

# Diversity impact assessment

## Guidance on carrying out a diversity impact assessment

A diversity impact assessment (DIA) (sometimes referred to as an equality impact assessment - EIA) is a process that helps you demonstrate that you have complied with the Council's statutory obligation to put fairness and equality at the centre of any change to service provision, policy or strategy and taken into account the impact on individuals.

The DIA process helps you to assess the likely impact any such change may have on all sections of the community and/or council staff, including people with protected characteristics as defined in the Equality Act 2010 ("the Act").

By considering the likely impact **before any decisions** are made that will result in a change to service, this process helps you to find ways that can prevent, or at the very least, reduce any potential adverse impact. You cannot fulfil your duty by justifying a decision **after** it has been taken.

### Protected characteristics (Equality Act 2010)

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

### Why carry out a DIA?

Carrying out DIAs, and making sure decision makers take into account the findings of DIAs, is one way that the Council can demonstrate compliance with its public sector equality duty under the Act. Section 149 of the Act states that public authorities must, in the exercise of their functions, have due regard to the need to:

- Eliminate 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

### Service improvement

DIAs are an effective tool to drive forward improvements to services which benefit our communities.

### Medway's approach

In 2013, Medway reinforced its support to continue using DIAs as an effective way to demonstrate our focus on customers and citizens.

One of the two values of Medway Council is:

*"Putting our customers at the centre of everything we do".*

Carrying out DIAs is a vital tool for managers to ensure that they incorporate this value in the way they deliver services.

### What if we don't carry out a DIA?

Done badly or not at all, it carries significant risks in terms of compliance with legal requirements and Council policy. There is no legal requirement to carry out a DIA, but without one, it's hard to show that the Council has fulfilled its legal duties to have due regard to the matters in the Act. This could result in Council decisions being challenged in the courts, in delays, legal costs and damage to the Council's reputation.

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Failure to carry out a DIA would also be a lost opportunity to improve the quality and accessibility of services for our residents.

## What support is available to help me carry out an assessment?

Contact your Performance & Intelligence hub if you require any help carrying out the DIA.

## Stage 1: Getting started – Identify what you are assessing?

Why are you carrying out a DIA? Be clear about what it is you are trying to assess. Are you trying to assess the impact of a proposed new service, project, strategy or policy - or the impact of a proposed change to an existing one of the above?

### When is a DIA required?

You must assess the impact on protected characteristic groups (or any other disadvantaged groups) **before any decisions** are made in relation to any of the above.

You can only assess the likely impact of any proposed change if you have sufficient evidence on which to base your judgment.

## Stage 2: Gathering evidence What evidence do I gather?

All relevant evidence which will support your judgment about the likely impact (whether this is a negative or positive impact) on the protected characteristic groups.

### Keep it in proportion

The amount of evidence collected should be proportionate to the scale and impact of the issue being assessed.

You need evidence to help you answer the following questions:

#### Can you quantify the current service?

- Actual number of service users
- Profile of service users (age/ethnicity/disability etc)
- Potential number of service users (enclosed Medway community profile information may be useful)
- Customer satisfaction results

- Budget information
- Performance information
- Benchmarking information

Can you quantify the scale of any problem which this proposed change is attempting to resolve?

- Number of incidents
- Number of complaints
- Previous DIAs addressing this

Can you quantify what changes are being proposed?

- What new/different services will look like compared to the current service

Can you quantify who will be impacted by the change?

- Numbers of staff
- Numbers of existing customers
- Numbers of potential customers
- Contractors/other groups/all of Medway community
- What protected characteristics do any of the above have

Who have you consulted to identify what the impact on the above groups will be, or what solutions could mitigate any adverse impact?

- Existing service users and/or their families/carers
- Staff/legal dept
- Other stakeholders
- Other organisations
- Service user, or performance information
- Staff forums

Where **evidence is missing**, and where appropriate, you should consider obtaining new evidence. This can be included in your Action Plan.

Again, remember any additional work to obtain new evidence must be proportionate to the subject under assessment.

## Stage 3: Assessing the impact

### How do I use the information gathered?

You must make an assessment regarding the likely impact that the proposed change will have on the protected characteristic groups.

You will need to identify if the impact is positive, negative, or a mix of both.

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'Positive impact' could include how the change may **advance equality** and/or **foster good relations between people who share a protected characteristic**.

You will need to identify how significant the impact is in terms of its nature and the number of people likely to be affected.

## No adverse impact

**There is likely to be no adverse impact on any of the protected characteristic groups. What happens next?**

Complete the DIA and include evidence to show why you judge that there will be no adverse impact. This information will be vital should the DIA be challenged at a future date.

No further work is required on the DIA unless there is a significant change in the future which requires a new assessment.

## Adverse impact

**There is likely to be an adverse impact on one or more protected characteristic groups. What happens next?**

You need to identify how you can avoid any adverse impact or at least mitigate the adverse impact.

You must set out in the Action Plan what mitigating measures you intend to put in place.

### What if there are no options which will mitigate adverse impacts?

If you can't mitigate the adverse impact, it is important that you state that this is the case, and why, as it will act as an important early warning to managers and councillors.

### What if I don't know what the impact will be?

If you don't know, you must demonstrate how you plan to get evidence of the likely impact. Include this in your Action Plan.

### What should Action Plans contain?

The Action Plan is an important part of the DIA. It should include actions showing how you intend to:

- Mitigate adverse impacts

- Obtain new evidence to enable an informed judgment on the likely impact to be made

All actions should be Specific, Measurable, Achievable, Realistic and Time bound (SMART).

