

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**

CABINET MEETING 10 MARCH 2016

**THE CITY OF CARDIFF COUNCIL'S STRATEGIC EQUALITY
PLAN 2016-2020**

**REPORT OF DIRECTOR OF GOVERNANCE AND LEGAL
SERVICES**

AGENDA ITEM: XX

PORTFOLIO: Safety, Skills, Democracy and Engagement

Reason for this Report

1. To enable the Cabinet to consider and approve:
 - a. the City of Cardiff Council's draft Strategic Equality Plan 2016 – 2020;
 - b. the 2014/15 Annual Review of *'Everyone Matters'* – the City of Cardiff Council's Strategic Equality Plan 2012 – 2016; and
 - c. an updated draft of the City of Cardiff Council's Ageing Well Delivery Plan 2016/17.

Background

2. The 2010 Equality Act brought together a number of separate pieces of legislation into one single Act to provide a legal framework to protect the rights of individuals and advance equality of opportunity for all. The Act sets out groups which are specifically listed as 'protected characteristics' and which include age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership.

3. As part of the Equality Act, the Council is bound by the Public Sector Equality Duty which requires public authorities to tackle discrimination and promote equal opportunities. In summary public bodies are required to have due regard to the need to:
 - a. Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
 - b. Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - c. Foster good relations between people who share a protected characteristic and those who do not by tackling prejudice and promoting understanding.

4. Welsh Government has levied further Specific Equality Duties on listed public authorities in Wales, which include the requirement to:
 - a. Develop and publish a Strategic Equality Plan every four years. This plan must consider the needs for each of the 9 protected characteristics and identify objectives to help increase equality between all groups and communities across the authority
 - b. Carry out engagement
 - c. Assess the impact of policies and practices and publish these
 - d. Ensure information is accessible
 - e. Collect relevant Equality information
 - f. Collect and publish employment information
 - g. Set an equality objective to tackle pay differences
 - h. Provide staff training to increase knowledge and awareness of the Equality Act 2010
 - i. Report and publish progress on the Strategic Equality Plan
 - j. Ensure that when we 'buy services' (procurement) we take into account the General Duties of the Equality Act
 - k. Carry out a review of the Strategic Equality Plan at least every 4 years.

5. The City of Cardiff Council's draft Strategic Equality Plan 2016 – 2020 attached at **Appendix A** sets out the Council's draft strategic equality objectives. **Appendices B, C, D and E** of the report (described in more detail below) are documents forming part of the overall draft Strategic Equality Plan.

6. Also attached to this report are two related documents. One (attached at **Appendix F**) is the Council's 2014 – 15 annual report on its former Strategic Equality Plan "*Everyone Matters*". The other (attached at **Appendix G**) is an updated version of the Council's Ageing Well Delivery Plan for 2016/17, which has been further developed since its previous presentation to Cabinet in September 2015.

Issues

a) *The Strategic Equality Plan*

7. The aim of the draft Strategic Equality Plan is to identify and address any barriers that citizens and employees might face in accessing the City of Cardiff Council's services. During the process of policy development prior to the official consultation period, officers gathered a range of evidence and engaged a number of local groups to facilitate the choice of Equality Objectives and the content of the draft Equality Plan. The key steps in this process included:

1. Analysis of legislative requirements

The Council took into consideration the provisions of the Equality Act 2010, and Welsh Government's Wales Specific Equality Duties. It also analysed the Equality & Human Rights Commission's guidance on the Public Sector Equality Duty Guidance, and guidance on the Wellbeing of Future Generations Act 2015.

2. Analysis of local policy drivers

Consideration was shown to a raft of:

- externally-facing policies and strategies, from What Matters and the Council's Corporate Plan to Cardiff's Disabled Children's Strategy, Community Cohesion Plan and Ageing Well Delivery Plan
- Internally-facing policies and documents from the Council's Equal Opportunities Policy Statement, Reasonable Adjustments Policy, and Grievance and Discipline Policies to its HR Equality Action Plan.

3. Analysis of national and local datasets

A variety of local and national agencies have produced informative data to help policy makers understand dimensions of inequality and discrimination in the UK. An influential national perspective is provided by the Equality and Human Rights Commission's 2011 publication *How Fair is Wales?*

At a more local level, the Needs Assessment undertaken for the *What Matters* Partnership Strategy focused on the needs of the protected characteristics. The analysis revealed that whilst Cardiff has performed well across a range of indicators, there are some stark examples of inequality within the city.

South Wales Police's *Hate Crime Figures for Cardiff* and the Council's 2014 *Schools' Annual Report*, and 2014 *Employee Equality Report* and other similar documents provided useful figures to shape the Council's priorities.

4. Analysis of past Council consultation on equalities issues

In recent years the Council has held numerous consultations touching on issues of social justice and equalities. Officers reviewed the findings of consultations on the Council's former Disability, Gender and Race Equality Schemes, and its 2012 – 16 Strategic Equality Plan, as well as reports produced by other bodies (for instance the Community and Adult Services Scrutiny Committee's 2013 *Minority Communities' Access to Social Care* and the Project Review undertaken by the Cardiff council Access Focus Group in 2015.

5. Analysis of comparator equality schemes

To assess what represents good practice, the Council has compared the equality schemes of organisations such as Welsh Government, other welsh and English local authorities and local partners such as Cardiff and Vale University Health Board.

6. Analysis of local third sector and community priorities

The Council has benefited from information provided by local third parties such as Diverse Cymru, Race Equality First, the *Breaking the Barriers* Conference steering group, the Cardiff Prevent Stakeholders' Group and the information contained in RNIB Cymru's *Street Charter Toolkit*.

7. Engagement with Council employee equality networks

Meeting was held with representatives of the Council's BME Employee Network, Disability Network, LGBT Employee Network and Women's Network to shape the draft scheme, based on the Groups' feedback, priorities and advice.

8. Engagement with and advice from key local third sector experts

Similarly, meetings were held with the Cardiff Third Sector Council Partnership Council, the Chief Executive of Diverse Cymru and the Chief Executive of Race Equality First to hear their advice and priorities for the Council to include in its draft Scheme.

9. Engagement with and advice from City of Cardiff Council Scrutiny

Policy Review and Performance Scrutiny Committee provided its advice and feedback as the draft Strategic Equality Plan was being drafted in September 2015, and Members made a number of helpful suggestions. The Committee's input (attached at **Appendix C**) was factored into the draft document, and into the wider arrangements for consultation on the draft Plan.

b) Strategic Equality Objectives

10. On the basis of the information referred to in the above paragraph, and from advice provided by the Council's Cabinet and Senior Management Team, the Council drafted a set of Equality Objectives for consultation. To continue with the consistency of approach with the *What Matters* Partnership Strategy followed during the Council's previous Equality Plan *Everyone Matters*, the draft objectives follow have again been framed around the seven Outcomes for Cardiff set out in *What Matters*. However, for ease of communication, the number of objectives had been reduced from 18 in the previous Equality Plan to 10 in this draft Plan.
11. The draft Equality Objectives were:
 - a. Meet our Specific Equality Duties and build equality into everything we do
 - b. Support wider access to Council information and environments, and participation in Council Services
 - c. Support wider citizen consultation and engagement with the Council and the decisions it makes
 - d. Support people to challenge unfair treatment
 - e. Provide support to those who may experience barriers to achieving their full potential
 - f. Improve educational outcomes for all Cardiff learners
 - g. Reduce the number of people not in employment, education or training
 - h. Address identified pay gaps around Protected Characteristics in our workforce
 - i. Take action to build strong and cohesive communities where people can feel safe
 - j. Celebrate and promote Cardiff's heritage and diverse cultures.
12. Although the 10 draft Equality Objectives are described as "objectives" in the draft Plan, it is acknowledged that they might not be seen to conform to the accepted definition of that term, in that they are not "SMART". The Council's aim was rather to engage people in debate on an easily understandable set of priorities, with SMART actions subsequently being devised to deliver each priority once the opinions and priorities of residents were understood.

c) Wider Consultation & Engagement on the draft Plan

13. The draft Plan was widely circulated electronically and in hard copy for eight weeks of consultation in October and November 2015. The consultation was promoted via the Council's communications channels, and people were invited to provide their feedback via a consultation form. Reinforcing the electronic and paper responses received during the

consultation, the Council wanted to make sure that key stakeholders were given the opportunity to provide in-depth feedback. Direct communication was therefore arranged with a dozen local stakeholders, who all provided detailed written responses.

