



CABINET

28 June 2017

A meeting of the CABINET will be held on Thursday, 6th July, 2017, 6.00 pm in Committee Room 1 - Marmion House

A G E N D A

NON CONFIDENTIAL

1 Apologies for Absence

2 Minutes of the Previous Meeting (Pages 1 - 4)

3 Declarations of Interest

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Question Time:

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules

None

6 Diversity and Equalities Update (Pages 5 - 30)

(Report of the Portfolio Holder for Assets and Finance)

7 Against Hate Campaign (Pages 31 - 34)

(Report of the Portfolio Holder for Communities and Wellbeing)

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. S. P.', written over a circular stamp or mark.

Chief Executive

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors: D Cook, R Pritchard, S Claymore, S Doyle, J Goodall and M Thurgood.



MINUTES OF A MEETING OF THE CABINET HELD ON 15th JUNE 2017

PRESENT: Councillors D Cook (Chair), R Pritchard (Vice-Chair), S Claymore, J Goodall and M Thurgood

The following officers were present: Anthony E Goodwin (Chief Executive), Andrew Barratt (Corporate Director Growth, Assets and Environment), Stefan Garner (Director of Finance) and John Day (Corporate Performance Officer)

126 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S Doyle

127 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 April 2017 were approved and signed as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor J Goodall)

128 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

129 QUESTION TIME:

None

130 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES

None

131 QUARTER FOUR 2016/17 PERFORMANCE REPORT

The Leader of the Council provided Members with a performance and financial health-check.

RESOLVED: That Members endorsed the report

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

132 CAPITAL OUTTURN REPORT 2016/17

The Portfolio Holder for Assets and Finance advised Members on the final outturn of the Authority's Capital Programme for 2016/17 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2017/18.

RESOLVED: That Members

- 1** received the final outturn position of the 2016/17 capital programme; and
- 2** approved for each of the projects the re-profiling of the budget into the Authority's Capital Programme 2017/18 (total £12.306m)

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

133 WRITE OFFS 01/04/16 TO 31/03/17

The report of the Portfolio Holder for Assets and Finance seeking approval to write off irrecoverable debt in line with policy re Housing Benefit Overpayments in excess of £10k.

RESOLVED: That Members endorsed the amount of debt written off for the period of 1st April 2016 to 31st March 2017 and approved the write off of irrecoverable debt for Housing Benefit Overpayments of £31,615.70 respectively.

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

134 PARTICIPATION IN PUBLIC INQUIRY

The Portfolio Holder for Regeneration informed Members of an Executive decision and to confirm the actions taken, including acknowledgement of contingency expenditure.

RESOLVED:

- That Members
- 1** acknowledged the Executive Decision taken by the Leader and Mayor on 16th May 2017;
 - 2** agreed that the Corporate Director Growth, Assets and Environment is given authority in consultation with the Portfolio Holder for Regeneration to agree the Council's submissions to the Inquiry; and
 - 3** approved the release of £50k from the specific contingency budget for 2017/18 to support the Council's involvement in the Public Inquiry.

(Moved by Councillor S Claymore and seconded by Councillor R Pritchard)

Leader

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THURSDAY, 6 JULY 2017

REPORT OF THE PORTFOLIO HOLDER ASSETS AND FINANCE**DIVERSITY AND EQUALITIES UPDATE****PURPOSE**

To update Cabinet on annual progress with regards to equality activities within TBC and to approve the revised Diversity and Equality Scheme and supporting action plan for 2017-2019

RECOMMENDATIONS

Cabinet are asked to:

- note the achievements
- approve the revised Diversity and Equality Scheme (*appendix 1*) and supporting action plan

RESOURCE IMPLICATIONS

In terms of financial cost there is none arising other than training which is already profiled and contained within base budget.

In terms of time resources HR have factored these requirements into their service plan.

BACKGROUND INFORMATION

The Diversity and Equality Scheme 2015-19 was approved by Cabinet in November 2015 and full Council in December 2015.

The Scheme aims to articulate and demonstrate TBC's commitment to promoting equal opportunities and recognising diversity within all it does.

Within the Scheme an implementation plan details actions and outcomes we have set ourselves and our partners in order to promote diversity and equality in the delivery of our services.

The Council currently has 3 thematic priorities:

- Living a quality life in Tamworth
- Growing strong together in Tamworth
- Delivering quality services in Tamworth

Achievements to Date

- Delivered refresher equality and diversity training (MERIT) to 170 staff and 13 members
- On track to complete all E&D training for officers and members by end of 2018
- Completed annual equality pay audits with supporting action plans
- Compliance with legislation
 - Equality objectives developed and published
 - Updated and published annual pay policy
 - Published annual workforce data
 - Maintain compliance with Public Sector Equality Duty
- All HR policies now include an Impact Assessment
- Created an equalities risk register
- Forward Plan now includes an extra column to ensure that recommendations put before Cabinet/council have been impact assessed

- Performance Management Framework updated to ensure Directors and managers give consideration to carrying out Impact Assessments when developing annual service plans
- Directors now ensure all strategic policies and procedures include Community Impact Assessments
- Developed a health and well-being Policy
- Committed to the national 'Time to Change' initiative aimed at ending mental health discrimination
- trained 10 mental health first aiders
- trained 60 dementia friends

Actions Outstanding

- To improve the knowledge of the demographics of Tamworth in terms of the Protected Characteristics i.e. age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex and sexual orientation
 - **Action to be taken:** This will be one of the work strands to be developed within the Unified Community Offer
- To complete the refresher training for all officers and members
 - **Action to be taken:** Training sessions booked throughout the year to ensure 100% achievement
- To deliver the action plan attached at **appendix 2**
 - **Action to be taken:** Communication of plan and performance management of actions as above
- To deliver the Time to Change Employer Action Plan
 - **Action to be taken:** Formal launch of initiative and delivery of action plan attached at **appendix 3**