## Stage 4: Recommendation

Based on the evidence available, the lead officer may include a recommendation for decision makers to consider.

If there is insufficient evidence to make a recommendation, say so. You may be able to make a recommendation once further evidence is obtained.

## Stage 5: Authorisation

The completed DIA must be signed by your Assistant Director as confirmation that:

- The evidence included is satisfactory
- The action plan to mitigate adverse impacts and/or obtain new evidence is satisfactory
- Relevant service managers are aware of the content of the DIA
- The recommendation is satisfactory

### What next?

All reports being submitted to Cabinet regarding a proposed change to a service, strategy etc must include a copy of the relevant DIA. Cabinet has to have due regard to equality matters when making decisions. It cannot do so if it does not have the relevant information in the report when it makes its decision.

All DIAs are published on the Council's internet site (including those which do not go to Cabinet). Email a copy of your completed DIA to the [Corporate Performance & Intelligence hub](#) where arrangements are made to publish on the internet.

## Stage 6: Monitoring the Action Plan

The Action Plan should be incorporated into your existing service plan so that it can be monitored as part of your existing service plan monitoring process.

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## Community & Workforce Equality Data

It is vital that we have a good understanding of who our customers are so we can deliver services that are targeted to meet their needs. This section contains information about the people who make up the rich and diverse Medway communities.

We have used the Census 2001 and 2011, the Department of Communities and Local Government: Indices of Deprivation 2015 and the Office for National Statistics (ONS) mid-year population estimates for the UK 2014 to get an up to date picture of what our communities look like today, and how they have changed. The majority of this data still relates to the Census 2011, as this remains the most current dataset available for this data.

<b>Medway Community: Key changes</b>	
Population increased	<p>Medway's population increased from 249,288 in 2001 to 263,925 in 2011, a 5.9% increase.</p> <p>The population has continued to grow since 2011 and it stood at 274,015 in 2014, an increase of 3.8% since 2011 (ONS, mid-year population estimates 2014).</p>
Ageing population	<p>Medway's population is progressively ageing.</p> <p>There has been a decrease in the proportion of people in the 0-18 age group (24.1% in 2014 compared to 26.6% in 2001). The 19-64 age group remained static, and there has been an increase in the population aged 65 and over (from 12.6% in 2001 to 15.3% in 2014).</p> <p>Medway's population remains younger than England and Wales, but the older population has increased at a faster rate in Medway.</p>
More ethnically diverse	<p>Medway has become more ethnically diverse since 2001. The Black and Minority Ethnic (BME) population increased from 5.4% in 2001 to 10.4% in 2011. The BME population is lower than England and Wales but has seen a faster increase in the past decade.</p> <p>White British is still the largest ethnic group, 85.5% of the population. The White Other group has seen the biggest increase of any ethnic group, increasing by 4,849, from 1.5% in 2001 to 3.2% in 2011.</p> <p>The increase in ethnic diversity is greater for younger age groups.</p>

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Limiting long term illness increase	The percentage of people with a Limiting Long Term Illness has increased from 15.6% in 2001 to 16.4% in 2011. The proportion of the population whose day-to-day activities are limited is less than England and Wales, but has increased at a faster rate between 2001 and 2011.
Unpaid carers increase	The number of unpaid carers increased from 7.7% in 2001 to 10% in 2011.
Increase of those who state no religion	<p>In 2011, 58% of residents identified themselves as Christian, a reduction of 14 percentage points from 72% in 2001. 30% of residents stated they have no religion, an increase of 13 percentage points from 17% in 2001. Medway had a higher proportion of the population who stated they have no religion, but had fewer people who stated their religion as Christian. 2% of residents were Muslim, an increase of 1 percentage point since 2001.</p> <p>The rate of change was faster Medway than in England and Wales (No Religion and Muslim increasing at a faster rate, and Christianity decreasing at a faster rate).</p>
Increase in deprivation	Medway is ranked 118 <sup>th</sup> most deprived Local Authority of 326 (1 <sup>st</sup> being the most deprived) in England in the 2015 Index of Multiple Deprivation. This is a relatively worse position than the index in 2010, when Medway was ranked 132nd most deprived of 326.

## Medway Community: Profile

5 urban areas	Medway is made up of five urban centres: Chatham, Gillingham, Rochester, Strood and Rainham. It also includes an extensive rural area on the Hoo Peninsula and the area of Cuxton and Halling to the west of M2.
Increasing population	Between the 2011 Census and the ONS mid-year population estimates 2014, the population has grown by 10,090 people, up to 274,015. This compares to the increase of 14,637 people between 2001 and 2011.