14. A day of engagement events was also arranged on 1 December 2015 at Cardiff City Hall, so that people could provide their views directly to the Council. Invitations were extended to a range of groups, including the Cardiff Access Focus Group, Cardiff Youth Council and 50+ Forums, and they were well attended. Also attending these events were the Equality Officers of the Cardiff & Vale University Health Board and the South Wales Fire & Rescue Service.
15. A report outlining the feedback received via these various mechanisms is attached at **Appendix D**.

d) The Final Plan Document

16. The final draft Strategic Equality Plan has been amended following the period of engagement to reflect the points raised by respondents that the Council could immediately incorporate into the Plan. The most significant change is the reduction of number of equality objectives from 10 to 7. The objectives set out at paragraphs 9e, 9f and 9g above have been merged into the single objective "Provide support to those who may experience barriers to achieving their full potential". The objectives set out at paragraphs 9i and 9j above have been merged into a new single objective "Build strong and cohesive communities where people feel safe, and able to celebrate Cardiff's diversity".

The 7 equality objectives are:

- **Meet our Specific Equality Duties and build equality into everything we do**
- **Support wider access to Council information and environments and participation in Council services**
- **Support wider citizen consultation and engagement with the Council and the decisions it makes**
- **Support people to challenge unfair treatment**
- **Provide support to those who may experience barriers to achieving their full potential**
- **Address identified pay gaps around Protected Characteristics in our workforce**
- **Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity**

17. A draft action plan summary for 2016/17 has also been developed, and attached at **Appendix B** of this report. These actions will be embedded within the 2016/17 Delivery Plans for each of the Council's Directorates. One action is to carefully analyse the feedback from engagement on the Plan and discuss actively with relevant Members, officers and teams to progress as far as possible each piece of feedback received. There is a commitment in the Plan to remain in contact with respondents to let them know what progress is being made.
18. An annual report on the Council's progress towards completing each of its 10 Equality Objectives will be prepared each year, and action plans for each of the following three years will be prepared on an annual basis, taking into account the progress that the Council has made during the previous 12 months. The draft Plan clearly sets out a vision for what success will look like should each of the 10 Objectives be realised, and the Council's ambition is to realise that vision for each of the 10 Objectives during the four year Plan period.
19. Officers have undertaken an equality impact assessment of the draft Strategic Equality Plan, which is attached at **Appendix E** of this report.

e) 2014/15 Annual Equalities Report

20. The Wales specific equality duties set out the requirement to produce an annual report by 31 March each year. The Council is required to produce an annual report depicting actions that have been accomplished during the reporting period towards meeting its equalities duties in relation to the Strategic Equality Plan 2012-16. This report must set out:
 - the steps the authority has taken to identify and collect relevant information
 - how the authority has used this information in meeting the three aims of the duty
 - any reasons for not collecting relevant information
 - a statement on the effectiveness of the authority's arrangements for identifying and collecting relevant information
 - progress towards fulfilling each of the authority's equality objectives
 - a statement on the effectiveness of the steps that the authority has taken to fulfil each of its equality objectives.

21. Listed public bodies in Wales must also collect and publish relevant employment information by 31 March each year. The employment information must include:

The number of men and women broken down in relation to:

- job
- grade
- pay
- contract type (including permanent and fixed term contracts)
- working pattern (including full time, part time and other flexible working pattern).

The number of employees in relation to age, disability, gender reassignment, sex, race, pregnancy and maternity, sexual orientation and religion or belief broken down by:

- people who have applied for jobs with the authority over the last year
- employees who have applied to change position within the authority, identifying how many were successful in their application and how many were not
- employees who have applied for training and how many succeeded in their application
- employees who completed the training
- employees involved in grievance procedures either as complainant or as a person against whom a complaint was made
- employees subject to disciplinary procedures
- employees who have left an authority's employment.

22. A listed public body may use its annual report to publish this employment information, and this is the mechanism the Council has selected for its Strategic Equality Plan Annual Report for 2014/15.

23. Set out at **Appendix F** of this report, therefore, is the Council's annual report on the progress it made in 2014/15 towards completion of the 18 Equality Objectives contained within its 2012 – 2016 Strategic Equality Plan. The report notes that good progress was made in many areas. The report also includes a statistical evaluation of the diversity of the Council workforce as required under the Equality Act 2010. This evaluation makes a number of key findings, and a separate action plan for 2016/17 has been included on the basis of these findings.

24. Due to the reporting capacities of the Council's main systems used by Human Resources People Services - SAP, Tribal and Digi-Gov – it is currently not possible to produce the required

reports for 'employees applying to change position by protected characteristics'. This has been indicated in the Employment Information section in **Appendix F**.

f) 2016/17 Ageing Well Delivery Plan

25. In September 2015 Cabinet adopted its first Ageing Well Delivery Plan, at the request of the Older Person's Commissioner for Wales. Officers have undertaken further work on developing this delivery plan, and the updated delivery plan is attached at **Appendix G** of this report (this plan will be jointly delivered by the Cabinet Member with responsibility for Safety, Skills, Democracy and Engagement and the Cabinet Member with responsibility for Health, Housing and Wellbeing. The main areas where the delivery plan has been updated include: Waste, Planning, Highways, Traffic and Transportation and Social Services

Local Member Consultation

26. Elected Members received a copy of the draft Strategic Equality Plan in October 2015 and were invited to make comments and suggestions on the document. Councillors Javed, Groves and Wild responded in writing.

Reasons for Recommendations

27. To enable the Cabinet to approve for publication:
- a. The City of Cardiff Council's Draft Strategic Equality Plan 2016 – 2020
 - b. The Annual Review for 2014/15 of "Everyone Matters" - The City of Cardiff Council's Strategic Equality Plan 2012 – 2016
 - c. The City of Cardiff Council's updated Ageing Well Delivery Plan for 2016/17.

Legal Implications

28. The Equality Act 2010 imposes an overarching single equality duty on local authorities. The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011/1064 requires authorities to publish:
- a. Equality Objectives which must be reviewed every four years (Regs 3 & 4).

- b. A Strategic Equality Plan (Regs 14 & 15) which must include the Equality Objectives, how the Authority intends to fulfil the objectives, and how long this will take. The Strategic Equality Plan must be kept under review.
- c. Employment information by the 31 March each year. (Reg 9).

Financial Implications

There are no direct financial implications arising from this report. If in the event of implementing the strategy costs arise then these need to be identified from within existing budgetary or external funding sources.

RECOMMENDATIONS

The Cabinet is recommended to agree for publication:

- a. The City of Cardiff Council's Draft Strategic Equality Plan 2016 – 2020
- b. The Annual Review for 2014/15 of “*Everyone Matters*” - The City of Cardiff Council's Strategic Equality Plan 2012 – 2016
- c. The City of Cardiff Council's updated Ageing Well Delivery Plan for 2016/17.

MARIE ROSENTHAL

Director of Governance and Legal Services
17 March 2016

The following Appendices are attached:

Appendix A: The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020.

Appendix B: Action Plan for The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020.

Appendix C: Report on the Consultation undertaken on the draft Strategic Equality Plan 2016 - 2020

Appendix D: Correspondence from Policy Review & Performance Scrutiny Committee relating to The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020, September 2015

Appendix E: Equality Impact Assessment of The City of Cardiff Council's Draft Strategic Equality Plan – 2016 - 2020

Appendix F: Annual Review for 2014/15 of “Everyone Matters” - The City of Cardiff Council's Strategic Equality Plan 2012 - 2016

Appendix G: The City of Cardiff Council's updated Ageing Well Delivery Plan for 2016/17

A variety of Background Papers that have been taken into account in drafting this report are referenced in the body of the report, particularly at paragraph 7.

DRAFT

The City of Cardiff Council's Strategic Equality Plan 2016 – 20

Equality making the
'difference for Cardiff.

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Appendices:

- Action Plan
- Consultation and Engagement Report
- The Protected Characteristics
- Further information on why we have chosen our objectives
- Protected Characteristic Profile for Cardiff
- The Specific Equality Duties levied by Welsh Government
- Equality Impact Assessment

Foreword from Councillor Daniel De'Ath, Cabinet Member for Skills, Safety, Democracy and Engagement

Welcome to the City of Cardiff Council's Strategic Equality Plan 2016 – 2020. The Plan sets out our ambition for equality to “make the difference”, building a fairer society for all of Cardiff's citizens, and helping achieve our vision of Cardiff becoming Europe's Most Liveable Capital City.