APPENDICES

1. Diversity and Equality Scheme 2015 -2019
2. Diversity and Equalities Action Plan
3. Time to Change Employer Action Plan

**Making Equality Real in Tamworth
(MERIT)**

**Diversity and Equality Scheme
2015 - 2019**

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DOCUMENT CONTROL - UPDATE		
Diversity and Equality Scheme		
Version / Approval	Author	Date
Diversity and Equality Scheme v1	AG/ZW	15/10/2015
Diversity and Equality Scheme v1	AG/ZW	23/03/2017

1. Statement of Intent

The Council recognises the importance of involving the wider community in the development of services, which are accessible and reflect people's needs. The Council's values go further to specify the promotion of equal opportunities and to celebrate diversity.

By making equality and diversity a core element of all things that we do, we will be best placed to achieve our vision.

Where barriers exist which prevent us from achieving our goals, we have a moral and legal obligation to break them down.

The starting point and primary focus is this council's commitment to improving outcomes for people, place and organisation against the thematic priorities:

- Living a quality life in Tamworth
- Growing strong together in Tamworth
- Delivering quality services in Tamworth

These in turn translate into the council's strategic plans and intentions and form the basis of the Corporate and local plans, the sustainability strategy and the medium-term financial strategy.

Tamworth Borough Council (TBC) is using a new demand management model, which provides vital knowledge about our customer and, more importantly, enables us to shape and redesign our services to meet the needs of those most vulnerable within our community as well as making better use of e-enabled facilities. However, the most important aspects of our Scheme remain not the words within it but the actions and outcomes we have set ourselves in conjunction with the Tamworth community and visitors to the area.

2. Introduction

The Scheme outlines how we will promote diversity and equality in the delivery of our services provided both directly by ourselves and in conjunction with our partners.

Taking into account UK legislation, our scheme clearly addresses our duties and responsibilities in relation to:

- Age
- Disability (including mental health)
- Gender reassignment
- Race (which includes ethnic or national origins colour or nationality)
- Gender
- Religion or belief
- Sexual orientation
- Pregnancy and maternity
- Marriage and civil partnership *

The above are known as protected characteristics within the act

* Only the first aim of the General Duty applies to the characteristic of marriage and civil partnership

This reflects our commitment to the wider equality agenda while ensuring that the strict duties that are placed upon us under the provisions of Equality Act. Consequently our actions in respect of each area are set out throughout the scheme.

With increased partnership working, commissioning and procurement of services, the Scheme also sets out the expectations placed on partners, suppliers and the voluntary sector to contribute to the Council's equality and diversity agenda.

The aim of this Scheme is to integrate the Council's equality and diversity activities into normal service delivery mechanisms, while at the same time encouraging directorates to deliver their products and services in an innovative and creative way. Prior to any mainstreaming, a key element of the Scheme will be the expectation that consultation and involvement of individuals and organisations will take place within the community to better understand their requirements and any barriers they face.

This scheme formally recognises the employer pledge action plan as part of the national 'Time to Change' campaign. This plan reflects our recognition of mental health issues in the workplace becoming an increasing concern.

The scheme will be reviewed annually and reported to Cabinet.

3. Policy Statement

We aim to create and maintain a community that embraces change and welcomes diversity; diversity helps to build such communities by celebrating differences and combining our talents.

To achieve this, the Council continues to be committed to removing discrimination from public life. This includes major commitments that establish the Council as a community leader:

- The Council is striving to ensure that it does not discriminate against staff or members of the public.
- The Council is working to make Tamworth a place free from discrimination.
- People are proud to be who they are.
- Striving to ensure that the contribution of all groups is valued.
- Differences between people are welcomed.
- Removing barriers to ensure that all groups have the same chances of success.
- The Council will provide services that are inclusive and designed to meet customer needs, including those most vulnerable.

The Council will support anyone who shares the same aims, including community groups, the voluntary sector, trade unions and partner organisations.

Tamworth Borough Council is committed to providing value for money and accountability which will underpin the delivery of all corporate themes. Working with others, the Council will deliver services that are well-governed, ethical, effective, efficient and economically viable.

4. Diversity and Equality at Tamworth Borough Council

4.1 What are our legal duties?

4.1.1 Equality Act 2010

The act brings together, harmonises and extends previous equality law. The Equality Act has replaced all previous discrimination law with a single act. The majority of the Act came into force on 1 October 2010. Within the Act there is a public sector equality duty which came into force on 6 April 2011. The public sector equality duty applies to public bodies and others carrying out public functions.

4.1.2 The public sector equality duty

The Public Sector Equality Duty consists of a general duty and specific duties which apply to the council.

4.1.3 The general duty

The general duty requires the Council to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups; and
- Foster good relations between people from different groups.

This means the Council is required to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics.
- Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

4.1.4 The specific duties

The specific duties underpin the general duty, they require the Council to:

- Publish its equality objectives and review them at least every four years starting from April 2012; and
- Publish information on employees and those affected by the council's policies at least annually, this can be found at www.tamworth.gov.uk.

The Council's objectives are:

- To use customer insight to develop accessible services, particularly aimed at those demonstrating the greatest need.
- To ensure all council strategies policies and procedures consider the impact on our diverse community/workforce to ensure maximum inclusion.

