



Diversity & Equality Scheme  
2020 - 2024

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**Approved by Corporate Management Team / Appointments and Staffing**

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Classification: SEC1 - Routine

## Document Location

This document is held by Tamworth Borough Council, and the document owner is HR.

Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Council's Intranet. Please check for current version before using.

## Revision History

Revision Date	Version Control	Summary of changes
April 2020	V1	An updated policy to include definition of Anti-Semitism, philosophical belief and updated data
August 2020	V2	Further updated to include reference to Black Lives Matter

## Key Signatories

### Approvals Creation and Major Change

Name	Title	Approved
Appts & Staffing		

### Approvals Minor Change and Scheduled Review

Name	Title	Approved
Anica Goodwin		
TULG		

## Approval Path

### Major Change

	Action
Originator	HR
Owner	Head of Paid Service
TULG	Consultative Group
CMT	Corporate Approval
Appts & Staffing Committee	Council Approval

### Minor Change

HR	Submission
TULG	Consultative Group
Director	Delegated Approval

## Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

## Distribution

The document will be distributed through Astute as a MANDATORY policy and will also be available on the Intranet.

## Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

**Making Equality Real in Tamworth (MERIT)  
Diversity and Equality Scheme  
2020 – 2024**

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**1 Statement of intent**

Tamworth Borough Council (TBC) 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 vision "To put Tamworth, its people and the local economy at the heart of everything we do" This vision will be achieved through our strategic priorities:

- To meet housing needs through a variety of approaches and interventions
- To facilitate sustainable growth and economic prosperity
- To work collaboratively and flexibly to meet the needs of our communities
- To create a new and developing vision for the continued evolution of Tamworth, including a town centre fit for the 21<sup>st</sup> Century
- To be financially stable
- To ensure our employees have the right skills and culture to help our residents, visitors and businesses
- To ensure our service delivery is consistent clear and focussed
- To ensure our decisions are driven by evidence and knowledge

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.

However, the most important aspects of our Scheme remain not the words but the actions and outcomes we have set ourselves in conjunction with the Tamworth community and visitors to the area.

Our Equality Statement is available to download at [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

## **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 to:

- Age
- Disability (including mental health)
- Gender reassignment
- Race (which includes ethnic or national origins, colour or nationality)
- Sex
- Religion or belief
- Sexual Orientation
- Pregnancy or maternity
- Marriage and Civil Partnership\*

The above are known as protected characteristics within the Equality Act 2010.

\*Only the first aim of the General Duty applies to the characteristic of marriage and civil partnership see section 4.1.3.

The Scheme recognises evolving case law in relation to belief. The Equality Act 2010 states that belief means any "religious or philosophical belief and any reference to belief includes a reference to a lack of belief". A philosophical belief must be:

- genuinely held and not just an opinion or point of view based on the present state of information available;
- be a belief about a weighty and substantial aspect of human life;
- have a level of cogency, seriousness, cohesion and importance; and
- Worthy of respect in a democratic society, compatible with human dignity and not conflicting with the fundamental rights of others.

Examples of protected beliefs include Humanism, Pacifism, Atheism and a belief in man-made climate change. An employment tribunal found Veganism to have met the threshold for a philosophical belief under the Equality Act 2010.

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

Furthermore, in response to the death of George Floyd and related Black Lives Matter, Tamworth Borough Council reaffirms its commitment to racial equality.

Employees, Elected Members and the organisation have a responsibility to ensure that no person is treated differently because of their skin, race, religion or gender.

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 the Scheme is to integrate the Council's diversity and equality activities into normal service delivery mechanisms, while at the same time encouraging departments 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 also formally recognises the 'Thrive at Work' campaign and the intention to achieve Bronze Accreditation.

This 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<sup>st</sup> October 2010. Within the Act there is a public sector equality duty which came into force on 6<sup>th</sup> 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, 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](http://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.

#### 4.1.5 Anti-Semitism

Anti-Semitic discrimination is the denial of Jews of opportunities or services available to others.

TBC has adopted the international Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism and incorporated it into the Diversity and Equality Scheme.

