

St. Helens Council Equality Monitoring Report 2017/18

**Eliminating discrimination,
harassment and victimisation
Advancing equality of opportunity
Fostering good relations between
people within a diverse community**



St. Helens
Council



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EXECUTIVE SUMMARY

St. Helens Council publishes Service Equality Monitoring Reports annually. They provide the evidence required by the Specific Public Sector Equality Duty 2011, which requires public bodies to set measurable equality objectives and to publish information about their performance on equality annually.

St. Helens Council has set three measurable equality objectives:

- To ensure Equality Impact Assessments inform 100% of Delegated Executive Decisions and Key Decisions.
- To maintain a 90% achievement rate in service equality access targets for protected characteristics.
- To publish information relating to employees and customers who share protected characteristics.

The Annual Equality Monitoring Report 2017-18 presents an analysis of the following areas:

- Service delivery
- Equality monitoring
- Equality impact assessments
- Employment equality performance
- Equality training
- Support for schools

The Equality Monitoring Report 2017-18 identifies the following key findings:

1. The Council achieved its equality objective on service access with 90% of service equality access targets (44 of 49) being met or improved upon (90% target)
2. The Council achieved its equality objective for Equality Impact Assessments with 100% of Delegated Executive Decisions and Cabinet Decisions being subject to impact assessment (100% target)

Service equality targets were not met in 4 service areas. Where this occurs services must develop appropriate actions for improvement.

- Children's Social Care Early Intervention (EI) Referrals: The percentage for children from non-Christian Faiths fell below the lower acceptable target percentage of 0.5%, to 0%. Religion not stated is unacceptably high at 94.5%.
- Children's Social Care Child Protection: The percentage for Black and Minority Ethnic children fell below the lower acceptable target percentage of 5%, to 2.41%, and the percentage for children from non-Christian Faiths fell below the lower acceptable target percentage of 0.5%, to 0%. Religion not stated is unacceptably high at 94.2%.
- Children Social Care 'Children Looked After': The percentage for children from non-Christian Faiths fell below the lower acceptable target percentage of 0.5%, to 0.43%. Religion not stated is unacceptably high at 89.2%.
- Adult Social Care Direct Payment: the percentage for Black and Minority Ethnic service users fell below the lower acceptable target percentage of 2% to 1.9%. This is an unusual outcome for the service which will continue to monitor race targets to identify if the results indicate a trend.

INTRODUCTION

St. Helens Council publishes Service Equality Monitoring Reports annually. They provide the evidence required annually to demonstrate the Council is complying with the duties of the Equality Act 2010.

Equality Act 2010, Public Sector Duty

The Public Sector Duty of the Equality Act 2010 requires public bodies, in the exercise of their functions and decisions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

This means that public bodies must use appropriate information and carry out sufficient analysis to assess the impact that their decisions, policies, service and contract delivery arrangements will have on people with characteristics protected under the Act. Public bodies must ensure that appropriate steps are taken to address or justify any adverse impact identified.

The Equality Act 2010 identifies nine protected characteristics. They are as follows:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (ethnicity)
- Religion
- Sex (gender)
- Sexual orientation

Comprehensive Equality Policy Objectives

St. Helens Council's Comprehensive Equality Policy Objectives are based on the general duty of the Equality Act 2010. They are:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between people within a diverse community

In this way, actions that contribute to the achievement of Corporate Equality Objectives also provide the evidence required to demonstrate that St. Helens Council is meeting the General Equality Duty.

Equality Act 2010, Specific Duty 2011

The Specific Public Sector Equality Duty requires public bodies to set measurable equality objectives and to publish information about their performance on equality annually.

Measurable Equality Objectives

St. Helens Council has set three measurable equality objectives:

- To ensure Equality Impact Assessments inform 100% of Delegated Executive Decisions and Key Decisions.
- To maintain a 90% achievement rate in service equality access targets for protected characteristics.
- To publish information relating to employees and customers who share protected characteristics.

Publication of Information to Demonstrate Compliance

Since 2006, St. Helens Council has published Annual Equality Monitoring Reports. These reports contain sufficient information on impact assessment, equality monitoring and outcomes to demonstrate:

- (i) Compliance with the general equality duty across Council functions and decisions
- (ii) Progress against measurable equality objectives

Demonstrating compliance with the General Duty of the Equality Act 2010

Since 2003, St. Helens Council has demonstrated compliance with equality legislation by using the following three mechanisms to implement its equality objectives within its business and management processes.