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Includes areas of deprivation	<p>Medway is ranked 118<sup>th</sup> most deprived Local Authority of 326 (1<sup>st</sup> being the most deprived) in England in the 2015 Index of Multiple Deprivation. This is a relatively worse position than the index in 2010, when Medway was ranked 136<sup>th</sup> most deprived of 325.</p> <p>While Medway has many areas that fair poorly on income and employment deprivation - the main domains in the multiple index - crime stands out as a particular weakness (ranking 53 out of 326 Local Authorities in England), followed by 'education, skills and training' (which ranks 86 out of 326).</p>
More households with dependent children	<p>The number of households with dependent children rose to over 34,300. However, there has been a greater increase in the numbers of non-dependent children (a dependent child is a person aged between 0 and 15 or a person aged 16 to 18 who is in full time education). This suggests that there are a number of new smaller families.</p>
More unpaid carers	<p>The number of unpaid carers has increased from 7.7% in 2001 to 10% in 2011.</p>
Lone parents increased	<p>As per Census 2011 data, 7.9% of all households were lone parents with dependent children. 44% (3,681) of households in this group did not have an adult in employment. This is an increase from 6.8% in 2001.</p>
Occupied households increased	<p>The number of 'household spaces' in Medway stands at 110,263, with 96.3% (106,209) of households occupied, both having increased from 2001.</p>

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Higher economic activity	<p>The 2011 Census showed a higher economic activity rate in Medway, 71.1%. There were increases in the number of people working part-time or as self-employed, but a fall in the number of people working full-time. Also, unemployment levels increased since 2001.</p> <p>The latest ONS Annual Population Survey (July 2014 to June 2015) showed the economic activity rate in Medway at 77.7%. This rate was slightly above the same figure for Great Britain (77.5%) for the same period, and lower than the South East rate (80.1%).</p> <p>The employment rate for men aged from 16 to 64 was 83.8%, while the corresponding employment rate for women was 71.6%.</p> <p>Unemployment rate for July 2014 to June 2015 was 7.6%, having remained stable in the past four quarters. However, Medway levels are significantly higher than those for the South East (4.4%) and Great Britain (5.7%).</p> <p>Accordingly with above figures on employment by gender, the unemployment rate for men was 8.2%, lower than the female rate of unemployment, 8.7%.</p>
More highly qualified	<p>At December 2014, Medway residents were more highly qualified than they were in 2001. The rate of Medway residents with NVQ1 and above qualifications for calendar year 2014 was 85.6%, and has remained quite stable since the previous year. This rate compares favourably against Great Britain rate (85%), and is lower than in the South East (89.2%).</p> <p>There are still fewer residents with the highest level qualifications, although the rate of residents with NVQ4 and above qualifications have increased steadily from 2011, reaching circa 26% by end year 2014. However, this rate is still considerably lower than in the South East (39.1%) and Great Britain (36%).</p>
Above average households own home	<p>68% of households owned their own home, either with a loan, mortgage or outright. Although this is a decrease of 7% from 2001, it is still above the national average percentage of 64%. (Census 2011)</p>

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Increase of cars and vans available for use	The number of cars and vans available for use by households increased from just under 119,000 in 2001 to just over 133,000 in 2011, an increase of 12% .The proportion of households with access to 2 cars rose while the proportion with access to 1 or no car reduced. (Census 2011)
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<b>Medway Community: Gender and age</b>	
Gender	<p>The gender split in Medway has remained steady since 2011 Census. In 2014 women represented 50.4% of Medway's population with men representing 49.6%.</p> <p>The gender and age breakdown in Table 2 below shows that there was a greater representation of men within the population than women up to the age group of 45-49 when the positions level out and then reverses. Women are in the majority for all age groups above 45. The difference in proportion of women over men is more acute in the 75 and over age band.</p>
Age	<p>Medway's population is slightly younger than the South East or England.</p> <p>Medway's population aged 18 and under have increased from 2011 to 66,099 in 2014 (2.1%). However, this is still below the 2001 population of 66,406.</p> <p>The population aged 19 to 64 has continued to grow standing at 166,096 people in 2014, up 3,900 since 2011 (2.4%).</p> <p>Medway's population is ageing at a faster rate with 4,815 more people now aged 65 and over since 2011. This age group accounted for 41.820 people in 2014. This meant an increase of 13% between 2014 and 2011. Since 2001 Medway's population aged 65 and over has increased by 32.7%.</p>

Table 1 shows changes as a proportion of the population in each of the three age groups. It can be seen that the proportion of 0 to 18 year olds has declined since 2001, whilst the 19 to 64 year olds has remained static and the 65 and over has increased notably.

Table 1 Population by age group in 2001, 2011 and 2014



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Age group	Proportion population 2001	Proportion population 2011	Proportion population 2014
0-18	26.6%	24.5%	24.1%
19-64	60.7%	61.5%	60.6%
65 and over	12.6%	14.0%	15.3%

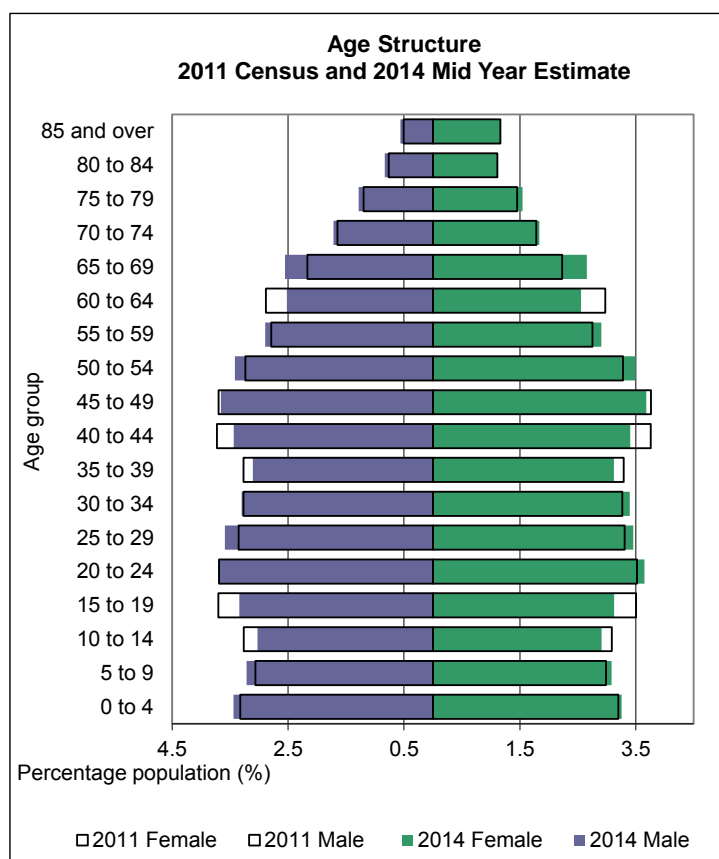
Source: Census 2001, Census 2011 and ONS mid-year population estimates 2014