We will do this by delivering seven outcomes which have been jointly agreed by public service and third sector partners in the city, captured in Cardiff's “*What Matters*” Single Integrated Plan.

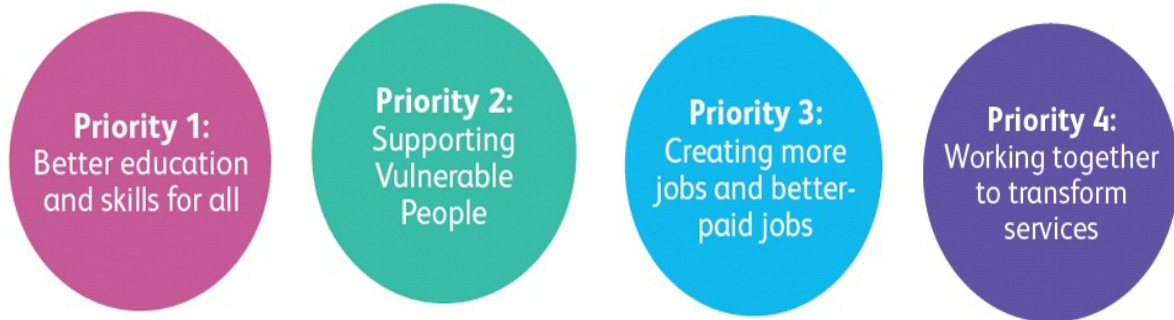
Cardiff is Wales' largest city and home to over a third of a million people from a wide range of backgrounds. We have a long and proud history of welcoming people to our city and value the diversity that this has brought and continues to bring to Cardiff and the City Region.

This Strategic Equality Plan sets out the Council's commitment to Equality, and identifies a number of key equality objectives (developed as a result of consultation and engagement) which we will focus on over the next four years and which will enable us to improve our services and Equality in Cardiff.

This Plan will be delivered in a challenging economic climate, where we have had to make significant savings during the past three years, and will need to find around £120m of additional savings during the next three. This reduction in budget means that we will have to be clear about the priority areas that are the most important to us, and which make the biggest difference for the people of Cardiff.

To do this we must have a very clear understanding of what citizens need and how they interact with the services we provide. We will need to work in smarter ways to

ensure we can focus on their priorities. Our Corporate Plan sets out the four most important priorities for Cardiff Council. The priorities identified are:



We believe that the equality objectives identified later within this Plan will complement our Corporate Plan priorities and help us deliver these in a way which will benefit all members of our community.

To deliver on these priorities we will continue to work closely with our partners (both statutory and non-statutory), local communities and individuals to ensure that we promote and deliver equality for Cardiff. As one of the largest public sector organisations in Wales, we recognise our broad-ranging responsibilities as both an employer and as a provider of a wide range of services within the city. We take these responsibilities very seriously.

The City of Cardiff Council is committed to equality, welcoming the duties contained within the Equality Act 2010. We will continue to prioritise equality and ensure that it is firmly embedded within all that we do. We recognise we have a vital role to play in helping people from all backgrounds to access the services we provide. And we will work to ensure that citizens are able to access, influence and design our services, and that those services meet the needs of all.



Councillor Daniel De'Ath

Why have we produced this Strategic Equality Plan?

This Plan has been produced to meet our duties set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations, which came into force on 6 April 2011.

The Plan revises and updates our first Strategic Equality Plan (published April 2012) and demonstrates our continued commitment to equality. It sets out for service users, elected Members, employees and partner organisations our strategic equality objectives, our reasons for choosing them and how we intend to deliver them.

In developing this Plan and in setting our new equality objectives we reviewed our previous Strategic Equality Plan and its objectives. We have taken into account the Welsh Government's *draft Equality Plan Objectives*, The Equality and Human Rights Commission's *How Fair is Wales?* and *Is Wales Fairer?* reports, and our recent annual Equality Reviews. We have engaged with the public, employees, council directorates and Members, equalities and third sector organisations.

As a result of this review and engagement undertaken we have developed new objectives that we believe will result in better equality outcomes for Cardiff. In carrying out this review and by working in partnership with our stakeholders we have been able to understand the full range of equality issues that exist within the city and have been able to develop an action plan which will help us to tackle these issues.

As an organisation we are driven by our organisational values which are:



We believe that this Equality Plan encompasses each of these values and will ensure that we continue to ensure the services we provide meet the needs of our citizens.

Who is this Strategic Equality Plan For?

This Plan is for YOU!

The Equality Act 2010 uses the term “Protected Characteristic”, which refers to people’s age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, belief or non-belief, sex and sexual orientation.

We can see how important it is to support groups of people who our experience has shown might face particular barriers in accessing public services, or who may face prejudice or other disadvantage. Equally, we want to avoid stigmatising people unnecessarily, and of putting people into “pigeon holes”.

So while we will seek to fully comply with the Equality Act in eliminating discrimination, promoting equality and promoting good relations around the Protected Characteristics, our fundamental aim is to provide good services that meet people’s needs, and which celebrate our wonderfully diverse city.

Appendix 6 contains further information on the Protected Characteristic Profile for Cardiff.

Leadership and Responsibility for our Plan

The Council works to make equality a priority, and the management of the organisation will assign responsibility for the Scheme as follows:

Politically

The scheme will be led by the Council's Leader Cllr Phil Bale. The Cabinet Member with overall lead Portfolio responsibility for Equality is Cllr Daniel De'Ath, and each Cabinet Member has individual responsibility to mainstream diversity within their portfolio of responsibilities. Providing overarching diversity support to the Council is our Member Diversity Champion Cllr Ali Ahmed.

Officer Level

Ultimate responsibility for the Strategic Equality Plan will rest with the Chief Executive, Paul Orders, supported by the Senior Management Team. Detailed co-ordination of the Plan will be overseen by the Director of Governance and Legal Services, Marie Rosenthal.

The Council's Equality Team will provide guidance for Directorates and individual frontline teams to help them understand how they can implement and support the achievement of the Council's Equality Objectives. The Equality Team will also have responsibility for monitoring the implementation of the action plan, and for preparing annual reviews.

Each Director will have responsibility for actions within the Plan, which will be included in their Directorate's annual Delivery Plan, and which will be reported through the Council's corporate performance management arrangements.

Every Council employee is bound by the Council's Employee Charter, which ensures 'our services are delivered in a way that reflects the Council's values and behaviours'.

The Equality Act 2010

The 2010 Equality Act brings together previous disparate pieces of legislation into one place to provide a single legal framework to more effectively tackle disadvantage and discrimination. The Act sets out groups which are specifically listed as 'protected characteristics' and which include:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion, Belief or No Belief
- Sex
- Sexual Orientation

The promotion and use of Welsh Language is not included within the Equality Act and is instead covered by requirements set out in the Welsh Language Measure 2011. It is important to include this aspect alongside the wider protected characteristics to encourage a holistic approach to the needs of all communities in designing and delivering services.

The Measure includes provisions about the official status of the Welsh language and establishes the office of the Welsh Language Commissioner. The Commissioner will have wide ranging functions to promote equality between Welsh and English. The Measure also allows for the development of 'standards' covering the integration of the Welsh language in the development and delivery of services to the public.

Appendix 4 contains further information about Protected Characteristics.

Complying with the General Duties of the Act

The Equality Act 2010 places a General Duty on public authorities in carrying out their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not by tackling prejudice and promoting understanding.

Complying With the Specific Duties

Welsh Government has been given responsibility for levying Specific Duties on Welsh public bodies like Cardiff Council.

Appendix 7 contains information about the Specific Duties.

Consultation Engagement and Evidence Gathering

In order to develop the content of the draft Strategic Equality Plan and to choose the draft Equality Objectives the Council undertook a range of evidence gathering and engagement prior to the official consultation. The key steps in this process included:

- Analysis of Legislative Requirements
- Analysis of local Policy Drivers
- Analysis of current Council Equality Policy
- Analysis of national and local datasets
- Analysis of past Council consultation on equalities issues
- Analysis of comparator equality schemes
- Analysis of local third sector and community priorities
- Engagement with and advice from Council Employee Equality Networks
- Engagement with and advice from key local third sector experts
- Engagement with and advice from City of Cardiff Council Scrutiny
- Engagement events with the public

Engagement and Consultation Arrangements

The draft Plan (with draft objectives) was promoted externally on the Council's website; via the Council's Twitter feed and Council's Face-Book page. It was made available at County Hall, City Hall in Libraries and at Community Hubs. It was also widely distributed to local third sector organisations, neighbourhood partnerships and public sector partner organisations.