1. Equality Impact Assessments - must be used to demonstrate that the Council has given "due regard" to the general equality duty within its decision-making, commissioning, employment, procurement and service delivery functions.
2. Equality Monitoring - equality profiles must be used appropriately within consultation, complaints and other monitoring process to demonstrate equality of opportunity in access, quality and outcome across service delivery and employment.
3. Procurement Equality Standard - must be used within the Council's procurement functions to ensure that contract bidders demonstrate that they give "due regard" to the general equality duty within their employment practices.

St. Helens Council uses training, corporate standards, and one to one support to ensure that staff, management and elected members understand the Comprehensive Equality Policy and their responsibilities.

Areas covered with this report

The Annual Service Equality Monitoring Report is the publication in which St. Helens Council sets out how it complies across its functions with the duties in the Equality Act 2010. It presents an analysis of the following areas:

- Service delivery and achievements
- Equality monitoring
- Equality impact assessments
- Employment equality performance
- Equality training
- Support for schools

SERVICE DELIVERY

St. Helens Council monitors the following elements of service delivery in order to demonstrate compliance with the General Duties of the Equality Act 2010.

- To ensure that services are accessible
- To ensure that service information is accessible to all
- To monitor service delivery, consultation and complaints to determine equality of access, quality and outcome.
- To ensure that staff have relevant training to meet the duties
- To publish the results

Access and Accessibility

The Corporate Customer Care and Accessibility Policy sets out the Council's approach to ensuring high quality, accessible, services that meet the needs and expectations of residents and service users. This policy outlines the key standards for customer contact and how they will be delivered.

Equality Access is taken into account in the Equality Impact Assessment process which looks at reasonable adjustments, access to translation and interpretation etc. to ensure services and information are accessible in relation to the nine protected characteristics (age, sex, gender reassignment, disability, race, sexual orientation, religion, marriage and civil partnership, and pregnancy and maternity) and other relevant areas such as carers, lone parents, people with autism, and people disadvantaged by deprivation.

Actions to address 'access' issues identified through Equality Impact Assessment are integrated into appropriate improvement plans.

The Council has a number of officers with a "disability access" remit within the following service areas: Asset Management, Architects, Building Control, Building Surveyors, and Engineering. These staff ensure fair access for all by incorporating (i) the Equalities Act 2010 access and reasonable adjustment duties, (ii) current Building Regulations, and (iii) associated best practice, within all projects and services.

Physical Access and Accessible Information

- All Council access points are designed to ensure there are no barriers related to disability, age, or language. All staff will be trained and supported to recognise where additional support may be needed and be aware of resources available to provide this.
- Translation and Interpretation arrangements are in place, which cover the needs of Disabled people. These include British Sign Language, Picture Symbols, Large Print, Braille and Audio Tape.
- The Council's Small Venue Hire Guidance includes details of the accessibility of each venue for people with physical and sensory disabilities and restricted mobility.
- Buildings and facilities used in the consultation and scrutiny processes are chosen to meet the needs of all potential users.
- The Council's Contact Centre / One Stop Shop at Wesley House is fully accessible: with accessible signage, wheelchair access, loop hearing aid system, staff who can use British Sign Language, access to translation and interpretation services, Minicom, fax, email, text, website and telephone.

Headline Events Promoting Awareness, Inclusion and Cohesion

Alzheimer's Society Dementia Awareness Week – May 2017

St.Helens Library Service marked Alzheimer's Society Dementia Awareness Week by hosting a range of free sessions in libraries across the borough. From the 15th May to the 20th May residents had the opportunity to visit any St.Helens library to take part in specially commissioned events such as "Life Beyond Diagnosis", "Reminiscence Karaoke", and talks by local historians.

Buckle My Shoe – May 2017

Local artist Jacqui Priestley showcased her audio visual sculpture 'Buckle My Shoe' at different libraries across the borough. The sculpture explored the effects of dementia on short term memory through a combination of animation, music and image. It was inspired by the Addenbrooks Cognitive Assessment tool, which is used for dementia diagnosis.

IDAHOT Day - May 2017

St.Helens Council supported IDAHOT Day – the International Day against Homophobia, Transphobia and Biphobia by running a social media campaign which encouraged Twitter and Facebook users to share messages that raised awareness of how to report and the support available for those who are subjected to bullying, hate incidents, and hate crimes because of prejudice against sexual orientation and gender identity.

Pupils pen poems to reduce mental health stigma - May 2017

During World Mental Health Week in May, pupils at St.Helens Council's Tuition Service worked with local poet, Lynn Gerrard to create poems centred on raising awareness of the mental and emotional health challenges that young people can experience. These were subsequently performed on world Mental Health Day on 10th October 2017. This initiative was part of St.Helens Emotionally Healthy Schools Project, which was introduced as part of the Local Transformation Plan for Children's Mental Health services.