4.2 Monitoring the Scheme

The Scheme will be reviewed annually to check progress against actions and refresh the action plan for the following year. Progress will be reported to Cabinet on all diversity and equality matters annually this will be done via the council's performance management system COVALENT.

4.3 Consultation, Communication, Input and Involvement of the Community and Partner Organisations

A key element of the Council's overall programme of services, which forms an integral part of the Diversity and Equality Scheme, is customer involvement. The ability to access groups and individuals who face barriers and discrimination, which can provide a positive input to the development of services, is vital. Consultation and involvement with people is an essential part of current equality legislation.

4.4 Communication

A copy of the Scheme will be issued to all staff via NETCONSENT and elected members via email, in an effort to ensure that the Scheme is put into practice. In addition, the Scheme will be placed on the Council's intranet and internet.

The Scheme will also be included with tender information and contracts for work undertaken for Tamworth Borough Council by external organisations and individuals. All of our policies, including those relating to equality and diversity, will upon request be made available for translation and/or in another medium where required.

Our Procurement Strategy makes specific reference to our commitment ensure that all procurement practices comply with equality legislation.

Our partners and contractors will also be made aware of our commitment and targets under this scheme and again this will be detailed in the action plan.

5. Community Impact Assessments

The Public Sector Equality Duty requires the council to assess the impact on equality of policies, procedures; however the mechanism to do so is not specific.

Tamworth Borough Council has developed a process that seeks to ensure strategies and policies are impact assessed. This assessment goes further than just the protected characteristic and includes as number of other elements including safeguarding of the vulnerable, health and the environment. The process can be found at 14.1.

6. Programme of Training and Development

Diversity training is a mandatory requirement for all employees and elected members. All staff and elected members will attend a workshop by Dec 2018, the aim of which will be to provide refresher training and launch the updated scheme.

Staff

TBC has a comprehensive Diversity and Equality awareness training workshop which is mandatory for all new staff within the first six months of employment, with a refresher for all staff every three years. The programme is delivered in partnership with IODA who are diversity specialists.

The aim of the programme is to raise awareness of both legal and moral duties in the development of service provision, ensure all employees have read and understood the council's Equality and Diversity Scheme and to afford employee the opportunity to develop their knowledge.

Staff are given the opportunity to undertake Dementia Friends and Mental Health First Aid training.

Elected Members

We recognise each year that our elected membership may change and as such we need to ensure that their knowledge and skills in this area is current. Future activities in this area are contained within the action plan.

7. Breaches of this Policy

Any breach of this Policy will be treated very seriously and employees may be disciplined in accordance with the Council's Capability and Conduct Policy.

8. Responsibilities

- **Cabinet Members:** are responsible for approving this policy and monitoring performance via the performance management framework and all strategic policies are impact assessed.
- **Deputy Leader and Portfolio Holder for Assets:** has responsibility for equality and diversity. The portfolio holder is required to work closely with the Council's designated officers and champion the scheme and its contents with elected members.
- **Chief Executive:** is responsible for ensuring that the Council is complying with the Public Sector Equality Duty.
- **Director for Transformation and Corporate Performance:** is the organisation's Equality Champion and is responsible for ensuring equality activities are co-ordinated and carried out in the Authority.
- **All Directors:** will ensure that policies presented to cabinet for approval and supporting strategies and procedures are impact assessed as per the scheme.
- **Children's and Families Safeguarding Officer:** is the Council's lead Officer for safeguarding children and vulnerable adults. The Safeguarding and Vulnerable Adults Protection Policy can be found on the Council's intranet site Infozone
- **Human Resources:** will advise on the schemes and policies, organise delivery of necessary training, monitor and produce employee profiles and workforce data and liaise with all service delivery managers to ensure awareness and compliance.
- **Managers:** are responsible for delivering equality in their area of responsibility, embedding it into policy and delivery of the services provided. Managers will also be responsible for ensuring breaches of the scheme are brought to the attention of the relevant director for any necessary action.
- **All Employees:** have a responsibility to treat people fairly, take account of different people's needs, challenge inappropriate behaviour and not knowingly discriminate, harass or victimise anyone and attend relevant training with regard to equality and diversity.
- **Contractors, Suppliers and Consultants:** are expected to meet equality requirements within contracts and service level agreements. The Council will not award contracts without an appropriate level of equality commitment from contractors.
- **Volunteers:** are expected to comply with, and be treated in line with, the principles of this policy.
- **Audit:** are expected to carry out reviews of the scheme as specified by the annual audit plan

9. Reporting Discrimination or Harassment

We have established systems for employees to raise any issues around harassment or discrimination via our Grievance and Dignity and Respect at Work policies.

We have also reviewed our arrangements for the reporting on incidents of harassment or suspected discrimination from members of the public in relation to service provision. The scheme covering this is known as the Harassment, Assaults and Threats (HAT) policy and is available on the Council's website.

10. Complaints, Comments and Compliments

We encourage feedback from local people and undertake to investigate complaints thoroughly in accordance with our procedures.

The council has complaints, comments and compliments procedure known as "Tell Us", which is operated in accordance with our diversity and equalities agenda.

We are committed to:


- dealing with complaints and comments quickly and effectively
- using feedback to review and improve our services
- encourage feedback from all sections of the community and undertake to investigate complaints thoroughly in accordance with our procedures.
- ensuring complaints, comments and compliments are fed back to the service area for a prompt response.
- ensuring that information from complaints are captured and monitored with the diversity agenda in mind.

11. Our Workforce



11.1 Full Time Equivalent Employees

	2011	2012	2013	2014	2015	2016	2017
FTE (31 Mar)	344.47	339.87	340.14	351.34	325.20	312.50	318.22

Key Facts:

 A recruitment moratorium in force since July 2013 has continued to keep the full time equivalent relatively stable.