Key partners including Cardiff Third Sector Council (C3SC), Race Equality First (REF) and Diverse Cymru also promoted the draft Plan and the consultation via their own websites and Twitter Feeds.

The Plan was promoted internally amongst council members and employees via e-mail messages, the staff Intranet and Core Brief. It was sent to trades unions, employee equality networks and staff Ambassadors.

Accompanying the draft Plan was an electronic and paper consultation form, which asked respondents to:

- Give their view on the value and importance of each objective, and the relative priority the Council should give in pursuing each objective.
- Suggest any actions that they would like the Council to undertake to achieve each objective, or outcomes they would like to see in place as a result
- Any other comments that they wished the Council to take.

To reinforce the electronic and paper consultation responses, the Council ensured that key stakeholders were given the opportunity to provide in-depth feedback. As a result direct communication was arranged with a number of stakeholders both internal and external.

Finally, a day of engagement events was arranged on 1 December 2015 at Cardiff City Hall, so that people could provide their views directly to the Council.

Appendix 2 contains further information on our consultation and engagement

THE EQUALITY OBJECTIVES FOR THE COUNCIL'S 2016-20 STRATEGIC EQUALITY PLAN

During consultation on our draft Equality Objectives, we received a variety of helpful feedback, and have as a result reduced the number of final objectives from 10 to seven. Our draft objectives remain grouped within the overall “Outcomes for Cardiff” which have been agreed by all key partners in the Cardiff Partnership Board (LSB). By grouping them in this way it will be possible to report them through the LSB, and to work in partnership with bodies like the University Health Board, Police, Fire and Rescue and Cardiff Third Sector Council. Our objectives are:

Cardiff is a Fair, Just and Inclusive Society

- Meet our Specific Equality Duties and build equality into everything we do
- Support wide access to Council information and environments, and participation in Council Services
- Support wide citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment

Cardiff People are Healthy and supported to achieve their Full Potential

- Provide support to those who may experience barriers to achieving their full potential

Cardiff has a Thriving and Prosperous Economy

- Address identified pay gaps around Protected Characteristics in our workforce

Cardiff People are Safe and Feel Safe, and Cardiff is a Great Place to Live, Work and Play

- Build strong and cohesive communities where people feel safe, and able to celebrate Cardiff's diversity.

Appendix 1 contains a summary of our first year action plan for 2016/17. This indicates a number of the core activities we will undertake to progress our objectives during the year. We will, however, as part of the Council's business planning process work with each Council Directorate so that they can build a more detailed Directorate Equality Action Plan, which will be monitored through the Council's performance management arrangements.

THE EQUALITY OBJECTIVES IN DETAIL

1. Meet our Specific Equality Duties and build equality into everything we do.

Why have we chosen this objective?

- It enables us to meet the general and specific duties within the Equality Act
- It contributes to Corporate Plan Priority 4 (working with people and partners to design, deliver and improve services)
- Enhanced service user monitoring & equality impact assessments will enable the Council to understand who and what services are used by our customers, will inform the future design of services

If implemented what will success look like?

- Equality impact assessments routinely carried out and to a consistently high standard
- An agreed corporate equality monitoring form routinely used to consistently collect and report on monitoring information on employees and service users
- Evidence from the above sources informs service delivery and review
- Cardiff Council employees have access to equality training in order to improve service delivery

2. Support wider access to Council information and environments, and participation in Council services.

Why have we chosen this objective?

- It enables us to meeting the specific duties of the Equality Act regarding accessible communication
- It contributes to Corporate Plan Priority 4 (working with people and partners to design, deliver and improve services)
- The Ask Cardiff survey 2014 identified that almost a quarter of respondents (24.9%) do not find it very or fairly easy to access Council services when they needed to, with 11.5% of people indicating that it was fairly or very difficult to access services
- Ask Cardiff respondents who identified themselves as being disabled or from a minority ethnic background were most likely to find it difficult to access Council services (15.6% and 15.3% respectively)

If implemented what will success look like?

- The information provided by the Council is easy to understand and takes accounts of individuals' needs
- The Council's venues, built environment and open spaces are accessible for all to enjoy
- Cardiff residents are aware of the services we provide, and can easily access those services

3. Support wider citizen consultation and engagement with the Council and the decisions it makes.

Why have we chosen this objective?

- It enables us to meet the specific duties within the Equality Act regarding involving people
- It contributes to Corporate Plan priority 4 (working with people and partners to design, deliver and improve services)
- Results from the Cardiff Debate indicate that members of the public welcomed the opportunity to participate in conversations with the Council and its partners in the design of future services and provision
- The Well-being of Future Generations Act 2015 indicates the importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves

If implemented what will success look like?

- People are appropriately represented in Council consultations and engagement events, and can participate in the future design of Council services
- Cardiff Council consultations or engagement events are fully accessible for everyone

4. Support people to challenge unfair treatment.

Why have we chosen this objective?

- It enables us to meet the part of the general duty contained within the Equality Act relating to eliminating discrimination, harassment and victimisation
- Evidence from our partners at Race Equality First indicates that they have received 162 requests from service users for their discrimination casework service and that bullying is an issue in some Cardiff schools
- Evidence indicates that there has been an increase in hate crime in recent years where victims have been targeted for their perceived membership of a certain social group. This increase is particularly evident in race, homophobic and disability-related crime
- Evidence from the Council's employee equality groups suggests that policies and procedures are not consistently applied throughout the Council

If implemented what could success look like?

- Cardiff residents clearly and easily understand what discrimination is
- Cardiff residents know where to report cases of discrimination
- Anti-discrimination services in Cardiff are effective, and discrimination is reduced

5. Provide support to those who may experience barriers to achieving their full potential.

Why have we chosen this objective?

- It enables us to meet the part of the general duty contained within the Equality Act relating promoting equality of opportunity
- Income deprivation accounts for approximately 90% of the variation and severity of all other types of deprivation, including measures of health and wellbeing, child poverty and some aspects of community safety
- People from lower socio-economic groups have a poorer outlook with shorter life expectancy and higher premature death rates than those from higher groups
- Evidence indicates that children who grow-up in poverty are more likely to experience poor health, poor educational attainment, have lower ambitions and be welfare-dependent in adulthood

If implemented what could success look like?

- There is a clear understanding amongst Council service providers of the barriers facing people in accessing Council services, and there is clear evidence that this understanding is widening access to services
- People in Cardiff are able to live as independently as possible
- People in Cardiff know about the support services and help available to them
- There is clear evidence of where a protected characteristic may be a factor in the educational attainment of school pupils, and programmes are developed to address those factors

- There is evidence that attainment gaps linked to protected characteristics are reducing
- All learners are able to achieve their potential
- Programmes designed to reduce the number of people not in education or training are working
- Unemployment figures for people in Cardiff are reducing
- Young people in Cardiff are able to access suitable education or training upon leaving school at 16

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6. Address identified pay gaps around Protected Characteristics in our workforce.

Why have we chosen this objective?

- It enables us to meet the general and specific duties within the Equality Act
- Our annual workforce data identifies that the Council workforce has a 69% female / 31% male split but the majority of women are in the lowest (below £16,000) pay bracket
- Females are under-represented in the higher pay brackets
- Previous workforce data indicates that disabled people are underrepresented amongst the Council's workforce

If implemented what could success look like?

- The Council routinely collects and uses employee monitoring data around all protected characteristic groups to identify and reduce pay gaps
- Plans will be in place to enable under-represented groups to progress within the Council

7. Build strong and cohesive communities where people feel safe, and able to celebrate Cardiff's diversity

Why have we chosen this objective?

- It contributes to the Corporate Plan priority 2 (supporting people in vulnerable situations)
- It enables us to meet the general duties of the Equality Act
- It enables the Council to contribute to the Welsh Government's Community Cohesion Strategy for Wales
- The Council and its partners are committed to reducing the incidences of domestic and sexual violence and abuse
- It will enable us to bring the various protected characteristic groups together and hopefully address the increase in hate crime within Cardiff
- From April 1st 2014 until March 31st 2015 there were 930 hate crime incidents (involving victims from all protected characteristic groups) recorded in Cardiff by South Wales Police, which is an increase on the number of incidences recorded (879) during the same periods for 2013/14

If implemented what could success look like?

