

HDC Due Regard (Equality Analysis)

Due Regard (Equality Analysis) is an on-going proactive process which requires us to consider the effect our decisions are likely to have on local communities, service users and employees, particularly those most vulnerable and at risk of disadvantage.

This template has been designed to assist in the collation of information and evidence required to support the 'Due Regard' process when introducing new policies/procedures/functions and services or reviewing existing ones.

For help with this template please view the guidance document, which contains advice to assist you when you are considering the impact (both positive and negative) of the proposed actions on each of the protected equality characteristics.

Name of policy/procedure/function/service being analysed: Equality Plan 2017/20

Department and section: Communications and Customer Services

Name of lead officer: Julie Clarke, Equality and Diversity Officer

Other people involved (assisting or reviewing – including any service users or stakeholder groups etc.): Harborough District Council Corporate Equality Group, LeicesterShire Equalities Forum, Freedom Support Solutions Ltd

Date assessment completed: 22nd June 2017 (version 1)

Step 1: Defining the policy/procedure/function/service

Is this a new, amended or reviewed policy? What are the aims, objectives and purpose and how will they be achieved? What are the main activities and which communities are likely to be affected by these activities? What are the expected outcomes?

This is a review of our previous 3 year policy. The aim is to ensure that we are making continuous improvement with regard to designing and delivering services that are appropriate and accessible to all sectors of our community and that people from different groups are not discriminated against or disadvantaged by our actions. The Plan is also aimed at ensuring our employees are treated fairly.

Step 2: Data collection & evidence

What relevant evidence, research, data and other information do you have and is there any further research, data or evidence you need to fill any gaps in your understanding of the potential or known affects of the policy on different communities? Include quantitative data as well as qualitative intelligence such as community input and advice.

Residents Equality Statistics – Census 2011

Harborough District Population – 85382 residents

Census Question: What is your date of birth?

0-4 years

Number of residents

4665

% of Harborough District population

5.46%

5-9 years	5015	5.87%
10-17 years	8969	10.50%
18-24 years	5415	6.34%
25-29 years	3700	4.33%
30-44 years	16827	19.71%
45-59 years	19139	22.42%
60-64 years	6061	7.10%
65+ years	15591	18.26%
Census Question: What is your ethnic group?	Number of residents	% of Harborough District population
White: English/Welsh/Scottish/Northern Irish	79242	92.81%
White: Irish	486	0.57%
White: Other White	1588	1.86%
Asian/Asian British: Bangladeshi	44	0.05%
Asian/Asian British: Chinese	226	0.26%
Asian/Asian British: Indian	1849	2.17%
Asian/Asian British: Pakistani	132	0.15%
Asian/Asian British: Other Asian	312	0.37%
Black/African/Caribbean/Black British: African	179	0.21%
Black/African/Caribbean/Black British: Caribbean	111	0.13%
Black/African/Caribbean/Black British: Other	37	0.04%
Mixed/multiple ethnic group: White and Asian	384	0.45%
Mixed/multiple ethnic group: White and Black African	92	0.11%
Mixed/multiple ethnic group: White and Black Caribbean	308	0.36%
Mixed/multiple ethnic group: Other Mixed	187	0.22%
Other ethnic group	205	0.24%
Census Question: What is your sex?	Number of residents	% of Harborough District population
Male	42353	49.60%
Female	43029	50.40%
Not asked as part of the 2011 Census	Number of residents	% of Harborough District population
Transgender (estimated figure)	214 (estimated)	0.25%
Approximate figures from Leicester LGBT Centre which estimate approximately 0.25% of the population are transgender (2011)		
Census Question: Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?	Number of residents	% of Harborough District population
Day to day activities limited a lot	5004	5.86%

Day to day activities limited	12424	14.55%
Day to day activities not limited	72958	85.45%
Census Question: What is your religion?	Number of residents	% of Harborough District population
Buddhist	171	0.20%
Christian	55899	65.47%
Hindu	1088	1.27%
Jewish	112	0.13%
Muslim	423	0.50%
Sikh	630	0.74%
Other religion	199	0.23%
Religion not stated	5865	6.87%
No religion	20995	24.59%
Not asked as part of the 2011 Census	Number of residents	% of Harborough District population
Lesbian, Gay or Bisexual (estimated figure)	5123 (estimated)	6%
Approximate figures based on Government statistics which estimate approximately 6% of the population are L,G or B (2005)		
Census Question: What is your legal marital or same-sex civil partnership status?	Number of residents	% of Harborough District population
Single (never Married or registered a Civil Partnership)	17791	25.77%
Married	38763	56.15%
In a registered Civil Partnership	133	0.19%
Separated/Divorced or formerly in a Civil Partnership	7570	10.97%
Widowed or surviving partner from a Civil Partnership	4777	6.92%
Not in Employment (unemployed, retired etc.)	Number of households	% of Harborough District households
Households with no adults in employment	10100	29%
Workforce Equality Statistics 2016/17		
Age - Human Resources systems show the following breakdown of our workforce in terms of age group: 18 to 24 year age group – 5%, 25 to 44 age group – 43.1%, 45 to 59 age group – 47.5% and 60 and over age group – 4.5%.		
Disability - Within the 2017 workforce monitoring exercise 10.2% of our employees declared that their day to day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months. 88.3% declared that they are not limited and 1.6% of respondents preferred not to say.		
Race - At Harborough District Council 5.5% of employees, who responded to the 2017 employee questionnaire, are from Black and Minority Ethnic (BME) backgrounds, 93% of employees are White and 1.6% of employees did not wish to declare their ethnic origin.		
Religion and Belief - The 2017 employee questionnaire gave us the following information in relation to the religion and belief status of		

our employees: Christian – 55.5%, Hindu – 2.3%, Muslim 1.6%, Buddhist, Jewish, Sikh, Other Religion – 5.5%, No Religion – 32% and Prefers Not to State – 3.1%.