Saints Night in - May 2017

Saints Community Development Foundation and St Helens Public Health Service hosted a 'Saints Night In' to promote men's health and wellbeing. The event, held at the Totally Wicked Stadium on the 3rd of May, saw past and present players give talks about their time at the club and showed footage of memorable games. Attendees were able to talk to representatives from local services who were on hand to provide information and advice about the services they offer. These included the Healthy Living Team, Adult and Community Learning, Public Health, Sports Development, the Ways to Work Teams, St.Helens Integrated Recovery Service, Smokefree St Helens, The Mersey Forest; NHS St.Helens Clinical Commissioning Group, SAMS Veterans Hub, Mindsmatter; St.Helens Mind; Liverpool John Moores University, Merseyside Fire and Rescue Service, and Bridgewater Community Healthcare.

RNIB, Supporting people with sight loss – summer 2017

The Royal National Institute of Blind People (RNIB) held Product Demonstration events in June, July, and August 2017 at the Visual Impairment Team Resource Centre in the Millennium Centre. Members of the public and service users were free to try out the items on display, which included mobile phones, clocks & watches, address book, kitchen equipment and lighting solutions.

National Interfaith Week – November 2017

Interfaith Week provided an opportunity to increase an understanding between people of religious and non-religious beliefs. From the 12th to the 19th of November St Helens Council flew the 'St Helens No Place for Hate' flag above the town hall and ran a social media campaign. Interviews with local faith representatives from the Iman Trust, Street Pastor Organisation and a local Unitarian Minister were posted on St Helens Council's Safer Communities website and Facebook and Twitter pages to celebrate the differences and similarities between different religions.

Wonderful winter decorations - December 2017

St.Helens Council's Day Opportunities Horticulture Project enables people with learning, physical and sensory disabilities, to learn about horticulture and garden maintenance. The Horticulture Project Team manages an allotment, growing fresh fruit and vegetables for personal use. In December 2017, the Team produced winter scene wooden sculptures which were sold at local Christmas Fayres. All the proceeds were reinvested into the service to purchase new equipment for the project.

Holocaust Memorial Commemorations – January 2018

Throughout January 2018 St.Helens Council Libraries and Events teams put on a number of events to commemorate Holocaust Memorial Day. Libraries put on two specific events during the month. Julia Cadman's 'Minority Language' choral and dance work, and the 'Rescues of the Holocaust: Remembering Raoul Wallenberg and Lives Saved' exhibition. The formal Holocaust Memorial Commemoration ceremony took place in St.Helens Town Hall on Friday 26th January 2018. This event included performance and reading by pupils from the borough's schools. On the 24th January 2018, Newton-le-Willows Library showed the film 'Woman in Gold'; the story of Maria Altmann and her quest to seek justice and reclaim her family's Nazi stolen artwork six decades after the Holocaust.

IT Courses For Visually Impaired People – February 2018

St.Helens Social Care Services provided free IT Courses for Visually Impaired People. The programme, which was based on a 'person centered outcome focused' model provided people with one to one support. The course enables Visually Impaired People to develop their awareness and knowledge of digital equipment and applications with a view to increasing social interactions, independence and wellbeing.

EQUALITY MONITORING

Equality monitoring is used to demonstrate equality of opportunity. Equality of opportunity is defined in terms of achieving a proportionate level of employment or service level access, quality and outcome for different groups across the strands of age, gender, sexual orientation, disability, race and religion. It can be measured by monitoring service level access, satisfaction, complaints or outcomes:

- Equality of access – can I get in?
- Equality of quality – will I be respected as an individual?
- Equality of outcome – will the answer always be no?

The Council's Corporate Standard for Equality Monitoring ensures the same methods and definitions are being used by all Services when collecting equality information for use within performance and service level monitoring. Key to equality monitoring is the collection of service user equality profiles – age, disability, gender, race, sexual orientation and religion - and the analysis of results by equality profile to identify issues for particular groups.

Equality profiles are integrated within:

- Complaints Process
- Service level equality monitoring reports

Service Level Equality Access Monitoring

The Council undertakes service level equality access monitoring to demonstrate that people have an equal opportunity to access services. Services define an appropriate equality profile of potential service users using census data or other demographic statistics. The equality profile covers relevant age, gender, disability, race, religion and sexual orientation percentages. Each service can then set realistic percentage targets for the proportion of service users they might expect to access their service. These are set for age, gender, race etc., based upon the percentage equality profile of their potential service users. Where the actual percentage equality profile of services users matches the targeted percentage profile, the service can reasonably demonstrate equal opportunity in its service access.