Table 2 shows how Medway's population spreads over the different age groups, and the split by gender for mid-year population estimates 2014. Also, Figure 1 graph shows the age and gender profile of Medway's population in 2014 compared to 2011.

Table 2 Population – mid-year population estimates 2014

Age Group	All People %	Men %	Women %
0 to 4	6.7	3.4	3.3
5 to 9	6.3	3.2	3.1
10 to 14	5.9	3.0	2.9
15 to 19	6.5	3.3	3.1
20 to 24	7.4	3.7	3.7
25 to 29	7.0	3.6	3.5
30 to 34	6.7	3.3	3.4
35 to 39	6.2	3.1	3.1
40 to 44	6.8	3.4	3.4
45 to 49	7.3	3.7	3.7
50 to 54	6.9	3.4	3.5
55 to 59	5.8	2.9	2.9
60 to 64	5.1	2.5	2.6
65 to 69	5.2	2.6	2.7
70 to 74	3.6	1.7	1.8
75 to 79	2.8	1.3	1.5
80 to 84	1.9	0.8	1.1
85+	1.7	0.6	1.2
Total	100.0	49.6	50.4

Figure 1 Age structure



Source: Census 2011 and ONS mid-year population estimates 2014

The number of births started to increase from 2007. This can be seen in Figure 1, with increasing numbers of 0 to 9 year olds. The population aged 10 to 19 has reduced reflecting a decline in births from 1997 onwards. The

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number of young adults aged 20-34 has increased. Overall, the number of adults aged over 40 has increased whilst adults in the 35-39 age range has reduced. Furthermore, the number of residents aged 60 to 64 has dipped, as the post war baby boomers move into the 65 to 69 aged group creating the notable increase in both the male and female populations. The population over 69 has increased, particularly in the range 70-79.

The median age of Medway residents is 38, lower than the national median age of 40.

## Medway Community: Sexual Orientation

Information on sexual orientation is not included in the Census. The Office for National Statistic (ONS) has been testing the sexual identity question for use within surveys. Stonewall the campaigning organisation for Lesbian, Gay and Bisexual (LGB) people estimates that 5% – 7 % of the community are LGB.

However the ONS asked the sexual identity question in the Integrated Household Survey (IHS) 2009-2010, and the results showed that 1.5% of the population identify as LGB.

Table 3 below shows the estimated numbers of residents in Medway that would be expected to be LGB based on the sources described above.

Table 3 LGB residents in Medway

Estimated percentage / numbers of LGB residents in Medway (based on 274,015 population)		
ONS	Stonewall	
1.5%	5%	7%
4,110	13,701	19,181

Source: ONS and Stonewall.

## Medway Community: Gender Reassignment

Information on the numbers of people who may have reassigned their gender is not collected to enable a profile for Medway to be included in this report. Press for Change (the UK's leading experts in transgender law) and the Gender Trust (an organisation supporting all those affected by gender identity issues) have produced statistical estimates of 25 per 100,000 population

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based on research into the numbers of people who have undergone gender reassignment procedures.

Based on the above estimate, Medway would expect to have around 69 residents who would be in their reassigned gender or undergoing the process of having their gender reassigned. Although this would be a very small section of the community it is important to remember that this section of the community can face significant obstacles in being accepted.

### Medway Community: Marriage and Civil Partnership

Cohabiting couples account for 13.1% of the population compared with the national level of 11.9%. (Census 2011)

There are 97,095 married people living in Medway, 46.1% of the population. Since 2001 there has been a 6.1 percentage point decrease in the population who are married.

Medway ranks quite low both nationally and regionally in terms of the proportion of people who are married. Conversely, Medway ranks quite high for people whose marital status is separated or divorced. In respect of single people who have never married, Medway's proportion is the same as that for the region.

The 2011 Census for the first time collected information on civil partnerships, reflecting the fact that the Civil Partnership Act (2004) came into effect in the UK in December 2005. There are just under 360 people living in a registered same sex civil partnership, the low numbers reflect its relatively new legal status (Census 2011).

Following implementation of the [Marriage \(Same Sex Couples\) Act 2013](#), the first marriages of same sex couples took place on 29 March 2014. Civil partners have been able to convert their civil partnership into a marriage, if they so desired, from 10 December 2014.

### Medway Community: Disability

82% of residents described themselves as being in good or very good health, accurately representing the national average of 81% (Census 2011).

Fewer than 10% of residents provided unpaid care for someone with an illness or disability, an increase of 2.3% from 2001.

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There is no single measure of disability. The Census question in 2011 focused on asking people if they had a Limiting Long Term Illness (LLTI), the results show that 16.4% of Medway residents have a disability / LLTI.