Sex (Gender) - Human Resources systems shows that 65% of our workforce are female and 35% male. A total of 98.4% of employee respondents to our questionnaire declared that their gender was the same as assigned at birth.

Sexual Orientation - Of the 63% of employees who completed our employee monitoring questionnaire 4.7% declared themselves to be Lesbian, Gay, Bisexual or other, 92.2% as heterosexual or straight and 3.1% of employees did not wish to declare their sexual orientation.

Recruitment Equality Statistics 2016/17

During the period 1st April 2016 to 31st March 2017, 276 people applied for jobs with Harborough District Council. Of these, 83 people were shortlisted and 22 offered posts. From information completed at the time of recruitment the characteristics of successful applicants can be seen below:

Age – Aged 18 to 24 years - 14%, aged 25 to 29 – 5%, aged 30 to 44 - 45%, aged 45 to 59 - 36% and aged over 60 – 0%.

Disability – 15% declared that their day to day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 month, 85% stated that they were not limited.

Race – 91% were White, 9% Asian, Black or Mixed ethnic group.

Religion – 36% were Christian, 24% were Hindu, Muslim, Sikh or 'other' and 41% had no religion.

Sex (Gender) – 73% were female and 27% male. 100% stated that their gender identification was the same as that assigned at birth.

Sexual Orientation – 91% declared that they were heterosexual, 5% lesbian, gay or bisexual and 5% did not wish to declare.

Step 3: Consultation and involvement

Have you consulted and if so outline what you did and who you consulted with and why.

As part of the formulation of the Plan, the following groups have been/will be asked for feedback:

Harborough Action Team, Home Farm Trust, Freedom Support Solutions, LeicesterShire Equalities Forum, Leicester LGBT Centre
Harborough Churches Together, HCYC – Harborough Children and Young People's Charity, MATU – Multi-Agency Traveller Unit

Step 4: Potential impact

Considering the evidence from the data collection and feedback from consultation, which communities will be affected and what barriers may these individuals or groups face in relation to Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities and also the potential impact on Community Cohesion. Remember people have multiple characteristics so the impact of a policy on a particular community may impact people within the community differently. Where possible include numbers likely to be affected.

Work is ongoing at the Council with regard to ensuring that the make up of our workforce is representative of the community we serve. By trying to match the community we aim to employ people with diverse skills, abilities and understanding of various groups and

communities to help identify barriers or potential areas of discrimination at the earliest possible opportunity. This combined with the objectives contained within our Equality Plan 2017/20 should help us to ensure that the only impacts on individuals or groups with protected characteristics are positive ones.

It is important that we recognise that just because some communities aren't as substantial in terms of numbers as others within the District, it is just as significant that their voices are heard and that we are able to make certain that their needs are considered and any barriers to access assessed. By completing good quality equality analyses, at an early stage, when considering new policies and procedures as well as when reviewing current ones, our staff should be able to identify potential gaps and engage with relevant communities to make certain that we do not make assumptions about impacts but make decisions based on fact.

If we become aware of any negative impact resulting as a consequence of one of our policies or procedures we will endeavour to find opportunities to mitigate this as soon as practicable.

Step 5: Mitigating and assessing the impact

If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. Consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs have identified can be addressed.

I do not believe there to be any actual or potential adverse impact or discrimination as a result of this plan. The plan has been written with the intention of ensuring that our policies, procedures and services are accessible for all. It identifies the importance of ensuring that we consider the additional needs people may have in order to achieve the same level of access as others and also the importance of eliminating barriers preventing people from engaging with us. If we do this then the only impacts should be positive for our residents and employees with protected characteristics.

Step 6: Making a decision

Summarise your findings and give an overview of whether the policy will meet Harborough District Council's responsibilities in relation to equality, diversity and human rights. Does it contribute to the achievement of the three aims of the Public Sector Equality Duty – eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations?

The Equality Plan 2017/20 is centred on how we are going to meet our responsibilities and what we will do if we become aware of any situation where we are deemed to be lacking in an area. Therefore, I believe that it will contribute to us achieving all three aims of our Public Sector Equality Duty.

Step 7: Monitoring, evaluation & review of your policy/procedure/service change

What monitoring systems will you put in place to promote equality of opportunity, monitor impact and effectiveness and make positive improvements? How frequently will monitoring take place and who will be responsible?

A yearly review will take place. This will monitor progress with regard to equality objectives within the plan. It will also help to identify any gaps and where improvement needs to be made. The review and monitoring will be the responsibility of the Equality and Diversity Officer with support from the Corporate Equality Group.

Equality Improvement Plan

Equality Objective :

Action: Equality Objectives are listed as part of the Equality Plan 2017/20 document itself.

Officer Responsible: Julie Clarke

By when: April 2018

Signed off by: Rachael Felts
Date: 4th August 2017

Once signed off, please forward a copy for publication to Julie Clarke, Equality and Diversity Officer
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