Service Level Equality Access Monitoring Report, March 2018

The following table shows the number of service level equality access targets set for the period April 2017 to March 2018. The targets are broken down into disability, race, gender, religion and sexual orientation (SO)

Corporate Results	Disability	Race	Gender	Religion	SO	Total
Targets not met	0	2	0	3	0	5
Not met but improving	0	3	4	2	2	11
Targets Met	4	9	11	9	0	33
Targets Set	4	14	15	14	2	49

“Targets met” – the number of targets where the actual percentage of services users matched the target percentage

“Targets not met but improving” - the number of targets where the actual percentage of services users did not match the target percentage but the percentage access for the targeted group did increase.

“Targets not met” – the number of targets where the actual percentage of services users did not match the target percentage and the percentage access for the targeted group did not increase.

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Service Level Equality Access Monitoring Results April 2017 to March 2018

In line with the Specific Public Sector Equality Duty of the Equality Act 2010, St.Helens Council has set the following Measurable Equality Objective in relation to Service Equality Access Monitoring:

Target: To maintain a 90% achievement rate in service equality access targets for protected characteristics.

In total, 49 “service equality access targets” were set across the Council.

67% (33) of the “service equality access targets” were met.

23% (11) of the “service equality access targets” were not met but protected characteristic representation did move towards the target percentage.

10% (5) of the “service equality access targets” were not met and protected characteristic representation did not move towards the target percentage.

Outcome: 90% (44) of service equality access targets were met or improved upon.

This achieves the Measurable Equality Objective target of 90%.

In same period in 2016-17, 90% service equality access targets were met or improved upon.

A total of 5 service equality targets were not met. These covered 4 service areas. Where this occurs services must develop appropriate actions for improvement.

- Children’s Social Care Early Intervention (EI) Referrals: The percentage for children from non-Christian Faiths fell below the lower acceptable target percentage of 0.5%, to 0%. Religion not stated is unacceptably high at 94.5%.
- Children’s Social Care Child Protection: The percentage for Black and Minority Ethnic children fell below the lower acceptable target percentage of 5%, to 2.41%, and the percentage for children from non-Christian Faiths fell below the lower acceptable target percentage of 0.5%, to 0%. Religion not stated is unacceptably high at 94.2%.
- Children Social Care ‘Children Looked After’: The percentage for children from non-Christian Faiths fell below the lower acceptable target percentage of 0.5%, to 0.43%. Religion not stated is unacceptably high at 89.2%.

The Council’s Equalities Officer is working with Senior Management in Children’s Services to develop actions and training to address these outcomes and improve recording of Race, and Religion, and cultural needs.

- Adult Social Care Direct Payment: the percentage for Black and Minority Ethnic service users fell below the lower acceptable target percentage of 2% to 1.9%. This is an unusual outcome for the service which will continue to monitor race targets to identify if the results indicate a trend. The service will continue to encourage applicants to complete race data.

Complaints and Satisfaction

Peoples’ Service Department Complaints Report

The Peoples’ Service Department produces an Annual Complaint Report, which include a section on the equality analysis of complaints. The 2017-18 report showed no evidence to indicate that any complaints were linked directly or indirectly to the prohibited conduct of discrimination, harassment or victimisation.

IMPACT ASSESSMENTS

Impact Assessment of policies, decisions and service delivery arrangements

The Council's Corporate Standard for Community Impact Assessment is designed to ensure that the impact of council policy, decisions and service delivery arrangements upon the community is analysed in terms of the health, sustainability and equality impact. The tool is designed to support officers in identifying both the positive and negative impact of proposals.

In relation to Equality Impact, the tool and guidance is designed to support the Council in giving due regard to the General Duties of the Equality Act 2010, elimination of discrimination, harassment and victimisation; advancement of equality of opportunity; and the promotion of good relations between people who share protected characteristics and people who do not.

"Due regard" means a substantial, rigorous and open-minded consideration of the duty when developing or formulating policy, decisions, or service delivery arrangements (including contract specifications and funding agreement). "Due regard" requires analysis of relevant materials (including the outcomes of consultation and needs assessments).

The amount of 'due regard', i.e. the degree of consideration or attention demanded, will depend on the circumstances of the proposal. The greater the potential impact, the greater regard must be given. Due regard must therefore entail:

- The collection and consideration of data and information in relation to the people directly and indirectly affected by the decision, policy or proposal;
- Ensuring that the data and information are sufficient to enable the Council to assess whether the decision might amount to prohibited conduct, might impact on the promotion of equality of opportunity, or impact on the promotion of good relations, and;
- If there is an impact, proper appreciation of the extent, nature and duration of that impact.