11.2 Number and Type of Contracts Issued

							Total
	Male Full-time	Male Part-time	Male Casual	Female Full-time	Female Part-time	Female Casual	
Jun-17	129	4	35	139	82	70	459
Sep-15	135	4	44	139	79	75	477
Sep-13	144	10	54	148	85	67	508
Jun-06	165	14	49	172	122	76	598

Note: multiple contracts can be issued to the same individual above figures exclude elections/canvass staff.

Key Facts:

 There continues to be a slight shift away from full time contracts.

 We do have a reasonable proportion of staff with multiple part time or casual contracts.

11.3 Length of Service

	<1 year	1 to 2	3 to 5	6 to 10	11 to 15	16 to 20	>20
2013	44	55	112	112	65	31	67
2015	28	45	95	92	115	36	61
2017	27	43	80	103	53	54	48




11.4 Workforce demographics

Based on headcount including casuals but not election/canvass

11.4.1 Age

	<21	21-30	31-40	41-50	51-60	>60
March 2017	7	44	62	117	126	52
March 2015	8	64	93	126	137	44
March 2013	17	70	91	118	120	28

Key Facts:

-  The age profile of the organisation continues to increase with many employees choosing to continue working beyond 65.
-  The number of staff aged 21 or below is decreasing, however with the implementation of the Apprentice Levy we should see a shift in this in coming years.
-  59% of our current workforce is over 51 years.

11.4.2 Ethnic Group

	Withheld	British	Bangladeshi	Caribbean	Chinese	Indian	Irish	Pakistani
2013	15	455	1	6	2	2	1	4
2015	26	438	1	6	2	1	1	1
2017	30	318	1	3	1	1	1	1

Key Facts:




-  These levels are consistent with the local population profile.

11.4.3 Disability

	Declared a Disability	Not Disabled/ not responded
2013	9	372
2015	2	362
2017	3	353

12. Our Community

12.1 Profile of our Council Tenants

Gender	 39% of our tenants are men and  61% are women.
Ethnicity	We know the ethnicity of 79% of our tenants. 77% of our tenants are White British, 2% are Black and Minority Ethnic and 21% unknown.
Age	We know the age of 93% of our tenants. 63% of our tenants are aged between 16 and 64 and 31% are aged over 65 and 6% unknown.
Disability	 We know that 17% of our tenants have a disability of some form.
Religion	We know the religion of 32% of our tenants.
Sexual Orientation	We know the sexual orientation of 29% of our tenants.

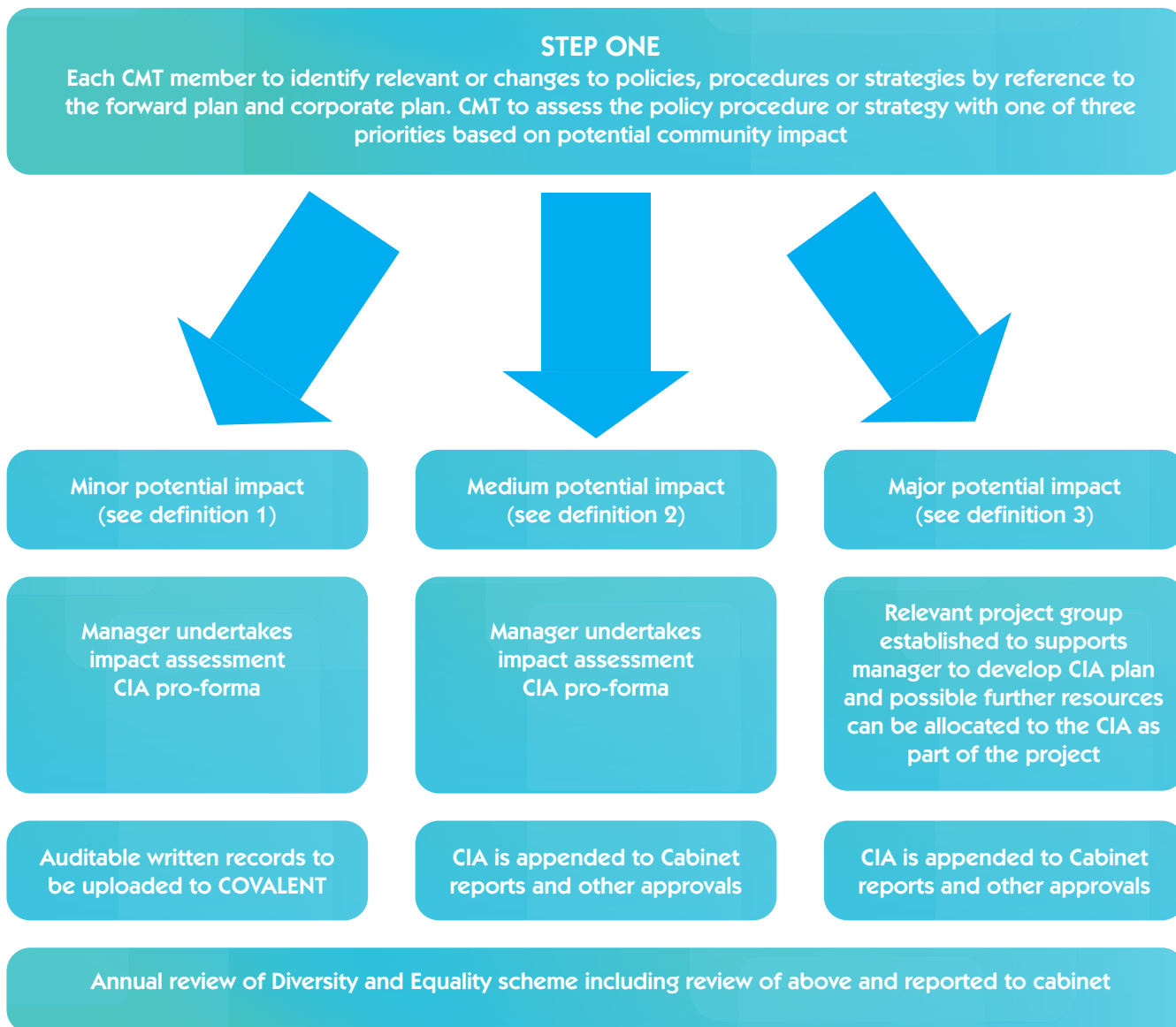
12.2 Demographic Overview of our Community with Regional and National Comparison