Table 4 Disability/Limiting Long Term Illness (LLTI)

Limiting Long Term Illness (LLTI) (2011 Census)		
Medway Total	Number	%
	43,354	16.4

Source: Census 2011

## Medway Community: Ethnicity and National Identity

Medway has become more ethnically diverse since 2001. The White population has remained virtually static, whilst the Black and Minority Ethnic (BME) population has doubled in the same period.

In 2011 BME communities made up 10.4% of Medway's population, up from 5.4% of the population in 2001. White communities (White British, White Irish, White Gypsy and Irish Traveller and White Other) made up 89.6% of the population in 2011, down from 94.6% in 2001. Table 5 below shows the breakdown of Medway's population by their ethnic group and how this has changed between 2001 and 2011.

Table 5 Medway's population by their ethnic group

Ethnic Group	2001 Census %	2011 Census %	2011 Census Number
White	94.6	89.6	236,579
Mixed	1.1	2.0	5,176
Asian	3.4	5.2	13,615
Black	0.7	2.5	6,663
Other	0.2	0.7	1,892
All Groups	100	100	263,925

Source: Census 2011 and 2001

When breaking down the ethnic groups further, the 2011 Census shows that White British represented the majority of the community (85.5%) with White Other\* being the second highest (3.4%), followed by Indian (2.7%)

\* To compare 2011 Census with 2001, White Gypsy or Irish traveller has been combined with White Other.

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Between 2001 and 2011 the White population has remained static, however, there have been some significant changes within the groups that make up this population; 'White British' and 'White Irish' decreased between 2001 and 2011, by 4,475 and 370 respectively. At the same time the White Other\* population increased by 5,359 people. This rapid increase in the White Other population has offset the declines in the White British and Irish populations.

All other ethnic groups, except White British and White Irish, increased between 2001 and 2011. As a proportion of the total population there has been a significant increase in the representation of White Other (1.5% to 3.4%), Black African (0.3% to 1.8%), Asian Indian (2 % to 2.7%) and Asian Other group (0.2% to 1%) since the 2001 Census.

Table 6 shows that the BME population in Medway in 2001 and 2011 was greater than the average for the South East, and considerably smaller than England as a whole.

Also, the BME population varies by both age and gender. There are slightly more males than females stating they were from a BME community. Figure 2 below shows the breakdown of Medway's BME population by age. Overall Medway's BME population tends to be younger with the highest proportion amongst those aged 24 and under (14%) and lowest amongst those aged 65 and over 3.9%.

Table 6 Black and Minority Ethnic (BME) population in Medway, South East and England

BME Population	2001 Census %	2011 Census %
England	9.1	14.3
<b>Medway</b>	<b>5.3</b>	<b>10.4</b>
South East	4.9	9.4

Figure 2 White population versus BME population



Source: Census 2001 and Census 2011

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Between 2001 and 2011 there was an increase in Medway's population born in the UK, however, the population born outside the UK has increased at a faster rate meaning the proportion of Medway's population born in the UK

Figure 3 Languages – other than English – mostly spoken in Medway



Source: Census 2011

actually fell. 11% (27,300) of residents were born outside the UK with 5% (13,100) arriving here during the last 10 years. The greatest increases were from populations born in continental Europe, Africa and the Middle East. The changes in the representation of different ethnic groups are further illustrated below with the top languages, other than English, spoken in the Medway community (top ranking languages in largest font size) (Source 2011

Census).

## Medway Community: Religion and Belief

Table 7 below shows the religions represented in Medway in 2001 (in percentage and absolute number) and 2011 (in percentage). Figure 4 shows that the majority of residents in Medway state they are part of the Christian religion (57.8 %), a fall of 14 percentage points since 2001 Census.

The second largest group indicate that they have no religion (29.9%) has increased by 13 percentage points since 2001. Muslims represent the next most significant religion, up by 1 percent point to 2%. Sikh, Hindu, Buddhist, Jewish and all other religions were much smaller proportions of the population.