- The Council will promote information about organisations which support victims of domestic violence or abuse
- Members of the public will feel confident in reporting incidents of domestic violence or hate crime

- The Council regularly uses positive images to promote community cohesion messages
- Cardiff Council will publish a calendar of cultural events and promote these to both employees and to residents and visitors

Appendix 5 *Contains further evidence for why we have included each of the equality objectives.*

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Reporting and Accountability

To keep you informed on the progress of the implementing our Equality Plan we will:

- Produce an annual Equality Progress Report showing our progress on our equality objectives during the previous 12 months
- Publish an annual statistical report on the diversity of our employees.

Holding us to account

We hope that you will be satisfied with the way we are working to deliver our equality objectives but if you are not, you can:

- Contact the Council's Equalities Team via Connect 2 Cardiff
- Contact your local Councillor
- Take part in an Ask Cardiff! Survey
- Make a complaint, using the Council's Complaints procedure or call Connect 2 Cardiff on 029 2087 2087
- Raise the matter with your Neighbourhood Partnership Team.

Further information and feedback

We welcome any comments, suggestions or feedback you wish to make on our Plan. We will also be pleased to send a copy of this document in different formats or languages. Please contact us!

Cardiff Council Equalities Team, Room 263d, County Hall, Cardiff CF10 4UW
Telephone (029) 2087 2087. E-mail equalityteam@cardiff.gov.uk



make the
difference

gwnewch
wahaniaeth



Appendix 1

Equality Making the *'difference* for Cardiff.

The City of Cardiff Council's Strategic Equality Plan 2016 – 20

A Summary of Our Actions for 2016/2017



Introduction

The city of Cardiff Council has produced a Strategic Equality Plan to meet our public sector equality duties as set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations, which came into force on 6 April 2011. The Plan revises and updates our first Strategic Equality Plan (published April 2012) and demonstrates our continued commitment to equality.

The Plan sets out a number a number of equality objectives which have been developed as a result of a programme of consultation and engagement. The objectives are:

1. Meet our Specific Equality Duties and build equality into everything we do
2. Support wider access to Council information and environments and participation in Council services
3. Support wider citizen consultation and engagement with the Council and the decisions it makes
4. Support people to challenge unfair treatment
5. Provide support to those who may experience barriers to achieving their full potential
6. Address identified pay gaps around Protected Characteristics in our workforce
7. Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

As a result of our consultation and engagement programme a number of actions have been identified that will help us put in place foundations during the **1st year** of our plan that we will build upon during the 2nd, 3rd and 4th year of the plan. This document highlights a number of the actions that will be taken towards during **2016/17**.

Objective 1 Meet our specific equality duties

During 2016/17 we will begin to address this objective by:

- Carry out a review of the Councils existing Equality Impact Assessment guidance
- Working with directorates to identify the current level of directorate equality monitoring.
- Produce a Council-wide generic equality monitoring form and guidance document.
- Develop a range of employee equality and diversity training packages.
- Review procurement processes to identify how equality considerations are currently built into processes.

Objective 2 Support wider access to Council information and environments and participation in Council services

- Communications Team and Equality Team to produce a briefing document and guidelines regarding accessible communication and the requirements of the Equality Act
- Bilingual Cardiff Team to work with Directorates to secure compliance with Welsh Language Standards
- Continue to provide Cardiff Council Access Focus Group as a mechanism for addressing accessibility in Cardiff's built environment
- Review the Reasonable Adjustments Policy to ensure it is fit for purpose up to date regarding information for access to buildings / workplaces for council employees.

Objective 3 Support wider citizen consultation and engagement with the Council and the decisions it makes

- Produce a management briefing document on accessible consultation and engagement and the requirements of the Equality Act.
- Produce accessible engagement and consultation guidelines for Directorates.
- Establish a baseline of current consultation / engagement number.
- Carry out regular Employee Voice employee satisfaction surveys.
- Include a question in future Ask Cardiff Survey regarding service user satisfaction levels of engagement / consultation Cardiff Council.

Objective 4 Support people to challenge unfair treatment

- Produce a briefing document identifying the various types of discrimination, and make this available within Council venues, the Council website and for employees via the Council intranet.
- Support Race Equality First to deliver a discrimination casework service
- Promote the various agencies who can support people who feel they have been received unfair treatment discriminated against within Council venues, the Council website, Capital Times and for employees via the Council intranet.
- Promote to Council employees the availability of the new Resolution Policy which will replace the existing Grievance and Bullying and Harassment policies.

Objective 5 Provide support to those who may experience barriers to achieving their full potential

- Produce a briefing document identifying the various barriers preventing people from achieving their full potential.
- Work with 3rd sector partners to produce a lessons learned report of issues faced by their services users and the barriers they face to accessing Council services.
- Work with partners to promote the 'Cardiff Commitment' and its plans to get more of Cardiff's young people into education, employment and training.
- Promote the Corporate Apprentice scheme which has been introduced in the Council.
- Implement the actions contained within Cardiff's Ageing Well local delivery plan.

Objective 6 Address identified pay gaps around Protected Characteristics in our workforce

- Carry out a review of the job evaluation process
- Produce a job evaluation toolkit which enables all job evaluation related processes to be included within one document
- Continue to promote to employees the availability of employee training
- Update the living wage for the lowest paid council employees
- Work with employee networks to identify support needed for under-represented groups to progress within the Council.

Objective 7 Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

- Implement the refreshed National Community Cohesion Action Plan (2016/2017) across the Local Authority
- Neighbourhood Partnerships to promote positive messages and community cohesion in the delivery of action plans
- Promote the reporting of hate crime and ensure staff know how to report as well as what support is available
- Include a question in the Ask Cardiff Survey regarding how safe people feel or their perceptions of crime
- Produce and promote a cultural calendar of event and festivals and make it available to employees via staff intranet
- Employee networks to promote and celebrate diversity in the workplace.

For further information please contact:

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Room 263d

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Cardiff Bay

CF10 4UW

Phone: 029 2087 2536 E-mail: equalityteam@cardiff.gov.uk



**The City of Cardiff Council's
DRAFT Strategic Equality
Plan 2016 – 20**

Consultation Feedback Report

Equality Making the
'difference for Cardiff.

YOU CAN ASK FOR THIS DOCUMENT IN A DIFFERENT FORMAT



Purpose

This report captures the key messages expressed during the recent consultation for Equality Making the ‘difference’ for Cardiff; Cardiff Council’s Strategic Equality Plan. The consultation ran from 1st October until November 30th 2015 and culminated in 2 consultation events held on Tuesday 1st December 2015 at Cardiff City Hall.

Background

The Equality Act 2010 placed a specific duty on all local authorities to produce a Strategic Equality Plan by April 2012 and for a review of the plan to be carried out at least every 4 years.

Cardiff Council carried out a review of ‘Everybody Matters’ and as a result produced a revised draft Strategic Equality Plan entitled Equality Making the ‘difference’ for Cardiff; this draft Plan included a number of draft equality objectives.

Introduction

On 30th September 2015 the City of Cardiff Council published a draft Strategic Equality Plan for 2016 – 20. The draft plan set out 10 draft Equality Objectives for the next four years with a brief explanation of why these had been chosen, and what success in achieving the objectives might look like.

The Council acknowledge that whilst the 10 objectives indicated within the Plan do not conform to the accepted definition of that term, in that they were not “SMART¹” our was to engage people in debate on an easily understandable set of priorities,

¹ Specific, Measurable, Agreed, Resourced and Time bound

with SMART actions subsequently being devised to deliver each priority once the opinions and priorities of residents were understood.

The consultation therefore invited respondents to indicate what actions and measures the Council could introduce to ensure success in implementing the objectives, and to provide their opinion of the relevance and importance of each objective.

Pre-Consultation Engagement and Evidence Gathering

In order to develop the content of the draft Equality Plan and to choose the draft Equality Objectives the Council undertook a range of evidence gathering and engagement prior to the official consultation. The key steps in this process included:

- **Analysis of Legislative Requirements**
- **Analysis of local Policy Drivers**
- **Analysis of current Council Equality Policy**
- **Analysis of national and local datasets**
- **Analysis of past Council consultation on equalities issues**
- **Analysis of comparator equality schemes**
- **Analysis of local third sector and community priorities**
- **Engagement with and advice from Council Employee Equality Networks**
- **Engagement with and advice from key local third sector experts**
- **Engagement with and advice from City of Cardiff Council Scrutiny**

Engagement and Consultation Arrangements

The draft Plan (with objectives) was promoted externally on the Council's website; via the Council's Twitter feed and Council's Face-Book page. It was made available at County Hall, City Hall in Libraries and at Community Hubs. It was also widely distributed to local third sector organisations, neighbourhood partnerships and public sector partner organisations.