Information from the 2011 Census showed that there were 7 people within the Borough who stated their religion as Judaism.

“Anti-Semitism” is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed towards Jewish and non-Jewish individuals and/or their property, towards Jewish community institutions and religious facilities”.

Anti-Semitism may take a number of forms in contemporary society which include;

- Making stereotypical or dehumanizing allegations about Jews
- Calling for, aiding or justifying the killing or harming of Jews
- Holding Jews collectively responsible for the actions of the state of Israel
- Using symbols and images associated with anti-Semitism
- Criminal acts are anti-Semitism when targets of the attack, whether people or property are selected because they are, or are perceived to be Jewish or linked to Jews

#### 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, Pentana.

#### 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 the current equality legislation.



#### **4.4 Communication**

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

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 to ensure that all procurement practices comply with equality legislation.

Our partners and contractors will also be made aware of our commitment and targets under the 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 characteristics and includes a number of other elements including safeguarding of the vulnerable, health and the environment. This process can be found at 14.1.

#### **6 Programme of Training and Development**

Diversity and Equality training is a mandatory requirement for all employees and elected members. All staff and elected members will attend a workshop and subsequent refresher training on a 3 year cycle.

##### **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 by diversity and equality specialists appointed through our procurement processes.

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 Diversity and Equality Scheme and to afford employee's the opportunity to develop their knowledge.

Staff are also given the opportunity to attend external training events.

##### **Elected Members**

We recognise each year that our elected members may change and as such we need to ensure that their knowledge and skills in this area is current. Elected

members should attend a diversity awareness workshop within 6 months of being elected and subsequently attend refresher training every 3 years.

## 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 the policy and monitoring the performance via the performance management framework and ensuring 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.

**Executive Director Organisation:** is the organisation's Equality champion and is responsible for ensuring equality activities are co-ordinated and carried out in the Authority.

**All Directors/Assistant Directors:** will ensure that policies presented to Cabinet for approval and supporting strategies and procedures are impact assessed as per the requirements of the scheme.

**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 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 of 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 Threat (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 a 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

We aim to provide an inclusive, respectful and discrimination free environment for all our employees. We want all our employees to feel respected, appreciated and to be able to do a good job to the best of their ability.

### 11.1 Full time equivalent (FTE) employees

303.50 FTE as at 31 March 2019

304.24 FTE as at 31 March 2020

### Number and types of contracts issued

	Male full time	Male part time	Male casual	Female full time	Female part time	Female casual	Total
March 2019	117	8	24	130	92	37	408

March 2020	112	10	31	131	89	50	423
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### 11.2 Length of Service

	<1	1 to 2	3 to 5	6 to 10	11 to 15	16 to 20	>20
March 2019	30	35	51	83	87	44	78
March 2020	47	44	44	73	84	56	75

### 11.3 Age

	<21	21 to 30	31 to 40	41 - 50	51 to 60	>60
March 2019	5	32	61	118	126	66
March 2020	10	42	57	113	135	66

### 11.4 Ethnic Group

	2019	2020
White - English/Welsh/ Scottish/Norther Irish/British	387	405
White - Irish	3	3
White - Gypsy or Irish Traveller	0	0
White - any other white background	5	6
Mixed/Multiple Ethnic group – White and Black Caribbean	0	0
Mixed/Multiple Ethnic group – White and Black African	0	0
Mixed/Multiple Ethnic group – White and Asian	1	0
Any other mixed/multiple ethnic background	1	0
Asian/Asian British - Indian	2	1
Asian/Asian British - Pakistani	1	1
Asian/Asian British - Bangladeshi	1	1
Asian/Asian British - Chinese	1	0
Asian/Asian British - Any other Asian Background	0	1
Black/African/Caribbean/Black British - African	0	0
Black/African/Caribbean/Black British - Caribbean	4	3
Black/African/Caribbean/Black British - any other Black/African/ Caribbean background	2	2
Other ethnic group – Arab	0	0
Any other ethnic group	0	0

### 11.5 Disability

	Declared a disability	Not disabled/not responded
2019	2	406
2020	11	412

## 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 79.72% of our tenants. 77.93% of our tenants are White British, 1.79% are Black and Minority Ethnic and 20.28% are unknown.
Age	We know the age of 96.17% of our tenants. 32.64% are aged 65 and over and 63.52% are aged between 18 and 64.
Disability	We know that 19% of our tenants have a disability of some form.
Religion	We know the religion of 35% of our tenants.
Sexual Orientation	We know the sexual orientation of 38.43% of our tenants.