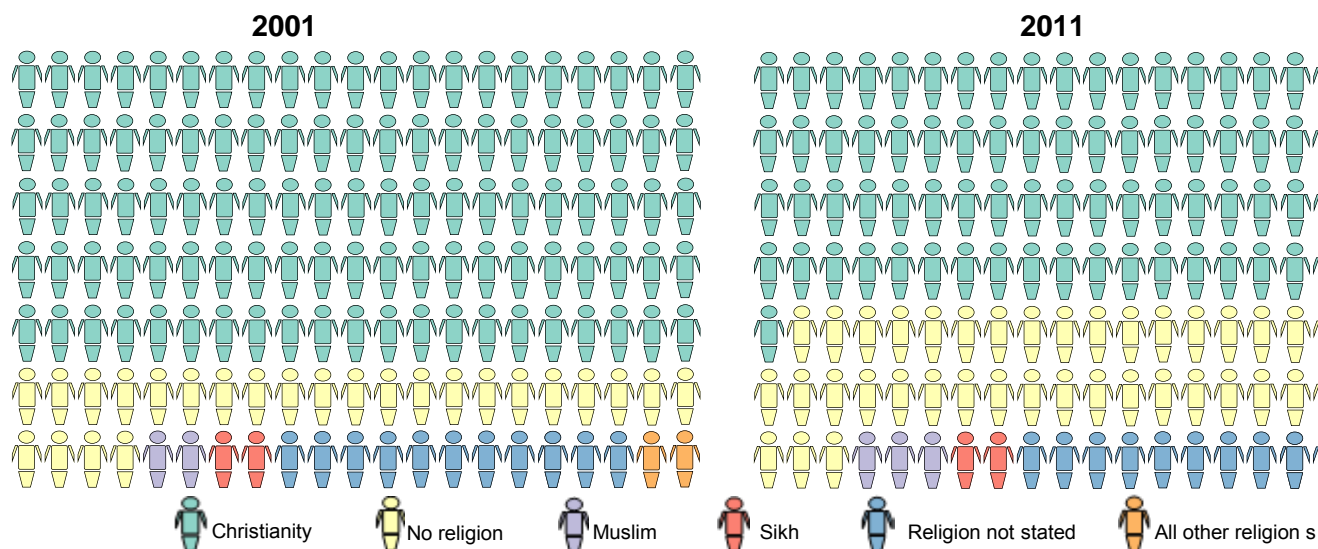
Table 7 Religions in Medway

Religion and Belief	2001 %	2011 Number	2011 %
Christian	72.0	152,637	57.8
Buddhist	0.2	937	0.4
Hindu	0.7	2,756	1.0
Jewish	0.1	208	0.1
Muslim	1.1	5169	2.0

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Sikh	1.2	3846	1.5
All Other religions	0.3	1,392	0.5
No religion	16.7	78,955	29.9
Religion not stated	7.8	17,985	6.8
<b>Total</b>	<b>100</b>	<b>263,925</b>	<b>100</b>

Figure 4 Religions in Medway



Source: 2001 and 2011 Census

## Medway Council workforce: Profile

The council is committed to providing equal opportunities and access to all, and its employment policies aim to ensure that no employee is discriminated against, either directly or indirectly, or victimised on the grounds of their race, disability, sex, sexual orientation, religion or belief, age, marital or civil partnership status, any stage of gender reassignment or any other protected characteristic as stated under the Equality Act 2010.

The council's commitment to equalities and its *Be Yourself at Work* campaign strives to enable employees to feel comfortable to be themselves at work. This is not only good for the employee but it is accepted that those who can be themselves at work perform better.

The council undertook an anonymous voluntary employee engagement survey in the summer of 2014 and achieved a 38% response rate. The survey included a number of questions relating to equalities and the culture of the council.

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When asked whether respondents felt comfortable to be themselves at work without fear of discrimination, a very positive 85% either agreed or strongly agreed that they could, with 76% believing that Medway Council has a strong equality culture.

Medway Council employs 2,441 people (at 30 September 2015, excluding staff based in schools). The Children and Adults Directorate is the largest directorate employing 935 staff followed by Regeneration, Community and Culture (RCC) Directorate employing 760 with Business Support Directorate (including Public Health) employing 746 staff.

Women represent 72% of the council workforce (excluding staff based in schools). In terms of ethnicity, the majority of staff classifies themselves as White (90.2%) with 8.1% Black, Asian and other Minority Ethnic, and 1.7% for whom the information is incomplete or has been refused.

In terms of ethnicity, the majority of staff classify themselves as either White British, Irish or other (90.2%) with 7.7% from Black, Asian and multi ethnic groups.

## Medway Council workforce: Gender (non schools staff)

Table 8 Medway Council - gender

Gender – Sep 2015	Business Support Department	Children and Adults: Non Schools	Regeneration, Community and Culture	Public Health	Medway Council	Medway Community (Aged 16 to 64)
Women	71.3%	83.5%	56.8%	81.9%	71.9%	49.9%
Men	28.7%	16.5%	43.2%	18.1%	28.1%	50.1%
Total	100%	100%	100%	100%	<b>100%</b>	<b>100%</b>

Source: Medway Council HR Services and ONS mid-year population estimates 2014.

Males are underrepresented in the workforce with 28.1% compared with 50.1% in the community.



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## Medway Council workforce: Disability (non schools staff)

Table 9 Medway Council - disability

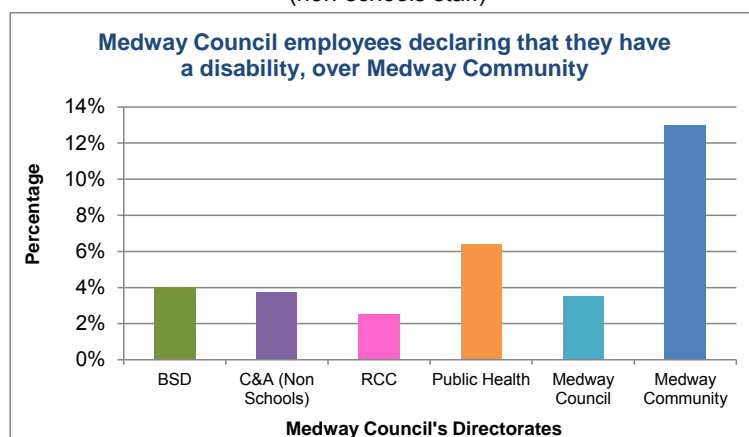
Disability - Sep 2015	Business Support Department	Children and Adults: Non Schools	Regeneration, Community and Culture	Public Health	Medway Council	Medway Community (aged 20 to 64)
Yes	4.0%	3.7%	2.5%	6.4%	3.5%	13%
No	94.8%	93.7%	95.9%	86.2%	94.4%	87%
Not Stated /Refused	1.2%	2.6%	1.6%	7.4%	2.1%	0%
Total	100%	100%	100%	100%	100%	100%

Source: Medway Council HR Services workforce monitoring Sept 2015 and Census 2011.