Key partners including Cardiff Third Sector Council (C3SC), Race Equality First (REF) and Diverse Cymru also promoted the draft Plan and the consultation via their own websites and Twitter Feeds.

The Plan was promoted internally amongst council members and employees via e-mail messages, the staff Intranet and Core Brief. It was sent to trades unions, employee equality networks and staff Ambassadors.

Accompanying the draft Plan was an electronic and paper consultation form, which asked respondents to:

- Give their view on the value and importance of each objective, and the relative priority the Council should give in pursuing each objective.
- Suggest any actions that they would like the Council to undertake to achieve each objective, or outcomes they would like to see in place as a result
- Any other comments that they wished the Council to take.

To reinforce the electronic and paper consultation responses, the Council ensured that key stakeholders were given the opportunity to provide in-depth feedback. As a result direct communication was arranged with a number of stakeholders both internal and external.

Finally, a day of engagement events was arranged on 1 December 2015 at Cardiff City Hall, so that people could provide their views directly to the Council.

Key Messages from our Consultation & Engagement

The feedback we received told us:

- Respondents endorsed the Council's draft equality objectives however some felt that some of the objectives could be merged.
- Some respondents felt that the objectives should be more precise, while some felt that they could be more simply phrased. Most wanted the Council to focus on building SMART actions into an action plan. That the actions identified within the action plan can be accomplished.
- Citizens and third sector organisations have high expectations of the Council meeting its equality duties and in delivering high quality, accessible services, respecting diversity and reducing barriers to access.
- Respondents valued the way the Council engaged and consulted on the Strategic Equality Plan. They indicated the need for all future Council consultation and engagement to be inclusive and accessible to all groups and carried out in a timely manner. They also emphasised the need for the Council to feed back to respondents with clear details of the outcomes of consultation and engagement and any changes resulting from them.
- While many stakeholders recognised the Council's genuine aspiration to develop good practice, and appreciated its recent work to improve access, respondents felt that barriers still exist (for some) in accessing Council information and environments.
- Respondents emphasised the importance for the Council to clearly communicate the services that it provides and to do this through a number of different media.

- Respondents indicated that barriers preventing some people from achieving their full potential do exist.
- Employees with protected characteristics expect the Council to recognise and address the barriers they may face in the workplace.
- Third sector organisations are keen to work with the Council in delivering its equality duty, particularly the Cardiff Third Sector Council and a number of charities and local community groups specialising in diversity.

From this, we have learnt that:

- That we should revise our equality objectives
- That a consistent council wide approach is needed to ensure that we meet stakeholder expectations in meeting our equality duties and in the future delivery of accessible services, respecting diversity and reducing barriers to access.
- The Council needs to show sustained focus to achieve its objectives, developing clear priorities, leadership and agreed roles and responsibilities.
- There are opportunities to develop partnerships with third sector and public sector organisations to optimise resources in delivering the best outcomes for local people.
- It is important to be honest in reporting on the progress of our plan in order to maintain our momentum and the good will of stakeholders.

What are we going to do as a result?

- Revise our equality objectives.
- Work with Council directorates to Identify SMART Actions that will enable us to achieve our objectives
- Make a commitment to discuss with relevant Members, officers and teams, the points raised by respondents during the consultation so that we can progress as far as possible each point that was made.
- Work with colleagues within the Human Resources to identify and address barriers that some employees may face within the workplace.
- Work with third sector organisations to identify ways in which we can work together in delivering our equality duties.
- Keep respondents informed about our progress.

Respondents' views on the appropriateness of our Objectives

During the consultation period and the consultation events the Council asked those responding to indicate if they felt the 10 draft objectives were the ones the Council needed to focus on.

From the responses received via the various methods of consultation and engagement the vast majority of people broadly endorsed each of the draft objectives. However some felt objectives could be made simpler or merged.

Respondents' views on the relative importance of each Objectives

The Council asked respondents to identify which of the objectives they considered to be most important and relevant for the Council to prioritise.

People responding indicated that the most important objectives the Council needs to prioritise are:

- Meet our Specific Equality Duties and build equality into everything we do
- Provide support to those who may experience barriers to achieving their full potential
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Improve educational outcomes for all Cardiff Learners
- Support wider access to Council information and environments and participation in council services

SUMMARY OF FEEDBACK RECEIVED ON OUR OBJECTIVES

Objective 1 - Meet our Specific Equality Duties and build equality into everything we do.

The feedback we received told us:

- It is important for us as the Council of the capital city of Wales to develop good practice in:
 - Assessing the Impact of Council policies, services and decisions.
 - Carrying out effective equality monitoring so that it can confidently understand who is using Council services and to help shape future provision of those services.
 - Making training and awareness on Equality and Diversity issues widely available to Council employees.
 - Ensuring that the services the Council buys are procured fairly.

Objective 2 - Support wider access to Council information and environments, and participation in Council Services.

The feedback we received told us:

- It is vitally important that the information the Council produces is easy to understand, and meets the needs of citizens with Protected Characteristics including the need for Plain English, Easy Read, British Sign Language and community languages.

- That much good work had been undertaken in improving the accessibility of physical environments within Cardiff however more work needs to be done.
- That the Council's Hubs are a good way of providing council information however more work needs to be done to ensure that people not able to access hubs or electronic information are still able to receive information.

Objective 3 - Support wider citizen consultation and engagement with the Council and the decisions it makes.

The feedback we received told us:

- Respondents had high expectations that the Council's general consultation and engagement arrangements would be inclusive of individual needs.
- Respondents with different Protected Characteristics wanted the Council to engage specifically with their communities on issues in a way that met their communication and engagement needs.
- Various third sector groups want the Council to develop a structured partnership approach with them, and engage them in supporting the Council's equalities and diversity agenda.
- The Council needs to maintain its involvement with a variety of stakeholder groups, including the Breaking the Barriers steering group, in pursuing its diversity agenda.

Objective 4 - Support people to challenge unfair treatment.

The feedback we received told us:

- Respondents want the Council to:
 - Make effective use of the data it collects to understand where patterns of unfair treatment and discrimination may exist in the city.
 - Continue to provide effective case work and advisory services to support people seeking to challenge any treatment they feel is unfair.
 - Promote the availability of services available to ensure people in Cardiff know who to report unfair treatment to.
 - Ensure that lessons learnt from the casework and advice services provided by organisations like Race Equality First and Diverse Cymru that relate to Council services are communicated appropriately within the organisation to enable improvements to be made.

Objective 5 - Provide support to those who may experience barriers to achieving their full potential.

The feedback we received told us:

- As a very wide range of people and groups face barriers in their lives, the Council needs to make good use of data to understand what barriers exist, and the effect they have on people's lives.

- Respondents cited a wide range of useful evidence and potential solutions, and we need to work with communities to find practical answers where the Council has the power to do so.

Objective 6 - Improve educational outcomes for all Cardiff learners.

The feedback we received told us:

- To identify what barriers exist for specific groups
- To ensure that avoidable barriers are overcome and learners are supported to achieve the best outcomes they can. This evidence will be discussed with the relevant officers so that focus can be given to the issues raised.
- To continue to offer Adult Community Education courses.
- To share best practice from high achieving schools with schools that need to improve.
- To ensure that learning opportunities are accessible to all services users.

Objective 7 - Reduce the number of people not in employment, education or training.

The feedback we received told us:

- That the Council and its partners should identify if any particular protected characteristic groups are over represented within the NEET statistics and work to understand why this is the case.
- That the Council needs to work with partner organisations to identify ways to provide job shadowing, training and job opportunities for those not currently in employment, education or training.
- That the Council needs to continue its work with partners to maximise employment and fairness in employment across Cardiff.

Objective 8 - Address identified pay gaps around Protected Characteristics in our workforce.

The feedback we received told us:

- While recognising that the Council has a specific duty around the gender pay gap, Council employees and community groups were keen to see the Council ensuring that people with any Protected Characteristic are allowed to flourish and achieve their potential in the Council's work force.
- Respondents provided numerous suggestions as to how this could happen, and these will be discussed with the Council's Human Resources People Services to inform their ongoing Human Resources Equality Action Plan.