Where a proposal has an adverse effect on, or disproportionately disadvantages people with protected characteristics, the duty requires the Council to take positive steps to mitigate or address that impact. This has to be done before the Council or responsible Members can make a decision or agree a proposal.

Cabinet Key Decisions

St. Helens Council Cabinet is the principal decision making body of the Council. It is made up of the Leader of the Council and the nine Cabinet Portfolio Holder Members. The Council's business is divided into nine portfolio areas. Portfolio Holders are responsible for portfolio areas. This means they make the day-to-day decisions that affect their area of responsibility. Impact Assessments are used to inform Cabinet Key Decisions. Over the Council Year 2017/18 there were 8 Cabinet Key Decisions. The Equality Impact was considered for all.

Delegated Executive Decisions

Cabinet delegate some decisions to the relevant Portfolio Holder in conjunction with the appropriate Strategic Directors. Over the Council Year 2017/18 there were 218 Delegated Executive Decisions. The Equality Impact was considered for all decisions, and the Council's Equality Officer was consulted on each one.

Good Practice and Service Improvements from Equality Impact Assessment from April 2017 – March 2018 (This is not a complete or exhaustive list)

In May 2017 St.Helens Education Service established a “Learning Partnership” with representatives from local schools, governors, trade unions and parent groups. The Learning Partnership aims to foster a constructive culture of mutual support and challenge between all partners, to drive forward and improve outcomes for children and young people. One of the areas which it will look at is health and wellbeing, which includes mental health and the needs of disabled pupils. The Impact assessment identified that the three Special Schools within the Borough would have an equal opportunity to be part of the Partnership.

In July 2017, the Council reviewed its Discretionary Welfare Assistance Scheme, which provides assistance to people who are experiencing extreme financial hardship (providing they have exhausted all other avenues of support). People can apply when they

- Require help to establish or maintain a home independently in the community.
- Have experienced an emergency or disaster e.g. homelessness due to fire or flood.
- Need support towards the cost of their children’s school uniform.

The Impact Assessment identified some specific criteria for the following groups who share protected characteristics under the Equality Act 2010:

- Disabled people can apply to the Discretionary Welfare Scheme when (i) moving back into the community after being in institutional or residential care (ii) staying in the community instead of going into care, or (iii) unable to look after themselves.
- Care leavers can apply to the Discretionary Welfare Assistance for support to set up home when moving out of care or when they are unable to secure affordable credit for items necessary to remain living independently in the community.
- Refugees who are destitute or are part of a planned resettlement programme can apply to the Discretionary Welfare Scheme for support to set up home.
- Asylum Seeker and Refugee families can apply to the Discretionary Welfare Scheme for support with school uniform; where there is no affordable alternative, such as a second hand school uniform shop or a charitable donation.

The following Equality related health problems and issues such as disability, infirmity due to age, and mental health problems are all taken into account in the decision making process.

In January 2018 the Council produced a distinct Violence and Aggression at Work Policy which sets out its approach to managing a zero tolerance policy in relation to violence and aggression toward council staff. The policy sets out appropriate actions to minimise risk and to respond to incidents if they occur. The impact assessment ensured that the policy covered prohibited conduct within the Equality Act 2010 - discrimination, harassment and victimisation. The Violence and Aggression at Work Incident Report Form includes explicit reference to Sexual Harassment, Verbal Threat and Abuse, Racial Abuse and Harassment.

In February 2018, St.Helens Council approved the adoption of a Shared Care Record System, which provided a single patient information system for health and social care professionals supporting people in the borough. The Shared Care Record System provides real-time access to secure electronic health records, allowing clinicians and care professionals to work safely and effectively across disciplines and organisations to develop a single integrated care plan for identified patients or groups of patients. All authorised professionals involved in a patient’s care, including community-based services, will have immediate, on-the-spot access to that patient’s records and care plans. Care plans are updated in real time, providing each patient with a single up-to-date record. The equality impact assessment identified that Care Plans within the Shared Care Record System should record any reasonable adjustments required for disabled patients (including any adjustments for people with autism or learning disabilities), and whether the patient has cultural needs that need to be taken into account, or language needs that require the provision of an interpreter or translated information.