### 12.2 Demographic overview of our community

	Tamworth		Staffordshire		England	
Total 2016 population	77,000		867,100		55,268,100	
Total under 5 population	4,700	6.1%	45,000	5.2%	3,429,000	6.2%
Total under 16 population	15,000	19.4%	149,300	17.2%	10,529,100	19.1%
Total working age (16-64) population	48,300	62.8%	535,000	61.7%	34,856,100	63.1%
Total 65+ population	13,700	17.8%	182,900	21.1%	9,882,800	17.9%
Total 85+ population	1,400	1.8%	21,700	2.5%	1,328,100	2.4%
Minority ethnic group	3,830	5%	54,680	6.4%	10,733,220	20.2%

(Office of National Statistics)

The population of Tamworth is 77,000 with a population density of 24.9010 people for every hectare of land. There are relatively more children aged under 16 compared to England and less people aged 85 and over, many of whom are income deprived. There are also more single-parent households than average. The overall population for Tamworth is projected to increase between 2016 and 2026 by 2% with significant growth in people aged 65 and over (26%) and aged 85 and over (58%). The rate of increase in the number of older people aged 85 and over in Tamworth is faster than the England average, equating to 800 additional residents aged 85 and over by 2026.

The demand on public sector funded services has increased considerably over the last decade and a higher than average proportion of adults in Tamworth uses health and social care services. An ageing population means that these demands are likely to increase further.

The 2011 census indicates the population is 51% women and 49% men. The average age of residents is 39; the median age is also 39. Overall life expectancy at birth in Tamworth is 79 years for men and 83 years for women, both similar to the

national averages. However both men and women living in the most deprived areas of Tamworth live six and nine years less than those living in less deprived.

5% of the population are from minority ethnic groups. This means minority ethnic groups may experience greater isolation and have less of a network of support. We are working to ensure this is understood by all staff and elected members.

The majority religion is Christianity (48,632) with an increasing number claiming no religion (4,687).

The majority of residents speak English as their first language (98.3%), Polish is the second most widely spoken language at 0.8%. Slovak, Gujarati, Latvian, Panjabi, Lithuanian and Chinese are spoken by 0.1% by Tamworth's residents.

Residents between the ages of 16 and 74 are the main workforce in Tamworth. The number within this category is 56,833. Those that remain active and fall within this age bracket make up 41,188 people, 15,645 are inactive. 24,514 people are full time, 8,566 are part time and 2,541 are unemployed. There is a high proportion of households with children where there are no adults in employment (4.7%) compared with England (4.2%).

The top occupations in Tamworth are:

Elementary (simple and routine tasks which mainly require use of hand held tools & often some physical effort)	14.9%
Elementary administration & Service	13.2%
Admin and Secretarial	12.6%
Skilled Traders	12%
Professional	11.5%
Associate, Professional & Technical	11%
Machine Operatives	10.4%
Sales & Customer Service	9.9%
Admin	9.9%
Managers, Directors and Senior Officials	9.4%

### 13 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 the 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 our 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 under-represented. 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"> <li>• Ethnicity</li> <li>• Sex</li> <li>• Sexuality</li> <li>• Disability</li> <li>• Religion and cultural identity</li> <li>• Age</li> </ul>

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 and 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 unintended 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.