Objective 9 - Take action to build strong and cohesive communities where people can feel safe.

The feedback we received told us:

- Although the term “community cohesion” is frequently applied to issues around ethnicity and religious belief, respondents had views on how people and communities across the spectrum of Protected Characteristics needed to co-exist peacefully, and be free from fear of hatred.
- Stakeholders like the Cardiff Prevent Stakeholders Group and Race Equality First’s forums have specific expertise on issues relating to Cardiff’s PREVENT Agenda, which needs to be utilised to inform our work.
- It needs to be made as easy as possible for people to know how to report hate crime with effective support available through to the end of the process by a range of partners.
- Ways to make it easier for newcomers to Cardiff to settle into the city should be explored by the council and its partners
- Respondents were aware that the Council has a Community Cohesion Action Plan, which is a useful vehicle for making progress on these issues.

Objective 10 - Celebrate and promote Cardiff's heritage and diverse cultures.

The feedback we received told us:

- It is important to promote Cardiff's diversity, but messages need to be current and relevant, and not just around the city's historic multi-cultural heritage.
- It is important for the Council to promote positive images of diversity, and to promote role models.
- That the Cardiff Partnership Board needs to work together to promote community events and diversity messages.

The City of Cardiff Council would like to thank the following:

- Those who responded via the online consultation and paper copies available in community venues
- The following organisations who responded in writing:
 - Cardiff Third Sector Council
 - Diverse Cymru
 - Race Equality First
 - Gypsy Traveller Wales
 - Trustee of Cardiff Deaf Centre
 - Cardiff's 50+ Forums
 - Cardiff Access Focus Group
 - The Council's BME Employee Network
 - The Council's Disability Employee Network
 - The Council's LGBT Employee Network
 - The Council's Women's Employee Network
 - Cardiff Youth Council Grand Council
- The following organisations who contacted the Council:
 - Cardiff Prevent Stakeholders Group
 - Race Equality First Stakeholder Forums
 - RNIB Cymru
 - Chair of Breaking the Barriers Steering Group
 - Cymdeithas yr Iaith
 - Cardiff Bhatra Sikh community
- Individuals who responded in writing.
- People attending the Equality Plan engagement events on 1 December 2015.
- Our colleagues within South Wales Fire and Rescue Service, South Wales Police and Cardiff and Vale NHS Trust

For further information please contact:

Equality Team

Room 263d

County Hall

Cardiff Bay

CF10 4UW

Phone: 029 2087 2536 E-mail: equalityteam@cardiff.gov.uk

Equality Impact Assessment
Corporate Assessment Template

Strategy Title: Strategic Equality Plan 2016 - 2020
Updating: 4 Year Review

Who is responsible for developing and implementing the Strategy ?Equality Team	
Name: Paul Keeping	Job Title: Operational Manager
Service Team: Equalities	Service Area: Governance & Legal Services
Assessment Date: 12.01.16	

1. What are the objectives of the Strategy ?

To create a robust Strategic Equality Plan for 2016 – 2020, which will enable the Council, to fulfil its duties as set out under the Equality Act 2010.

As a Local Authority and Equal Opportunities employer, Cardiff Council developed a Strategic Equality Plan for 2012 -2016, which is currently undergoing its 4 yearly review. The Strategic Equality Plan (SEP) sets out how the council will meet its duties under the Equality Act 2010 in regard to both the General and Specific Duties.

Strategic Equality Plans must contain Equality Objectives which will promote equality of opportunity and enable the Council to drive equality forward across all council services. This Equality Impact Assessment has been undertaken to identify any impacts, both positive and negative that the SEP will deliver.

Initially 10 equality objectives were proposed:

The initial SEP Objectives for 2016 – 2020 were:

- Meet our Specific Equality Duties and build equality into everything we do
- Support wider access to Council information and environments, and participation in Council services
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Provide support to those who may experience barriers to achieving their full potential
- Improve educational outcomes for all Cardiff Learners
- Reduce the number of people not in employment, education or training
- Address identified pay gaps around Protected Characteristics in our workforce
- Take action to build strong and cohesive communities where people can feel safe
- Celebrate and promote Cardiff’s heritage and diverse cultures

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

An eight week consultation period was held for the SEP and following the feedback and contributions received the objectives were slightly amended and as a result were reduced to a **final** seven viable equality objectives:

- Meet our Specific Equality Duties and build equality into everything we do
- Support wider access to Council information and environments and participation in Council services
- Support wider citizen consultation and engagement with the Council and the decisions it makes
- Support people to challenge unfair treatment
- Provide support to those who may experience barriers to achieving their full potential
- Address identified pay gaps around Protected Characteristics in our workforce
- Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

By working with all council service areas, improvement actions will be developed that will implement the equality objectives underpinning the SEP. As actions are created, this EIA will be revisited to reflect the benefits the progress of the action has had on each of the Protected Characteristics.

2. Please provide background information on the Strategy and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

The Equality Act 2010 requires public bodies to comply with the **General Duty**:

- Elimination of discrimination and victimisation
- Promoting equality of opportunity
- Promoting good relations between all people

And the **Specific Duties**:

- Produce a Strategic Equality Plan
- Set Equality Objectives
- Carry out engagement
- Assess the impact of policies and practices and publish these
- Ensure information is accessible
- Collect relevant Equality Information
- Collect and publish employment information
- Set equality objectives to tackle pay differences

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

- Provide staff training to increase knowledge and awareness of the Equality Act
- Annually report and publish progress on the Strategic Equality Plan
- Ensure that when we 'buy services' (procurement) we take into account the General Duties of the Equality Act 2010
- Carry out a review of the Strategic Equality Plan at least every 4 years.

Research data has been gathered in numerous ways, including face-to-face meetings, written responses, an online consultation survey and a consultation event attended by public and 3rd sector organisations and individuals.

Our 3rd Sector colleagues included:

- Cardiff Third Sector Council (C3SC)
- Race Equality First (REF)
- Gypsy & Traveller Wales
- Diverse Cymru
- Cardiff Deaf Club

In order to gather as many views as possible, our third sector colleagues also promoted the consultation to their own network members.

Our partners in the public sector:

- NHS
- Police
- South Wales Fire & Rescue

Our internal partners:

- Staff Networks
- Council Service Areas
- Cardiff Access Focus Group
- Cardiff 50+ Forum
- Trade Unions
- Ward Members

The following documents have also informed the revised SEP:

- The Wellbeing of Future Generations (Wales) Act 2015
- The Breaking the Barriers Conference Report
- Welsh Language (Wales) Measures 2011
- The Corporate Plan
- What Matters Strategy 2010 - 2020
- Cardiff's Ageing Well Local Delivery Plan 2016 / 17

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

- How Fair is Wales 2011 ? Report
- Scrutiny Reports
- Human Resources Business Plan
- The Social Services & Well-being (Wales) Act 2014
- Housing (Wales) Act 2014

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on younger/older people?

	Yes	No	N/A
Up to 18 years	x		
18 - 65 years	x		
Over 65 years	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The SEP will have a positive impact for people of all Age groups. Objectives contained within the Plan will help address issues such as barriers to people achieving their full potential or participating in public life. In the first year, service areas will identify actions for inclusion in the SEP action plan.

The service area actions will be monitored on a quarterly basis to ensure progress is being made in achieving the goals set out.

The introduction of council-wide service user monitoring will provide the data the council needs to ensure its services are accessible and appropriate for people of all ages. Work will commence on service user monitoring in 2016. The Ageing Well Local Delivery Plan for Cardiff will also support our endeavours for social inclusion for older people.

The newly developed Day Opportunities Strategy for Older People aims to provide support for people with high care needs by delivering high quality specialist day services.

Equality Objectives 1 – 7 will help deliver a positive impact on people of all ages.

What action(s) can you take to address the differential impact?

No negative differentials identified. The SEP Action Plan will introduce actions that will progress the principles of equality of opportunity for people of all ages. This document will be updated as progress is made on the SEP Action Plan.

By introducing a monitoring system to collect equality information, we will be able to measure the effectiveness of our Equality Objectives and the impact of the actions agreed to promote them.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

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3.2 Disability

Will this Strategy have a differential impact [positive] on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability	x		
Long-Standing Illness or Health Condition	x		
Mental Health	x		
Substance Misuse	x		
Other	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Strategic Equality Plan is intended to promote equality of opportunity for all the Protected Characteristics including Disability. By identifying improvement actions with service areas we will work to ensure our services are appropriate and relevant to Disabled people and to ensure they have the opportunity to participate in public life. Work is ongoing as a result of the Breaking the Barriers Report that was developed after an event was held to look at the barriers faced by Disabled people, the report sets out several recommendations for improving services.