ACCESS TO INFORMATION

Ensure that all sections of the community have access to information about all Council services and access to the service they require

The Council has a set of agreed Standards that cover Customer Access Points (Planning Reception, Wesley House Contact Centre etc.), e-government and website. These include response times for phone calls and emails and other correspondence, as well as a zero tolerance approach to discrimination and harassment of Council Staff

A Corporate Translation and Interpretation Service is in place and Council publications carry information on how to access translations to ensure all disabled groups and people with different language needs can access Council information.

Provision includes foreign language interpreting and translation, Braille translation, British Sign Language interpreting, audio transcription and large print translation.

Evidence of the removal of barriers, improvements in service accessibility and reasonable adjustments which have come about as a result of the Customer Service and Accessibility Policy, Service Level Equality Monitoring and Equality Impact Assessment include:

- The Corporate Customer Services and Contact Centre is fully accessible: interpretation service, disabled access, public hate crime reporting centre, loop system, staff who can use British Sign Language, Minicom, fax, email, text, website and telephone
- The Council's Small Venue Hire Guidance includes details of the accessibility of each venue for people with physical and sensory disabilities and restricted mobility
- Buildings and facilities used in the consultation and scrutiny processes are chosen to meet the needs of all potential users
- The Council has portable loop systems available for meetings
- Translation and Interpretation Service is available to all department services (including foreign languages, British Sign Language and Braille)
- Information on how to access translation is included on Council publications
- The use of appropriate language and inclusive images in all departmental publications and service information leaflets
- The Council's website provides online service information and information in different community languages
- The Council uses various tools to make its website accessible to people with sensory and physical impairments

EQUALITY IN EMPLOYMENT

As a major employer and provider of services, St. Helens Council promotes equality of opportunity in recruitment and employment. The Council's policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of the characteristics protected by the Equality Act 2010: age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and sexual orientation.

The council also ensures that people are not disadvantaged by conditions or requirements which cannot reasonably be shown to be justifiable.

St. Helens Council promotes a welcoming environment where individual dignity is respected. When necessary the Council will take action to ensure that unwanted behaviour linked to the protected characteristics of the Equality Act 2010 is challenged and where necessary sanctions are used to support the duty to eliminate discrimination, harassment and victimisation from the workplace.

The Council maintains a baby welcome policy, makes reasonable adjustments to remove barriers affecting disabled employees, has developed gender reassignment guidelines, and all reviews of employment policies and procedures are informed by equality impact assessments.

All disciplinary, disciplinary and capability cases are monitored to ensure that investigations and proceedings are free from any discriminatory practices.

The Council monitors the workforce to evidence that there is equality of opportunity in employment, and to identify and respond to issues that arise. We include a summary of the outcomes of monitoring below.

Where an employee has been identified as being from a black or minority ethnic community or having a disability, as a result of monitoring the indicators, and leaves employment, their termination is investigated to ensure that it did not arise as a result of harassment, victimisation or discriminatory practice.

Employment Equality Monitoring Performance Indicators March 2018

All employment indicators are affected by

- (i) Appointments, which are undertaken in accordance with fair and equitable practice
- (ii) Terminations, which are largely beyond the Council's control, and
- (iii) Reduced recruitment due to the current financial climate

Performance Indicator	Target	Outcome	Comment
Indicator - CS-04 - Percentage of the top 5% of earners that are women (excluding schools based staff).	50%	58.37%	Improvement from the outturn figure for 2016/17, which was 56.2%. The 58.37% outturn figure represents 136 female employees in a group of 233.
Indicator - CS-05 - Percentage of top 5% of earners from black and minority ethnic communities (excluding schools based staff).	3.4%	2.15%	Future targets have been adjusted to reflect continuous improvement from the revised base.

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Performance Indicator	Target	Outcome	Comment
Indicator - CS-06 - Percentage of the top paid 5% of staff who have a disability (excluding schools based staff).	4.2%	3.86%	Future targets have been adjusted to reflect continuous improvement from the revised base.
Indicator - CS07 - Percentage of authority employees declaring that they meet the Disability Discrimination Act definition of disability (superseded by the Equality Act)	2.90%	2.96%	This represented an improvement from the outturn figure for 2016/17, which was 2.81%.
CS-08 - Percentage of authority employees from minority ethnic communities as a percentage of the total workforce (including schools based staff).	1.1%	0.99%	Future targets have been adjusted to reflect continuous improvement from the revised base

GENDER PAY POLICY STATEMENT SUMMARY – MARCH 2018

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap.

Employers must report their data to government on-line and publish their gender pay gap data and a written statement on their public-facing website.

The first report must be calculated using a specific reference date of 31 March 2017, and must be published by 30 March 2018.