### Diversity and Equality Action Plan 2020 – 2024

Action	By When	Responsible Officer	Completed	Outcome
Annual Review of the scheme and action plan and report to Cabinet	31 <sup>st</sup> March of each year	ZW/JN		Compliance with legislation
Scheme is approved and adopted by full council	October 2020	ZW		
The international Holocaust Remembrance Alliance (IHRA) definition of Anti-Semitism is incorporated into the Diversity and Equality Scheme.	October 2020	ZW		The new scheme is implemented
Scheme is communicated via Astute and internet	October 2020	ZW/JN		Compliance with internal audit recommendations
Carry out Community Consultation of the Diversity & Equality scheme and update to cabinet (ensuring covid safety)	April 2021	ZW/JN		
E&D training is procured for a 4 year period	December 2020	ZW/JN		Training is procured and timetabled
E&D training to be delivered to all new employees and elected members	Ongoing	ZW/JN		Training is delivered
Elected members and staff will receive safeguarding children and at risk adults training	By 31 <sup>st</sup> March	SI/JN		Training is delivered
Delivery of refresher E&D training for employees and elected members	Ongoing	ZW/JN		Training is delivered
Carry out Gender Pay Gap analysis on an annual basis	By 31 <sup>st</sup> March annually	ZW/JN		Gender Pay Gap is reported. Reduce of gender pay gap
Publish annual pay policy	Annually in April	ZW		Compliance with Section 38 of the Localism Act 2011
Establish & Communicate equality objectives and review on a 4 yearly basis	31 <sup>st</sup> March 2020	ZW/JN		Compliance with Public Sector Equality Duty (contained within the Equality Act 2010)

All HR policies must contain completed impact assessment	In line with review dates	JN	ongoing	Incorporated into HR policy
Publication of workforce data on an annual basis	April	JN		Statistics will be included to Diversity & Equality Scheme
All Directors ensure that strategic policies and procedures contain community impact assessments	Ongoing	Directors/ Assistant Directors		Improved provision of service ensuring maximum inclusion
Seek to deliver a successful Thrive At Work bronze submission	2022	ZW/JN	Ongoing	Accreditation and improved awareness of health and mental health
Improve equality, diversity & inclusion in recruitment	December 2020	ZW/JN		All interview processes will include on specific equality & diversity question
Ensure flexible working arrangements are clear on all job adverts.	September 2020	ZW/JN		To support the Gender Pay Gap action plan
Where services are reviewed and changes are proposed, we will carry out equality impact assessments to ensure the full impact of changes is understood before decisions are made	Ongoing	Directors/ Assistant Directors	Ongoing	Improved provision of serviced ensuring maximum inclusion
Achieve full compliance with EU Accessibility Directive	31 March 2021	GY/AT		Legally compliant access to website and apps

## Feedback

We welcome all feedback on the content of this scheme.

You can contact us by emailing [enquiries@tamworth.gov.uk](mailto:enquiries@tamworth.gov.uk), telephone 01827 709709.



Part 1 – Details	
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Diversity and Equality
Date Conducted	August 2020
Name of Lead Officer and Service Area	Jackie Noble HR
Commissioning Team (if applicable)	N/A
Director Responsible for project/service area	Anica Goodwin
Who are the main stakeholders	Employees
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members
Outline the wider research that has taken place (E.G. commissioners, partners,	

other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

<p><b>Part 2 – Summary of Assessment</b></p> <p>Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.</p> <p>To comply with the Equality Act 2010 which will ensure TBC’s employees and services it offers are not discriminatory.</p> <p>Who will be affected and how?</p> <p>All employees - This policy provides guidance for of support.</p>
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Are there any other functions, policies or services linked to this impact assessment?	
Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'Yes', please indicate what they are? All employees Landlord Services Health Inequalities Policy Housing Strategy TBC Corporate Objectives	

<b>Part 3 – Impact on the Community</b>			
<b>Thinking about each of the Areas below, does or could the Policy function, or service have a <u>direct</u> impact on them?</b>			
<b>Impact Area</b>	<b>Yes</b>	<b>No</b>	<b>Reason (provide brief explanation )</b>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability and explicitly references reasonable adjustments
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender reassignment
Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status

Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of those with caring responsibilities
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>Part 4 – Risk Assessment</b>		
<b>From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications</b>		
Impact Area	Details of the Impact	Action to reduce risk

**Part 5 - Action Plan and Review**

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

**If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why**

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome

Date of Review (If applicable) .....

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