The recently developed Day Opportunities Strategy for Older People and Disabled people aims to provide support for people with high care needs by delivering high quality specialist day services.

Equality Objectives 1 – 7 will help to deliver positive impacts for Disabled people.

What action(s) can you take to address the differential impact?

No negative impact identified to date, any negative impacts identified during the course of the SEP will be reflected in this EIA and updated with improvement actions to mitigate any negative impacts on Disabled people.

By introducing a monitoring system to collect equality information, we will be able to measure the effectiveness of our Equality Objectives and the impact of actions agreed to promote them.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a differential impact [positive] on transgender people?

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	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The SEP will have positive impacts on all the protected characteristics and the council will endeavour to meet the needs of Transgendered people in the delivery of its services. The council will respect and communicate with all Transgendered people as the gender they identify with.

Equality Awareness and Hate Crime training will be key for frontline staff so they are able to understand the needs and issues faced by Transgendered people.

Equality Objectives 1 - 7 will help to deliver positive impacts for Transgender people.

What action(s) can you take to address the differential impact?

With the introduction of service user monitoring, the council will be able to commence gathering data around Gender Reassignment which will be then be used to identify any gaps in service provision or the need for specialist services.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on marriage and civil partnership?

	Yes	No	N/A
Marriage	x		
Civil Partnership	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Whilst Marriage and Civil Partnership are regarded as a Protected Characteristic, the council is only required to ensure no-one is discriminated against on the grounds of their marital or civil partnership status.

The council is committed to eliminating discrimination of all types and will protect the rights of married people and those in Civil Partnerships.

What action(s) can you take to address the differential impact?

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No negative impact identified. By promoting and mainstreaming the General Duties we will ensure equality of opportunity for all, regardless of marital or civil partnership status.

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	x		
Maternity	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The council will uphold and promote the general duty to eliminate discrimination and victimisation to anyone who is pregnant or who is in their maternity period. Equality Objectives 1, 4 & 5 will help address any barriers experienced on the grounds of pregnancy of maternity.

What action(s) can you take to address the differential impact?

No negative impacts identified in relation to Pregnancy and Maternity

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
White	x		
Mixed / Multiple Ethnic Groups	x		
Asian / Asian British	x		
Black / African / Caribbean / Black British	x		
Other Ethnic Groups	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Improvement actions will be created to progress Community Cohesion amongst our local communities to enable the council to meet the General Duty and promote good relations between all people. The council values the diversity and skills that different

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communities have brought to Cardiff and will build on its work to promote equality of opportunity so everyone has the chance to achieve their full potential and participate in public life.

The newly developed council Hubs provide advice and signposting to appropriate council services and are also able to deliver services in various community languages. Actions created around objectives 1 – 7 will enable positive outcomes for people of all ethnicities, backgrounds and lifestyles.

What action(s) can you take to address the differential impact?

With the introduction of service user monitoring, the council will be able to commence gathering national identity and ethnicity data which will be then be used to identify any gaps in service provision or the need for specialist services.

3.7 Religion, Belief or Non-Belief

Will this Strategy have a **differential impact [positive]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist	X		
Christian	X		
Hindu	X		
Humanist	X		
Jewish	X		
Muslim	X		
Sikh	X		
Other	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Cardiff is home to people of many Faiths and the council recognises the barriers faced by some individuals and communities as a result of their beliefs. The council respects and values the diversity of Faith groups that exist in Cardiff and equally respects those with no belief or faith.

The principles of the General Duty will be key in building good relations between people of different faiths and no faith and work is ongoing through the PREVENT and Community Cohesion agendas.

Improvement actions will be created to support this work eg. Training around Hate Incidents / Crime and Equality Awareness.

Equality Objectives 1,2,3,4,5, & 7 will enable the development of actions to support people of different Beliefs and Non Belief and build strong cohesive communities where difference is valued and people feel safe.

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What action(s) can you take to address the differential impact?
<p>Equality Awareness and Hate Crime training can help break the 'myths' and stereotyping surrounding faith- based communities. Actions will be created to eliminate discrimination and promote good relations between all people.</p> <p>With the introduction of service user monitoring, the council will be able to commence gathering data in relation to Belief and Non Belief to better understand the needs of the different faith communities and to help build robust relationships across the different faiths and local communities.</p>

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on men and/or women?

	Yes	No	N/A
Men	x		
Women	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
<p>The SEP will have a positive impact for both men and women. There are more women than men resident in Cardiff and the council will ensure that services are equally appropriate for both sexes. Objective 6 is around addressing pay gaps in the workforce between those with a protected characteristic which will assist with equal pay claims. Equality objectives 1 – 7 will enable the council to promote equality between men and women and take action where inequality exists.</p>
What action(s) can you take to address the differential impact?
<p>No negative impact identified to date. With the introduction of service user monitoring, the council will be able to commence gathering data which will be then be used to identify any gaps or inequalities in service provision between men and women.</p>

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on the following groups?

	Yes	No	N/A
Bisexual	x		
Gay Men	x		
Gay Women/Lesbians	x		

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Heterosexual/Straight	x		
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Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The SEP is a vehicle for mainstreaming equality into the working practices of the council. The SEP is intended to have a positive impact on people of all sexual orientations and the principles of the General Duty will be key in eliminating discrimination and victimisation against people due their sexual orientation and promoting good relations between those who share a protected characteristic and those who do not.

Equality Objectives 1 – 7 will help promote equality of opportunity and support people to challenge unfair treatment on the grounds of sexual orientation

What action(s) can you take to address the differential impact?

With the introduction of service user monitoring, the council will be able to commence gathering data around sexual orientation which will be then be used to identify any gaps in service provision or the need for specialist services.

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on Welsh Language?

	Yes	No	N/A
Welsh Language	x		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Welsh Language Measures require Local Authorities to treat the Welsh Language on an equal footing with the English Language. Monitoring of the Welsh Language across service areas is undertaken by Bilingual Cardiff. The Welsh Language is treated as a Protected Characteristic in Wales and Where a preference for communication in Welsh is requested, this should be recorded and provision made to accommodate the request.

Equality objectives 1,2,3,4 & 5 will help embed the Welsh Language into the daily work of the council giving Welsh Language speakers the opportunity to conduct council business in their preferred language.

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What action(s) can you take to address the differential impact?

No negative impact identified in relation to the Welsh Language.
With the introduction of service user monitoring, the council will be able to commence gathering data on our Welsh speaking service users, this data will then be recorded so any future communication will be in the customers preferred language.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

As stated above, a consultation period of 8 weeks was held, giving people an opportunity to have their say on the SEP and the Equality Objectives developed for the revised plan. An engagement event was held in City Hall at the beginning of December 2015 with attendees made up of a range of organisations and individuals.

This EIA is a living document that will develop alongside the revised Strategic Equality Plan for 2016 – 2020 and will be updated to reflect any agreed improvement actions.

Any negative impacts that are identified as the SEP progresses can be addressed and where possible improvement actions will be developed to counter any barriers to achieving the Equality Objectives.

A monitoring system is to be introduced to allow for the collection of equality data which will then be used to assess any gaps in service provision and provide ready data to inform the completion of future EIA's.

This means that we will have a clearer picture of our customers' needs which will enable the council in targeting resources to those who are most vulnerable.

We will endeavour to 'get back 'to those who participated in the consultation to inform them how we used their comments in relation to the SEP equality objectives and to thank them for their contributions.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Improvement actions to be added
Disability	Improvement actions to be added
Gender Reassignment	Improvement actions to be added
Marriage & Civil Partnership	No improvement actions necessary
Pregnancy & Maternity	Improvement actions to be added

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Race	Improvement actions to be added
Religion/Belief	Improvement actions to be added
Sex	Improvement actions to be added
Sexual Orientation	Improvement actions to be added
Welsh Language	Improvement actions to be added
Generic Over-Arching [applicable to all the above groups]	Revisit this EIA to update any improvement actions created to meet each objective and to measure progress on an annual basis.

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Caryle Alleyne	Date:05.02.16
Designation: Equality Officer	
Approved By: Paul Keeping	
Designation: Operational Manager	
Service Area: Governance & Legal Services	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk