td>Race</td>
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<td>ii) To continue to develop and improve links with BME organisations in Cambridge.</td>
<td>Continuing</td>
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<td>Race</td>
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<td>Race</td>
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<td>iii) Investigate the causes of overall less satisfaction for BME and young people indicated in the STATUS survey 2008.</td>
<td>December 2010</td>
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<td>3) To ensure that Council staff and Members have an adequate understanding of local and national race and ethnicity related issues as they may impact on the delivery of Council services and our role as an employer</td>
<td>i) To provide appropriate information, training and other learning related opportunities</td>
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<td></td>
<td>4) To ensure that the Council’s policies and practices (including those that are employment related) fully comply with race relations legislation.</td>
<td>i) To publish and implement an annual programme of Equality Impact Assessments (EqiAs)</td>
<td>October annually</td>
<td>i) EQiA programme completed to timetable ii) Tangible evidence available of improved outcomes arising from EQiA action plans.</td>
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<td>Religion &amp; Belief</td>
<td>1) To improve engagement in the development and delivery of services through improved networking and communication.</td>
<td>i) Support the organisation of the Annual Civic Interfaith event</td>
<td>October 2009</td>
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<td></td>
<td>2) Raise awareness within the Council of Faith &amp; Religion issues</td>
<td>i) Develop for 2010, and promote awareness of, the multi-faith calendar on the intranet</td>
<td>Jan 2010</td>
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<td>3) Monitor and review employment practices to remove perceived and identified Religion / Faith</td>
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<td>Dec 09</td>
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<td>Sexual Orientation</td>
<td>1) To improve access to and take up of Council services by the City’s LGB community</td>
<td>i) With partners to produce a Pink Guide to services and facilities for the City’s LGB community and distribute widely</td>
<td>Autumn 2010</td>
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<td></td>
<td>ii) To continue to support events that raise awareness of LGB issues and seek to address those issues facing our LGB communities where we can have influence and can take direct practical action.</td>
<td>February 2010</td>
<td></td>
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<td></td>
<td>2) To increase the engagement of the LGB community in the development and delivery of Council services through improved networking and communication.</td>
<td>i) To continue to develop and improve links with LGB organisations in Cambridge.</td>
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<td></td>
<td>3) To ensure that Council staff and Members have an adequate understanding of local and national issues related to sexual orientation as they may impact on the delivery of Council services and our role as an employer</td>
<td>i) To provide appropriate information, training and other learning related opportunities</td>
<td>Ongoing</td>
<td></td>
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<td></td>
<td>4) To ensure that the Council’s policies and practices (including those that are employment related) fully comply with legislation related to sexual orientation</td>
<td>i) To publish and implement an annual programme of Equality Impact Assessments (EqiAs)</td>
<td>October annually</td>
<td>i) EQiA programme completed to timetable ii) Tangible evidence available of improved outcomes arising from EQiA action plans.</td>
</tr>
<tr>
<td>SES Strand</td>
<td>Strategic Objective</td>
<td>Aims</td>
<td>Timescale</td>
<td>Outcomes/Measures</td>
</tr>
<tr>
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<tr>
<td>General</td>
<td>1) To improve access to and take up of Council services by all people in vulnerable circumstances.</td>
<td>i) To continue to work to address the needs of the homeless and rough sleepers through the development of ‘Jimmy’s’ as an assessment centre and completion of a comprehensive assessment of ‘move on’ opportunities in the City.</td>
<td>March 2010</td>
<td>i) Number of homeless people (as identified through street counts) averages no more than 6 in each year.</td>
</tr>
<tr>
<td></td>
<td>2) To increase engagement by all vulnerable groups in the development and delivery of Council services through improved networking and communication</td>
<td>i) To continue to use a wide range of grants to support organisations and community groups, in particular those working with vulnerable or disadvantaged groups, to provide leisure, sports, arts and community activities and employment and training help.</td>
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<td></td>
<td></td>
<td>ii) To develop procurement procedures, practices and guidance that support opportunities from community based SMEs to tender for contracts with the Council.</td>
<td>March 2012</td>
<td></td>
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<td></td>
<td></td>
<td>iii) To continue to support Diversity Forum and two formal meetings of the Equalities Panel each year, and to support partnership use of the Diversity Forum to promote consideration of cross sector services and partnership approaches to equalities and diversity issues</td>
<td>June and November Each year</td>
<td></td>
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<td></td>
<td>3) To ensure that Council staff and Members have an</td>
<td>i) To provide appropriate information, training and other learning related opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SES Strand</td>
<td>Strategic Objective</td>
<td>Aims</td>
<td>Timescale</td>
<td>Outcomes/Measures</td>
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<tr>
<td></td>
<td>adequate understanding of local and national issues for vulnerable groups as they may impact on the delivery of Council services and our role as an employer</td>
<td>ii) To develop and improve our mapping of and information on the vulnerable groups in our City</td>
<td>2009-2012</td>
<td></td>
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<td></td>
<td></td>
<td>iii) To review and update the Equality and Diversity information on the Council’s WebPages and intranet</td>
<td>March 2010 and 6-monthly thereafter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) To ensure Council policies and practices (including employment related) comply with equality legislation.</td>
<td>i) To publish and implement an annual programme of Equality Impact Assessments (EqIA)</td>
<td>October annually</td>
<td>i) EqIA programme completed to timetable ii) Tangible evidence available of improved outcomes arising from EqIA action plans.</td>
</tr>
<tr>
<td>SES Strand</td>
<td>Strategic Objective</td>
<td>Aims</td>
<td>Timescale</td>
<td>Outcomes/Measures</td>
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</table>
|           | ii) To produce and maintain employee profile data across all departments and equality strands, including:  
|           | • Recruitment and selection  
|           | • Promotion  
|           | • Pay  
|           | • Flexible working arrangements  
|           | • Dismissal, including redundancies  
|           | • Bullying, Harassment and Grievance  
|           | • Training  
|           | • Performance review  
|           | Review Dignity at Work policy relating to Faith & Religion and age.  
|           | To review the Council’s bullying, harassment and grievance procedures to ensure that sexual orientation is appropriately covered. | April and September each year. | i) Progress towards workforce planning targets achieved.  
|           | | March 2012 | ii) The Council’s target of at least 3% of the workforce to have a declared disability is achieved.  
|           | | Feb 2010 | iii) Progress towards gender-related workforce planning targets achieved.  
|           | | | iv) Progress towards target for BME representation 3% is achieved |
Progress and Review