Figure 5 displays the percentage of non-school based employees who have declared that they have a disability. These figures would appear to show that this minority are under represented within the council's workforce when compared with the Medway community (the community figures are from age 20 as 2011 Census data about this characteristic is only available in 5 year age groups).

However, it should be noted that employees with disabilities may choose not to declare their disability to their employer for a number of reasons. This can be demonstrated within the results of the 2014 anonymous employee engagement survey. When asked to declare whether they had a disability, 9.2% of all respondents stated they had compared to 3.6% who had declared a disability on the HR system.

Figure 5 Medway Council workforce: Disability (non-schools staff)



Source: Medway Council HR Services workforce monitoring Sept 2015

Other results from the employee survey relating to disability are as follows:

- 73% of respondents with a disability have declared it to their manager
- 8% of those declaring a disability have made use of Access to Work funding

## Diversity impact assessment

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The council is continually striving to increase the percentage of disabled staff within the workforce and also to encourage employees to declare their disability. The 'Be yourself at work' campaign aims to encourage employees to complete their personal details on the HR selfserve4you system. Further initiatives are being arranged to raise awareness of why the council needs equalities data and details of this can be found in the final paragraph 'Pro-active measures toward an inclusive workforce'.

Working as a *Positive About Disability* employer (in conjunction with Jobscentreplus) and displaying the two ticks symbol, reinforces the council's commitment to those with disabilities and gives the council the opportunity to regularly review, build upon and celebrate best practice in the employment arena. In doing so, the council needs to provide evidence that it meets the following commitments:

- (i) To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- (ii) To ensure there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their disabilities.
- (iii) To make every effort when employees become disabled to make sure they stay in employment.
- (iv) To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work.
- (v) Each year to review the five commitments and what has been achieved, to plan ways to improve on them and to let employees and the Jobcentre know about progress and future plans.

Some of the initiatives that have been implemented to encourage the recruitment of those with disabilities and also to ensure those who become disabled can remain in employment include:

- Placing details of job advertisements within specialist magazines;
- Ensuring all managers responsible for recruitment undertake the necessary equality and diversity training;
- Ensure that all managers and job applicants are able to request details of support available such as Access to Work;
- An on-site occupational health provision to support employees who become disabled during their working life;

## Diversity impact assessment

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- A redeployment service which gives priority to those with disabilities to access vacancies and to help place those who become disabled during their working life in alternative positions to enable them to stay in employment.

Support for those with disabilities is also available through the Disabled Workers Forum.

The council has also made a commitment to be mindful, to raise awareness and to provide support to those with mental health conditions by signing up to the Mindful Employer Initiative. This is reviewed every three years. The last review took place in 2013.

### Medway Council workforce: Age

The council has an ageing workforce; this is reflected in Figure 6 and Table 10, which show an increasing proportion of staff across the 30 to 59 age groups in all directorates. Only the Public Health Directorate shows a higher proportion of employees in the 25-29 age group, while has a smaller proportion of employees in the 40-44 band.

The council has regard to the age profile of its current staff and the under-representation of those within the 16-24 age range. Due to this, the council has agreed within its Age Discrimination Policy (July 2012) to reserve the right to take positive action measures to assist with its workforce planning to attract into its service younger people.

# Diversity impact assessment

Figure 6 Age of Medway non-school based staff

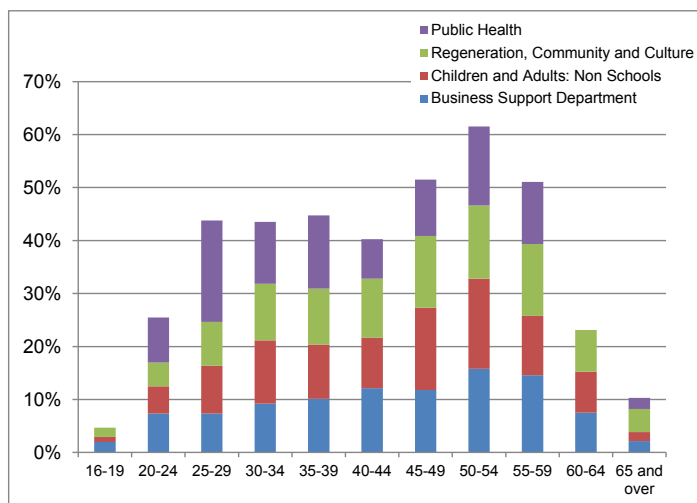


Table 10 Non-school workforce

Medway Council	
Age Group	%
16-19	1.4
20-24	5.7
25-29	8.7
30-34	10.8
35-39	10.4
40-44	10.7
45-49	13.7
50-54	15.6
55-59	12.9
60-64	7.4
65 and over	2.7

Source: Medway Council workforce monitoring Sept 2015

Some of the positive measures undertaken to increase this demographic include the introduction of a graduate scheme and apprenticeships which could lead to permanent employment, as well as an internship programme for students.