	Tamworth		Staffordshire		England	
Total 2013 population	77,157		857,007		56,948,229	
Total under 5 population	4,978	6.5 %	46,099	5.4%	3,592,907	6.3%
Total under 16 population	15,242	19.8%	149,370	17.4%	10,764,403	18.9%
Total Working age (16-64) population	49,426	64.1%	536,755	62.6%	36,278,017	63.7%
Total 65+ Population	12,489	16.2%	170,882	19.9%	9,905,809	17.4%
Minority Ethnic Group %	5.0%		6.0%		20.2%	

It is recognised that the percentage of our community from minority ethnic groups has significantly increased from 1.9% (when data was collected for the previous scheme) to 5% (in the locality profile March 2015). Further research into this is underway.

13. Appendices

14.1 Community Impact Assessment Process



Definition 1

Minor Potential Impact

This refers to policies, procedures or strategies such as HR policies, Subsistence Policy, these will be deemed to have no or minimal direct impact on place, people or organisational performance and will more likely be internal processes, procedures or strategies that affect only Tamworth the organisation or the people within it.

Definition 2

Medium Potential Impact

This refers to policies and strategies such as Licensing Policy, Repairs Policy. These will be deemed to have significant impact affecting one or more groups within the community.

Partners to be involved as required and some community consultation may be required.

Definition 3

Major Potential

All policies procedures and strategies defined within this area will be referenced within the corporate plan and forward plan. CMT will be aware of the high level impact of this document, every decision within this area should have a Community Impact Assessment carried out at an in depth level. The impact of these policies, procedures and strategies will be fundamental to Tamworth the Place and its community and/or the organisation and will be both complex and potentially contentious by nature examples of these are Core strategy, Customer Service and Access Strategy, Housing and Health Strategy.

14.2 Supporting Information

What do we mean by Diversity and Equality?

The two concepts of Diversity and Equality are very different and together form a whole that is larger in many respects than the sum of its individual constituents.

Diversity recognises that we can only achieve equality by taking into account the different needs of communities, equality is impossible to achieve without recognising diversity. Diversity is more about good management practice.

An example of Diversity

To ensure that all communities benefit equally from services, the Local Authority recognises that they need to address the different communities in the area. They developed an action plan for Black and Minority Ethnic people which included:

- Involving Black and Minority Ethnic organisations in advising on how they could change their service.
- Training staff in adapting services to meet diverse cultural, religious and dietary requirements.
- Researching best practice in other Local Authorities.
- Ensuring that information about the service can be produced in different languages, or in plain English versions.

A similar action plan was developed for services that needed to target particular disabled groups and gay, lesbian and bi-sexual communities.

Equality refers to outcomes, making sure that all social groups benefit equally from our activities.

An example of Equality

By comparing take up for services with the census, a Local Authority is aware that some community groups are underrepresented. Equality would only be achieved if service uptake is in the same proportion to the numbers of people in the district from different communities.

What is discrimination?

Discrimination is a type of negative treatment that affects a whole group of people or an individual because they belong to a group.

The best way to understand discrimination is to set it against other types of negative treatment. Negative treatment edges into discrimination when the person on the receiving end is being badly treated by someone else who assumes a dominant or superior position.

Reasons for bad treatment	Who it affects
Individuality	Individuals, such as personality conflicts, or aspects of a person that lead to them being harassed or bullied (i.e. a response to a person's personal behaviour).
Life circumstances/condition	People who have a change of life circumstances that leads to temporary bad treatment (i.e. becoming homeless or losing a job, and seeing how other people's behaviour changes towards them).
Social identity	A person's basic identity (who they are) is abused. The target is something about the individual which they share with a whole group and cannot change. This affects: <ul style="list-style-type: none"> ■ Ethnicity ■ Gender ■ Sexuality ■ Disability ■ Religion and cultural identity ■ Age

Discrimination affects whole groups in the following ways:

- Discrimination is a prejudiced reaction to a person's social identity (such as their gender or race).
- Discrimination is systematic, or institutional (i.e. it is embedded in laws, policies and in everyday culture – including much 'common sense').
- Discrimination leads to negative patterns (i.e. continuing pay gap between men and women, or continuing link between disability lack of employment).

Equality law recognises two types of discrimination:

- Direct discrimination: this is when there is a conscious intention to discriminate.
- Indirect discrimination: this is when discrimination is an intended result of a decision or action.

An example of direct discrimination

A Council introduces a free advice service for single mothers who are employees. A male single parent objects on the grounds of sex inequality and is told that there is insufficient demand to extend this discretionary service to male employees.

An example of indirect discrimination

A Council introduces an employee support group for single parents. After a year the Council carries out a monitoring exercise of the group and finds that all members are female. This is despite the fact that there has been an increase in male single parents who are employees. The Council refuses to consult with male single parent employees on the grounds that all employees know about the group. The result is that the Council is not able to find out why the pattern has emerged that only women are using the group.