Departmental Equality Monitoring
Each Council department completes a six monthly equality monitoring report that summarises the work they have completed under the action plan (EAP), including EqIAs during that period, with results published in an Annual Equalities Review.

Annual Equalities Review (AER)
Our action plan (EAP), equality schemes and EqIAs are monitored throughout the year, and a progress report is published as an Annual Equalities Review (AER). The review provides clear examples of our actions to address equality & diversity from within each department.

Equalities Infrastructure.

Equality Impact Assessments (EqIA)
Put simply, an EqIA is a process we go through when developing new projects, making changes to services (including where these may be cut), or developing policies. They are to be completed for existing or proposed areas of work. Each department is challenged to think through change (from a customer point of view); to identify any unintended discrimination or negative impact that customers or staff might experience as a result.

An internal audit of EqIAs was undertaken in March 2009. The audit found that the council’s EqIA process could be improved with better action planning, and improved monitoring of the effects EqIAs have on policy and service delivery. The Council's Corporate Management Team has approved an action plan to address the recommendations from the audit, which will be fully implemented by the end of November 2009.

EqIA’s are built into our business planning process throughout the Council, and are supported by Departmental Equalities Link Officers and equalities advocates. They are then formally approved by Heads of Service. EqIAs
can be ‘quality checked’ using a ‘critical friend’ process (involving the Joint Equality Group, Equality Forum and corporate Strategy Officer) before being published on the Council’s website.

The use of Equality Impact Assessments is important for us when monitoring progress in our work. They are a means of checking that equality and diversity is at the heart of everything we do.

**Equality Framework for Local Government**
The new *Equality Framework for Local Government* (published in March 2009) builds on and develops the work councils have completed under the previous Equality Standard for Local Government (ESLG). The new Framework is designed to help us benchmark our performance; as a public service provider, an employer, and community leader in tackling discrimination. Our current achievements will be carried across into the new framework; from Level 3 in the old standard to a level ‘2 – Achieving’ rating. We will keep this rating for 2 years and then need to be externally assessed in order to retain it. 2009/10 will focus on setting the benchmark measures, and further actions will then be picked up in 2010/11.