At 31 March 2017, the median hourly rate across the Council is £9.62: the rate for women is £9.62 and the rate for men is £10.33, meaning there is a median gender pay gap of 6.9%. This is compared with a National median gender pay gap was 11.8%¹

The mean hourly rate across the Council was £11.70: for women the rate was £11.36 and for men it was £12.44, meaning there is a mean gender pay gap of 8.7%. This is compared with a National mean gender pay gap of 14.3%²

The Council does not pay bonuses so is unable to report this.

¹ House of Commons Library Briefing Paper Number 7068, 8 November 2018 The Gender Pay Gap

² House of Commons Library Briefing Paper Number 7068, 8 November 2018 The Gender Pay Gap

EQUALITY TRAINING

Arrangements for training staff – Training Strategy

Our Equalities and Diversity Training Strategy “Meeting the needs of the Community – Understanding and Managing/Valuing Diversity” has the following aims to ensure that:

1. Staff managing and delivering services are trained to provide an appropriate and informed response to all service users, in order to advance equality of opportunity and eliminate unlawful discrimination, harassment or victimisation.
2. Staff managing and delivering services are clear about their responsibilities to promote equality in accordance with Council Policy.
3. Managers have the knowledge and capacity to discharge the Council’s duties around equalities specifically the requirements to monitor service provision and take up, carry out impact assessments and report the outcomes of this work to be able to make appropriate changes to service provision.
4. Managers are equipped to manage a diverse workforce and implement the Council’s Equalities Policy and related Human Resource policies.
5. Staff have a clear understanding of the relationship between the various elements of equal opportunities legislation and their tasks and responsibilities.
6. Equality issues are fully understood and taken account of in the Council’s Human Resource policies in particular recruitment and selection practice and procedures, disciplinary, capability and grievance procedures and bullying and harassment.
7. All new staff joining the Council are provided with an understanding of the Council’s policies around equal opportunities and understand how these are translated into procedures and codes of practice

Delivery of the Strategy – key features

Corporate Training

The strategy has been delivered in a flexible, phased way. Training is designed and delivered for members and managers around their role and responsibilities. This uses very practical methodologies delivered in a workshop format to encourage discussion and challenge without condemning staff for displaying ignorance of these issues. Elected members receive briefings on the Equality Act 2010, Equality Impact Assessments and the nature of “due regard”. Staff induction includes a presentation by the Council’s Equality Officer to help staff understand the importance of equality and diversity within the Council.

Departmental Training

Departments can request specific equality training for individual services, aimed at ensuring training is relevant to the equality and cohesion duties that are appropriate for each service. Training in 2017-18 included:

- The Equality and Diversity training for staff working in social care - for frontline workers in a care setting supporting people who require assistance in their day to day lives. With the objective to make staff aware of the standards of equality and diversity required of them, and how they can apply them in the workplace. The course is mapped to the Care Certificate Standards and covers issues such challenging and reporting discrimination, harassment and victimisation, and promoting respect, inclusion and dignity.

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Examples of training modules that support staff working with vulnerable people, which are relevant to demonstrating “due regard” for people with protected characteristics, includes:

- Acquired Brain Injury - This course is mandatory for independent providers and staff within Peoples Services that work directly with people who have a brain injury.
- Alzheimer's Certificate - The programme is aimed at Care Workers, Domiciliary and Residential, Carers, Personal Assistants and anyone who cares for someone with Dementia.
- Dementia Awareness - mandatory for all staff within Adult Social Care and Health and independent providers who work with people with dementia. This course is also suitable for and relevant for all staff employed in a care setting.
- Deprivation Of Liberty Safeguards - understand the principles and application of the Mental Capacity Act and Deprivation of Liberty Safeguards.
- Dignity, Privacy and respect – for anyone new to working in a care setting and anyone who cares for someone who requires support. This is linked to the Care Certificate and includes the Common Core Principles of Dignity, valuing uniqueness, shaping care to support the individual, communicate in ways that are meaningful, respect how individuals may be affected when having personal care delivered, and recognise surroundings, possessions and environment are important to their sense of dignity. Promotes dignity through workplace cultures and challenges care that may reduce dignity of an individual. The Human Rights Act 1998, Mental Capacity Act 2005, The Equality Act 2010 and The Care Act 2014 are briefly explored during this course.
- Person Centred Thinking Skills and Approaches is for all staff who support people needing help with their care, including care workers, social workers independent providers and carers. It explores how to support people who receive care in taking control where able and supporting choice and inclusion and integration into the community and how to uphold their rights as an individual.
- Person Centred Support Planning for everyone who may be involved in producing an individual care plan with the person at the centre, co-production using internationally recognised tools.
- Space – a Service User Specific Programme for staff within the Supported Living Section of St. Helens Council who work with Adults with a learning disability or complex and challenging needs.