14. Equality Impact Assessment

Is this a new or existing policy?	Update to existing		
1. Briefly describe the aims, objectives and purpose of the policy?	To comply with the Equality Act 2010 which will ensure TBC's employees and services it offers are not discriminatory		
2. Are there any associated policy/ procedure/ practice which should be considered whilst carrying out this equality impact assessment?	Landlord Services Health Inequalities Policy Housing Strategy TBC Corporate Objectives		
3. Who is intended to benefit from this policy and in what way?	Employee of TBC and citizens of Tamworth or those accessing Council services within the borough		
4. What are the desired outcomes from this policy?	Compliance with legislation, all strategies and policies consider the impact on those who will access the service		
5. What factors/ forces could contribute/ detract from the outcomes?	Inconsistent application, indirect discriminatory practices		
6. Who are the main stakeholders in relation to the policy?	Citizens of Tamworth, Employees, Trade Unions, Elected Members		
7. Which individuals/ groups have been/ will be consulted with on this policy?	Trade unions, CMT, Heads of Service, Elected Members		
8. Are there concerns that the policy could have a differential impact on racial groups?		N	
9. Are there concerns that the policy/ procedure/ practice could have a differential impact due to gender?		N	
10. Are there concerns that the policy could have a differential impact due to them being transgender or transsexual?		N	
11. Are there concerns that the policy could have a differential impact due to disability?		N	
12. Are there concerns that the policy could have a differential impact due to sexual orientation?		N	
13. Are there concerns that the policy could have a differential impact due to age?		N	
14. Are there concerns that the policy could have a differential impact due to religious belief?		N	
15. Are there concerns that the policy could have a differential impact on Gypsies/ Travellers?		N	
16. Are there concerns that the policy could have a differential impact due to dependant/caring responsibilities?		N	
17. Are there concerns that the policy could have a differential impact due to them having an offending past?		N	
18. Are there concerns that the policy could have an impact on children or vulnerable adults?		N	
19. Does any of the differential impact identified cut across the equality strands (e.g. elder BME groups)?		N	
20. Could the differential impact identified in 8 – 19 amount to there being the potential for adverse impact in this policy/ procedure/ practice?		N	
21. Can this adverse impact be justified: <ul style="list-style-type: none"> ■ on the grounds of promoting equality of opportunity for one group? ■ For any other reason? 	N/A		
22. As a result of carrying out the equality impact assessment is there a requirement for further consultation?		N	Please explain
23. As a result of this EIA should this policy be recommended for implementation in it's current state?		Y	Statutory compliance will be achieved.

PLEASE COMPLETE THE FOLLOWING ACTION PLAN FOR ALL IMPACT ASSESSMENTS
Equality Impact Assessment Action Plan

Complete the action plan demonstrating the changes required in order to meet TBC's commitment to equality and diversity. The action plan must contain monitoring arrangements, the publishing of results and the review period required for this policy.

Action/ Activity	Responsibility	Target	Progress
Review in line with implementation of action plan	AG/ZW	2019	
Monitoring arrangements:		Data collected quarterly	
Publication:			
Review Period:		Reviewed 12 monthly unless otherwise stated	

End of Document

15. We would like to hear your feedback.

We welcome all feedback on the content of this scheme.

You can contact us by:

 enquiries@tamworth.gov.uk

 01827 709709

Tamworth Borough Council

Diversity and Equality Action Plan 2017 – 2019

Action	By when	Responsible officer	Completed	Outcome
Annual review of the scheme and action plan and report to Cabinet	31 st March 2018	AG/ZW		Compliance with legislation
Scheme is communicated via Astute and internet	September 2017	AG/ZW		Compliance with internal audit recommendations
E&D Training to be delivered to all new employees	Ongoing	ZW	Ongoing	Compliance with internal audit recommendations
Delivery of E&D training and refresher for employees and elected members	By 2018	ZW and Directors	Ongoing	Compliance with mandatory training matrix as agreed by CMT 19 Jan 15
Carry out annual equal Pay Audit	31 st March 2018	ZW		Compliance with equal pay legislation
Publish annual pay policy	31 st March 2018	AG		Compliance with Section 38 of the Localism Act 2011
Establish and communicate equality objectives and review on 4 yearly basis	31 st March 2019	AG/ZW		Compliance with Public Sector Equality Duty (contained within the Equality Act 2010)
All HR policies must contain completed impact assessments	In line with review dates	ZW	ongoing	Compliance internal audit recommendations
Publication of workforce data on an annual basis	September 2017	AG/ZW		Compliance with Public Sector Equality Duty (contained within the Equality Act 2010)
Update equalities Risk Register	September 2017	AG		Compliance with internal audit recommendations
All directors to ensure that strategic policies and procedures contain community impact assessments	Ongoing	Directors		Improved provision of service ensuring maximum inclusion
Monitor compliance with the Public Sector Equality Duty	31 st March 2018	AG/ZW		Compliance with legislation
Update the PMF to ensure directors and managers give consideration to carrying out the relevant impact assessment when developing business plans	Ongoing	AG/JD	Ongoing	Improved provision of service ensuring maximum inclusion
Improve knowledge of the demographic of Tamworth in terms of the protected characteristics in conjunction with the UCO workstream	31 st March 2018	AG/JD		Improved provision of service ensuring maximum inclusion
Sign up to Time to Change Employer Pledge	July 2017	TG/ AG		Focus on a lesser known and growing

				aspect of diversity and equality
Deliver Time to Change action plan	Dec 2018	AG/ ZW		Requirement of employer pledge
Train 10 further Mental Health First Aiders	Dec 2018	ZW		Additional skills and knowledge in organisation
Continue with Dementia Friends training programme	Dec 2017	ZW		Additional skills and knowledge in organisation
Deliver dementia action plan	March 2018	Karen Clancy/ Directors		