Further information can be found at [http://www.idea.gov.uk/idk/aio/9585101](http://www.idea.gov.uk/idk/aio/9585101)

**Staff Groups**
The Council is committed to and facilitates four staff groups that support staff from minority or disadvantaged communities. The aim of the staff groups is to provide a safe place where staff can raise issues of concern and have these addressed within the organisation. The groups all meet on average about six times a year with attendance being classed as work time for staff. Staff groups also have steering committees that identify the issues that the groups want to discuss and progress.

**Corporate Management Team (CMT)**
Members of CMT are linked to the Council’s staff groups, to ensure senior backing and support for the groups that help to identify issues for minority or disadvantaged people.

The links are:
BME (Black & Minority Ethnic) Link – Director of Environment & Planning
WSN (Women’s Staff Network) Link – Director of Community Services
LGBT (Lesbian, Gay, Bisexual & Transgender) Link – Chief Executive
Disability Link – Head of Human Resources

Black and Minority Ethnic (BME) Staff Group
bme@cambridge.gov.uk
Providing support, information, links and opportunities for BME staff; tackling discrimination and prejudice; involvement in Black History Month

Lesbian Gay Bisexual & Transgender (LGB&T) Group
lgbt@cambridge.gov.uk
Challenging homophobia and raising awareness, supporting LGB&T staff; involvement in LGBT History Month

Disabled Staff Group (DSG)
Working to create a sensitive and supportive working environment for disabled staff.

Women’s Staff Network (WSN)
women@cambridge.gov.uk
Wide-ranging focus on gender specific issues and women’s life experiences.
Joint Equalities Group JEG
Cambridge City Council’s equality and diversity work is coordinated by a JEG, including the development of our annual action plan (EAP). The JEG looks at legal compliance, policies, service, organisational, and cultural issues, in line with local and national social factors. JEG also oversee the progress of our Disability, Race and Gender Equality Schemes; and will oversee our Single Equality Scheme later this year. Membership includes staff from Strategy & Resources (policy development and service related) and Human Resources (employment), and departmental Link Officers; to coordinate the planning and delivery of our equalities and diversity work.

Equalities Panel
The Council’s Equalities Panel, established in 2003, has a membership consisting of four elected Members, four members of the public, and four members of staff, two of these being managers. The Panel’s role is to lead in the promotion of equality and diversity; to develop and implement positive action to tackle and eradicate discrimination; to champion organisational cultural change; and to promote positive relations in the workplace and community. The Panel meets formally twice a year to oversee the Council’s equalities work, and has further informal meetings for training and consultation purposes.

The Council’s Equalities Champion chairs the Panel: the Equalities Champion is the Director of City Services and a member of the Council's Corporate Management Team (CMT). This ensures senior level commitment to our equalities and diversity work internally and externally. Public and staff members are selected via an open recruitment process: public members must live within the city of Cambridge, and they receive a small allowance to cover expenses such as travel and caring responsibilities.
**Departmental Equalities Link Officers**  
Are members of JEG who co-ordinate and support the programme of EqIAs. They are essentially the backbone of our equality programmes and champion equalities at departmental level.

**Equalities Advocates**  
Are members of staff who have expressed a real interest in progressing equalities within their teams. They provide informal support to Departmental Link Officers by raise awareness of staff groups amongst teams and highlight potential training needs.
CAMBRIDGE CITY COUNCIL EQUALITY VALUES STATEMENT

“Embracing diversity, committed to equality”

Cambridge City Council believes in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our city.

As an employer, service provider and community leader, we aim to eliminate prejudice and discrimination, and to promote good relations between different groups.

We recognise that certain individuals and groups of people can experience significant disadvantage in society, including:

- Black and Minority Ethnic communities
- Women
- Disabled people
- Lesbian, gay, bisexual and transgendered people
- Older people, children and young people
- Religious and belief groups

As a service provider, we will ensure that:

- service users receive fair, sensitive and equal treatment
- services are relevant and responsive to the changing and diverse needs of our local population
- services, buildings and information are fully accessible, particularly to those groups or individuals who face disadvantage or discrimination
As an employer, we will ensure that:

- employees do not discriminate against anyone, or influence another employee to discriminate, tolerate or condone discriminatory practices, harass or abuse other employees or members of the public
- we provide a safe, supportive and accessible working environment free from harassment and discrimination for existing and potential employees where individuals’ values, beliefs, identities and cultures are respected
- we will develop inclusive initiatives to redress imbalances in our workforce at all levels, through recruitment, career development and training, and strong community links

It is the responsibility of every individual member of staff within Cambridge City Council to uphold these values and act accordingly. We expect our staff to be treated with the same respect and dignity that we offer our customers.
<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>% of total population</th>
<th>Ward</th>
<th>Born in England</th>
<th>Age structure</th>
<th>Predominant Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>White – Irish</td>
<td>1.6%</td>
<td>Romsey, Coleridge, Castle</td>
<td>22% (62% Republic of Ireland, 12% Northern Ireland)</td>
<td>46% aged 20 to 40 (compared to 28% White British)</td>
<td>81% Christian</td>
</tr>
<tr>
<td>White – Other</td>
<td>9.4%</td>
<td>Newnham, Petersfield, Market, Castle</td>
<td>13% (35% ‘other’ in Western Europe, 25% North American)</td>
<td></td>
<td>63% Christian 2.5% Muslim 2% Jewish</td>
</tr>
<tr>
<td>Mixed – White and Black African</td>
<td>0.2%</td>
<td>Kings Hedges, Abbey</td>
<td>65% (20% born in Africa)</td>
<td>45% aged under 15 (compared to 18% of White population)</td>
<td>60% Christian 6% Muslim</td>
</tr>
<tr>
<td>Mixed - White and Black Caribbean</td>
<td>0.4%</td>
<td>Abbey, Kings Hedges</td>
<td>86% (6% born in the Caribbean)</td>
<td></td>
<td>60% Christian</td>
</tr>
<tr>
<td>Mixed - White and Asian</td>
<td>0.7%</td>
<td>Market, Newnham</td>
<td>70% (16% born in Asia and 9% the Far East)</td>
<td></td>
<td>43% Christian 9% Muslim 2% Buddhist</td>
</tr>
<tr>
<td>Mixed - Other Mixed</td>
<td>0.7%</td>
<td>Market, Castle</td>
<td>59% (15% North America, 10% Asia, 5% Africa)</td>
<td></td>
<td>47.5% Christian 8% Muslim</td>
</tr>
<tr>
<td>Asian or Asian British – Indian</td>
<td>1.8%</td>
<td>Market, Newnham, Queen Edith’s</td>
<td>41% (37% South Asia – mainly India, 16% Africa incl. 7% born in Kenya)</td>
<td>73% aged between 15 and 60 (compared with only 60% of the White population). 6% aged over 60 (compared with 20% of the White population)</td>
<td>53% Hindu 17% Sikh 10% Christian</td>
</tr>
<tr>
<td>Asian or Asian British – Pakistani</td>
<td>0.5%</td>
<td>Arbury, Kings Hedges</td>
<td>55% (40% born in South Asia – mainly Pakistan)</td>
<td></td>
<td>83% Muslim 4% Christian</td>
</tr>
<tr>
<td>Asian or Asian British – Bangladeshi</td>
<td>0.9%</td>
<td>Arbury, Coleridge, Romsey East Chesterton, Kings Hedges</td>
<td>44% (54% born in Bangladesh)</td>
<td></td>
<td>92.3% Muslim</td>
</tr>
<tr>
<td>Ethnic Group</td>
<td>Percentage</td>
<td>Location</td>
<td>Age Distribution</td>
<td>Religious Composition</td>
<td></td>
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</tr>
<tr>
<td>Asian or Asian British - Other Asian</td>
<td>0.6%</td>
<td>Castle, Newnham, Queen Edith’s</td>
<td>25% (61% born in Asia –incl. 24% born in the Middle East, 27% 'other Asian countries' excluding the Indian sub continent, 9% Africa)</td>
<td>29% Muslim, 21% Christian, 14% Hindu, 12.5% Buddhist</td>
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</tr>
<tr>
<td>Black or Black British - Black African</td>
<td>0.7%</td>
<td>Arbury, Kings Hedges, Market</td>
<td>22% (70% born in Africa, particularly Central, Southern and Eastern Africa)</td>
<td>76% aged between 15 and 60 (compared with 60% of the White population) and just 7% aged over 60</td>
<td></td>
</tr>
<tr>
<td>Black or Black British - Black Caribbean</td>
<td>0.5%</td>
<td>Kings Hedges, Romsey, Abbey</td>
<td>46% (44% born in the Caribbean)</td>
<td>73% Christian, 14% Muslim</td>
<td></td>
</tr>
<tr>
<td>Black or Black British - Other Black</td>
<td>0.1%</td>
<td>Arbury, Abbey</td>
<td>43% (41% born in the USA – possibly US Armed Forces personnel)</td>
<td>70% Christian, 1.5% Muslim</td>
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</tr>
<tr>
<td>Chinese</td>
<td>2.1%</td>
<td>Newnham, Market, Castle</td>
<td>&lt; 20% (30% born in China and 46% in other Far Eastern countries)</td>
<td>34% aged 15-24 (reflects high student population) and more males than females. Aged 45-54 more females than males</td>
<td></td>
</tr>
<tr>
<td>Other Ethnic Group</td>
<td>1.4%</td>
<td>Newnham, Queen Edith’s, Market, Castle</td>
<td>9% (70% born in the Far East, 6% Middle East, 6% North America)</td>
<td>65% between 20 and 44 (compared to 35% of White British population) 47% male, 53% female</td>
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</table>