DUTIES FOR SCHOOLS

Educational Institutions

All the governing bodies of educational establishments maintained by the Local Education Authority (LEA) are subject to the following duties.

The Special Educational Needs And Disability Act 2001

The Special Educational Needs and Disability Act 2001 sets a duty on schools to plan to increase physical and curriculum access for disabled pupil.

Education Act 2002, Section 78

The curriculum for all maintained schools should promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and prepare pupils at the school for the opportunities, responsibilities and experiences of later life.

Education And Inspections Act 2006

The Education and Inspections Act 2006 inserted section 21(5) to the Education Act 2002 introducing a duty on the governing bodies of maintained schools to promote community cohesion from September 2007.

Equality Act 2010

The General Public Sector Duty of the Equality Act 2010 requires schools, in the exercise of their functions and decisions, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

The Specific Public Sector Equality Duty requires schools to set measurable equality objectives and to publish information about their performance on equality.

- Publish sufficient information to demonstrate compliance with the general equality duty across its functions annually.
- Prepare and publish equality objectives to demonstrate how the general equality duty will be met.

Equality Act 2010, Accessibility for Disabled Pupils

Schedule 10 of the Equality Act 2010 requires Local Authorities to prepare and maintain an Education Accessibility Strategy, with the outcome over a prescribed period of:

- a) Increasing the extent to which disabled pupils can participate in the schools' curriculums;
- b) Improving the physical environment of the schools for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the schools;
- c) Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

The delivery of information must be:

1. within a reasonable time;
2. in ways which are determined after taking account of the pupils' disabilities and any preferences expressed by them or their parents.

St.Helens Council's Education Accessibility Strategy

Arrangements for increasing the extent to which disabled pupils can participate in the schools' curriculums are set out within:

- Guidance For Schools: Meeting Additional Needs (January 2015)
- St Helens Council's Special Educational Needs and Disability - Local Offer

Arrangements for improving the physical environment of schools are set out within the Council's Programme of School Work, which is based on the assessment of all relevant built assets. Arrangements include contingency to make reasonable adjustments that meet unexpected or unforeseen access needs.

Arrangements for improving the delivery to disabled pupils of information which is readily accessible to non-disabled pupils, is covered in the following ways.

- Council Translation and Interpretation arrangements
- School Translation and Interpretation arrangements
- St Helens Information Advice and Support Service

St.Helens Council's Education Accessibility Strategy is part of the Council's Comprehensive Equality Policy.

COUNCIL SUPPORT OFFER FOR SCHOOLS (Through Service level Agreement)

During 2017-18 St.Helens Council offered the following support packages for schools

Equality Policy and Implementation Package

This package covers the following services and support

- Review and improve the School's Equality Policy to ensure it is up to date
- Audit the School against equality duties, the outcome of which is used to develop an equality monitoring, reporting and publishing process that provides the evidence required to demonstrate the school is meeting its statutory requirements.
- Briefing Governors and Senior Management Team on the Equality Duties, the schools position in relation to the policies and the actions required
- Training for staff on the equality duties and the meanings of the terms such as harassment, discrimination, victimisation and protected characteristics

Equality Policy Review Package

This package covers the following services:

- Review of the School's Equality Policy to ensure it is up to date
- Review of progress against the school's Equality Audit and Action Plan
- Briefing Governors and Senior Management Team the outcome of review

Additional Support

- General Equality Guidance and Advice
- Curriculum Equality Audit Tool Training
- Equality Impact Assessment - One To One Support
- General Equality Training for School Staff
- Reasonable Adjustment Guidance

PUBLISHING RESULTS

This document is published in line with the specific public sector duty under the Equality Act 2010 to publish information to demonstrate its compliance with the General Duty of the Equality Act 2010: to give due regard to eliminating unlawful discrimination, advancing equality of opportunity and fostering good community relations within decisions, policy and service delivery

As well as this Annual Equality Monitoring Report, St.Helens Council publishes the following information:

The Council's decision-making processes are published upon the Council's website and Equality Impact Assessments for decisions that are not restricted are available on request.

In line with normal requirements related to information for the public, information produced will be available in different formats on request (large print, translated, in Braille etc.).

Your views are important to us

Comments concerning this document or St. Helens Council's equality and diversity performance are very welcome.

You can send comments to us in the following ways

Email – contactcentre@sthelens.gov.uk

Phone - 01744 676 789

Or write to

Equalities Officer
Town Hall
Victoria Square
St. Helens
Merseyside
WA10 1HP