Updated 01/06/2017

Key

Complete
In Progress
Not Started

time to change

let's end mental health discrimination



Employer Pledge Action Plan

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)
<p>Demonstrate senior level buy-in</p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p>	<p>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</p> <p>Chief Executive is aware of the campaign and has asked if we can sign up to the pledge.</p> <p>A formal report on the Action Plan and our associated policy for employee well-being will be submitted for formal approval by the Corporate Management Team (CMT) to begin the formal consultation and engagement process with employees and members</p> <p>At the end of a period of formal consultation, the Policy and Action Plan will be formally sent to Members for approval.</p> <p>The pledge will be signed by Dr Anthony Goodwin, Chief Executive at a special event – date to be confirmed</p>	<p>Outline who is responsible for each activity</p> <p>Anthony Goodwin</p> <p>Christie Tims</p> <p>Trade Union Liaison Group</p> <p>Appointments & Staffing Committee</p> <p>Zoe Wolicki</p>	<p>Provide planned timescales and dates</p> <p>January 2017</p> <p>February 2017</p> <p>February 2017</p> <p>April 2017</p> <p>July 2017</p>	<p>Outline how you will monitor impact and success</p> <p>Completed</p> <p>Report completed and signed off</p> <p>Formal Consultation completed</p> <p>Committee Approval</p> <p>Pledge signed</p>

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<p>Demonstrate accountability and recruit Employee Champions</p> <p>How will you ensure that this action plan is successfully implemented?</p> <p>How will you recruit Employee Champions to support your work?</p> <p>More information on Employee Champions here.</p>	<p>Mental Health First Aid training completed – 10 TBC officers now qualified to provide immediate intervention. Further session with up to 12 further first aiders planned for 2017.</p>	Zoe Wolicki	December 2016/ December 2017	10 officers trained/ further 12 officers trained
	<p>Working group to be commissioned as part of Trade union Liaison Group (TULG) to raise awareness and ensure delivery of the action plan.</p>	Ani Goodwin	June – November 2017	Group identified, Terms of reference agreed and objectives set/delivered.
	<p>Reporting extracts have been developed in business objects to analyse and track mental health impact.</p>	Christie Tims	Feb 2017	Reporting analysed
	<p>Staff survey to be revised to include relevant question sets as part of next survey.</p>	Zoe Wolicki	March 2018 March 2020 March 2022	Baseline established
	<p>Mental Health First Aiders to be approached to become employee champions with assistance for training from time to change</p>	Zoe Wolicki	December 2017	4 champions in place

<p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	Mental Health and wellbeing included as part of on-going communication.	Christie Tims	November 2016	Resources circulated
	General awareness articles – article in PIN board including link to resources			
	Intranet page dedicated to Wellbeing including links to resources	Zoe Wolicki/ Graphics	July 2017	Webpage live and tracking hits/usage
	Include link for individual sign up			
	Cascade briefings following CMT approval/discussion	CMT	February 2017	Feedback
	Engagement and promotion of activities by Unison	Unison Branch	September 2017	Feedback
	Include activities/ sessions in our Employee Wellbeing Day 23 rd May 2017	Jackie Knight	Complete	
Cross reference Dementia Action Plan	Zoe Wolicki	September 2017	Actions updated and referenced	
Develop quarterly champions update	Jackie Knight	May, August November, February	Collated and reported through TULG	

time to change

let's end mental health discrimination

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<p>Update and implement policies to address mental health problems in the workplace</p> <p>How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?</p> <p>How can you change your policies to encourage those with mental health problems to come forward?</p>	<p>A formal report on our policy for employee well-being will be submitted for formal approval by the Corporate Management Team (CMT) to begin the formal consultation and engagement process with employees.</p> <p>At the end of a period of formal consultation, the Policy and Action Plan will be formally approved by Members.</p> <p>The pledge will be signed at a special event date to be confirmed</p> <p>Promote use of Wellness Action Plans (WAPS) for staff</p>	<p>Christie Tims</p> <p>Trade Union Liaison Group</p> <p>Appointments & Staffing Committee</p> <p>Jackie Knight</p> <p>Zoe Wolicki</p>	<p>February 2017</p> <p>June 2017</p> <p>July 2017</p> <p>TBA</p> <p>ongoing</p>	<p>Complete</p> <p>Formal Consultation completed and policy jointly developed</p> <p>Committee Approval</p> <p>Pledge signed</p> <p>Links available to staff and circulated to managers</p>
<p>Ask your employees to share their personal experiences of mental health problems</p> <p>How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g. through intranet posts or newsletters</p>	<p>Approach employees to share their experiences (either as named individuals or anonymously)</p> <p>Engagement plan – harnessing Yammer of workplace</p>	<p>HR</p> <p>Graphics/ ICT</p>	<p>June – December 17</p> <p>June – December 17</p>	<p>Employee experiences provided</p> <p>Use of channel and engagement levels</p>