Appendix 2

Single Equality Scheme consultation - Diversity Forum (June 09)

Individual workshop priorities…

BME

1. Communication Strategy -
   Ensure positive promotion of BME communities / issues e.g. Roma
   Robust data
   Take lead on bringing partners together to highlight employment opportunities across the public sector (Fire Service etc).
   Feedback to communities

2. Quality Assurance
   Make sure policies are actually delivered and published.

3. Leadership Development -
   Internal development of existing BME staff and more BME staff in senior positions.
   Profile work with black communities, e.g. via the University to attract people into higher posts.
   Encourage younger BME people to see Council as somewhere they want to work.

Faith & Religion

1. Set up a platform / event to consult with people from ALL areas of the community, e.g. discussion on burial rights. Council led, pull into secular / shared civic forum - link into area committees.
2. Faith Champions – identify someone to talk to in the Council regarding specific issues; an intermediary role to interpret decisions and feedback to faith groups.

3. Booklet representing all faith groups – detailing what the council does; how they can help with practical issues, e.g. room hire for faith groups etc. Along similar lines of ‘Guide to Services for Disabled and Older people’.

**Gender**

1. Abuse / Community safety – threatened and actual violence / abuse to men / women or property. Practical support for women who cannot access benefits or accommodation

2. Information / Awareness / Publicity
   Publicise what is available
   Recognise there may be language barriers preventing people from accessing support.
   Awareness of domestic violence by council staff / public generally
   Basic document saying who to contact re issues…housing, benefits in community languages.

3. Facilities – particularly for single parents, non-English speaking residents, victims of domestic violence.

4. Housing
   Support for transgender people – difficulties with neighbours, social environment, and recognition of transgender issues in allocation of housing / location.

**Age**

1. Publicity – appropriate to audience. Keep getting messages out about ALL services, e.g. Dustbins / recycling – help with putting rubbish out. Promote and advertise in lunch clubs, GPs, Churches, local radio.
2. Transport – appropriately flexible, suitable, accessible and publicised, e.g. free bus passes start time after 9.30 a.m. Publicise Taxi’s and range of vehicles, (saloon, London cab, disability access).

3. Good quality & appropriate consultation.

**Disability**

1. Training to increase understanding of different types of disability (venues need better consideration). Importance of EQIAs.

2. How to most efficiently consult disability groups. Bi-annual / annual meetings AND communicate outcomes. - Ensuring consultation with all service users in the design and delivery of services.

3. Disability awareness training must be followed by the right action – (having time & resources to plan, making sure all groups can actively participate).

**Lesbian, Gay, Bi-sexual and Trans-sexual (LGBT)**

1. Housing for Younger & Older people (Council/RSL/Private). Offer appropriate support and signposting as first point of contact. Housing Officers to know / understand issues.

2. Promotion / Raise awareness -
   LGBT staff group
   Stonewall
   Flags around the City (e.g. similar to University’s 800 yrs celebration)
   Posters
   LGBT History month
   Kite mark suppliers when commissioning work.
   Proportionate representation
3. Supporting Community -
   Consultation
   Cohesion
   Events, e.g. PINK Festival
   Groups, such as SexYOUality, Encompass.