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<p>Equip line managers to have conversations about mental health</p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>Target line managers for next round of Mental Health First Aiders.</p> <p>Raise awareness of WAPs</p> <p>Mandatory stress reduction/ mental health awareness training for managers (e-learning?)</p> <p>Include in Managing attendance update (RTW interviews)</p>	<p>Z Wolicki</p> <p>Z Wolicki</p> <p>Z Wolicki</p> <p>Z Wolicki</p>	<p>September 2017</p> <p>Ongoing</p> <p>March 2018</p> <p>Ongoing</p>	<p>Training delivered and First aiders trained</p> <p>WAPs used</p> <p>All line managers trained</p>
<p>Provide information about mental health and signpost to support services</p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>Mental Health and wellbeing included as part of on-going communication.</p> <p>General awareness articles – article in PIN board including link to resources</p> <p>Intranet page dedicated to Wellbeing including links to resources/signposting</p> <p>Cascade briefings following CMT approval/discussion</p> <p>Engagement and promotion of activities by Unison (AGM 8th March 2017)</p> <p>Annual Employee Wellbeing Day to include mental health awareness</p>	<p>Christie Tims</p> <p>Christie Tims/ Graphics</p> <p>CMT</p> <p>Unison Branch</p> <p>Z Wolicki</p>	<p>November 2016 (complete)</p> <p>February 2017</p> <p>February 2017</p> <p>March 2017</p> <p>23rd May 2017</p> <p>May 2018</p>	<p>Resources circulates</p> <p>Webpage live and tracking hits/usage</p> <p>Feedback</p> <p>Feedback</p> <p>Advice and support given</p>



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Tell the world about your Employer Pledge commitment!

Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **five working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

Tamworth Borough Council recognises that wellbeing and performance are linked and is committed to the mental health and wellbeing of our employees. Improving our employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance and reduced levels of sickness absence.

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Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?
- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?

If the answer to all of the above is yes, please submit this information to our website [here](#).

THURSDAY, 6 JULY 2017

REPORT OF THE PORTFOLIO HOLDER FOR COMMUNITIES AND WELLBEING**AGAINST HATE CAMPAIGN****EXEMPT INFORMATION****PURPOSE**

To inform Members of the Amnesty International UK's 'Against Hate Campaign'.

To seek Council endorsement of Amnesty International UK's campaign and the adoption of the Amnesty International motion to condemn racism, xenophobia and hate crimes.

RECOMMENDATIONS

That Cabinet endorses the Amnesty International UK motion:

“We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Our council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

We will work to ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia.

We reassure all people living in this area that they are valued members of our community.”

EXECUTIVE SUMMARY

Amnesty International is a global movement with 542,000 members, supporters and activists here in the UK campaigning for human rights. Collectively, the vision is of a world where human rights are enjoyed by all.

The Against Hate campaign was launched in response to the reported rise in hate crimes following the EU referendum. From June 2016 Amnesty International UK supporters have been writing to their local councils asking them to pass a council motion to condemn racism, xenophobia and hate crimes and to work to ensure local bodies and programmes have support and resources to fight and prevent racism and xenophobia.

The Leader of the Council was approached recently by Amnesty International for Tamworth Borough Council to pass a council motion to condemn racism, xenophobia and hate crimes. Whilst there is no indication that there is a particular problem in Tamworth the Council feels it important to sign up to this proposal. Ninety-one councils including Lichfield District Council have already passed a motion condemning hate crime.

Tamworth Borough Council through the Community Safety Partnership (CSP) has engaged Communities Against Crimes of Hate (CACH) to support victims of hate crimes and to educate and challenge unacceptable behaviours within Tamworth. The figures provided by CACH for hate crimes where the victim resides in Tamworth between April 2016 and February 2017 are as follows:

- 14 x Race
- 5 x Learning Disability
- 3 x Gender Identity (transgender)
- 3 x Religion
- 1 x Sexual Orientation
- 1 x Age

- 13 x verbal abuse
- 9 x harassment
- 4 x physical assault
- 2 x mate crime
- 2 x criminal damage
- 1 x theft

Some victims felt that they were targeted for more than one reason and experienced more than one type of incident.

Although the current figures are relatively low, there is traditionally an under reporting of incidents. The CSP is actively working to identify vulnerable persons to offer support and to tackle the issues on a case by case basis as part of the CSP action plan.

Staffordshire Police encourage all incidents to be reported on 101 or 999 if an emergency or on-line <http://www.report-it.org.uk/home> As the Amnesty International UK's recommended motion is aligned to everything the Council promotes through policy, procedure and behaviours, Council is requested to endorse the motion to publically condemn racism, xenophobia and hate crimes.

Under the Council's Diversity and Equality Scheme 2015-19 Making Equality Real (MERIT), the Council is committed to working to make Tamworth a place free from discrimination. An update report on the Council's Equalities Policy and progress made is also on this agenda where members will find information on actions taken.

OPTIONS CONSIDERED

An option would be to not adopt the motion; however, this would not be in accordance with everything the Council promotes through policy, procedure and behaviours. The option presented to adopt the campaign is supportive of the work of

the Community Safety Partnership and the Council as a statutory member of the Responsible Authorities Group.

RESOURCE IMPLICATIONS

£4,000 from the Community Safety budget has been allocated to fund CACH during 2017/18. This funding provides a half a day dedicated support worker for Tamworth.

LEGAL/RISK IMPLICATIONS BACKGROUND

Tamworth Borough Council has a statutory duty under the Equality Act 2010, General Duty to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- Advance equality of opportunity between people from different groups; and
- Foster good relations between people from different groups.

SUSTAINABILITY IMPLICATIONS

Work to address Hate Crimes is a specific element of the Vulnerability strand of the Community Safety Partnership's annual action plan.

BACKGROUND INFORMATION

The Council and the CSP has a long history on promoting equalities and addressing hate crime.

REPORT AUTHOR

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Jo Sands Head of Community Safety

Joanne-sands@tamworth.gov.uk, Ext 585

None

APPENDICES

None

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