## Medway Council workforce: Ethnicity

Table 11 Medway residents and Medway Council (non-school based staff) ethnicity structure

	Medway Residents (Aged 16 to 64, 2011)	Medway Council Staff (Sep 2015)
White British, Irish, other	89.3%	90.2%
Multi ethnic	1.5%	1.5%
Asian or Asian British	5.7%	2.6%
Black or Black British	2.7%	3.5%
Other	0.7%	0.5%
Not Given or Refused	N/A	1.7%

Source: Census 2011 and Medway Council workforce monitoring Sept 2015

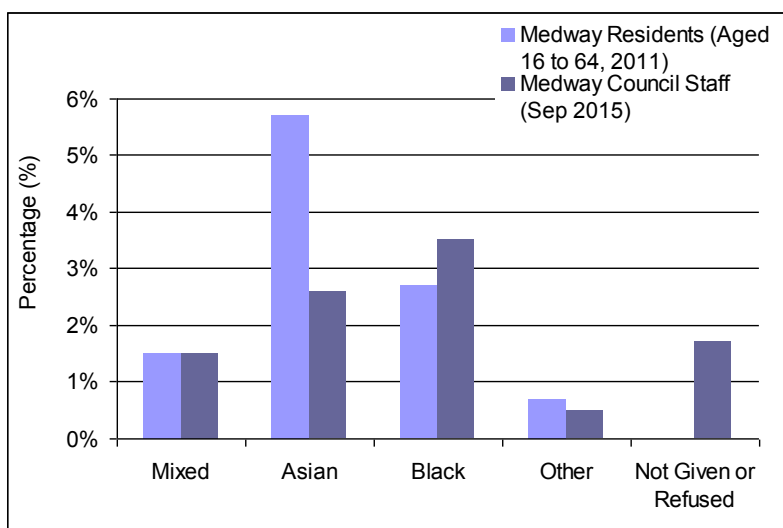
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Table 11 above shows that the White (British, Irish and other White) community is very similar in the council and in the community, and the Black ethnic group is slightly over represented among the council workforce. On the other hand, the Asian Ethnic group is under represented among the council workforce. The Multi ethnic group is balanced in the council versus Medway Community.

The Asian community is the least proportionally represented group, with a

3.1% difference between the Asian minority group and Council staff. On the other hand, the Black community is slightly over represented in the council in comparison to Medway Community.

Figure 7 Medway residents and Medway Council (non-school based staff) ethnicity structure



Source: Census 2011 and Medway Council workforce monitoring Sept 2015

## Medway Council workforce: school based staff

Medway Council employees based on schools are 2,933. The figures below are related to the profile of this specific workforce.

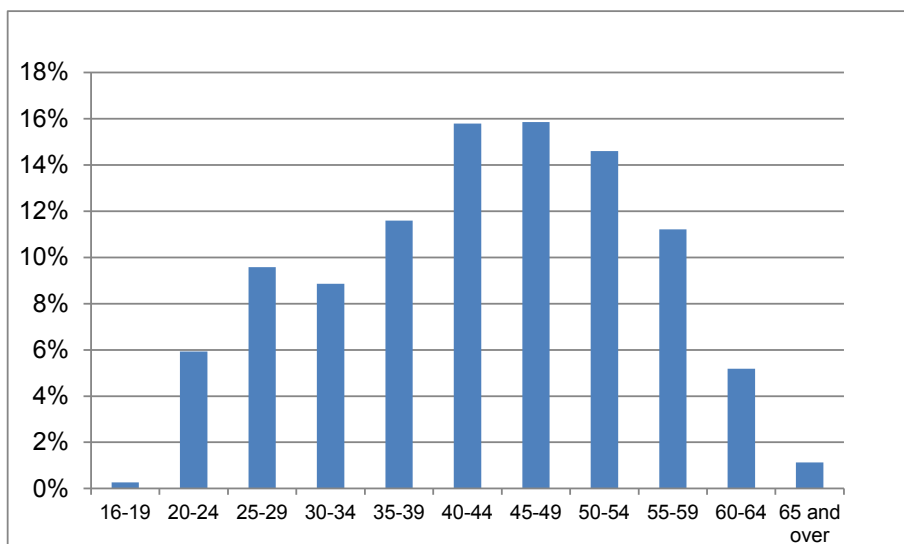
Gender	90.8% of the school based staff are females, and 9.2% are males.
Disability	1.1 % of the school workforce have declared that they have a disability, and 96.9% have declared that they do not have a disability. 2% of the school based staff have not given information about this characteristic.

# Diversity impact assessment

## Age

The spread of school based workforce is shown in Table 12. It shows how school staff is mainly concentrated in the age groups between 35 and 59 years. 40-44 and 15-49 age bands include the highest share of employees (almost 16%).

Table 12 Age spread of Medway Council's school based staff



Source: Workforce Profile at 30 September 2015 (Medway Council HR's Department)

## Ethnicity

Table 13 Medway residents and Medway Council (school based staff) ethnicity structure

	Medway Residents (Aged 16 to 64, 2011)	Medway Council School based Staff (Sep 2015)
White British, Irish, other	89.3%	93.6%
Multi ethnic	1.5%	0.8%
Asian or Asian British	5.7%	2.6%
Black or Black British	2.7%	0.6%
Other	0.7%	0.3%
Not Given or Refused	N/A	2.0%

Source: Census 2011 and Medway Council workforce monitoring Sept 2015

## Other protected characteristics

Due to low declaration levels on the HR Selfserve4you system, data relating to the other protected characteristics such as sexual orientation and religion is not sufficient to enable any meaningful analysis. However, these figures are gradually increasing as a result of proactive measures that have been undertaken during 2014/15. These are highlighted in the section below.

# Diversity impact assessment

<b>Medway Council Staff: Key differences compared with the Medway community profile</b>	
Less male staff	<p>28.1% of the workforce (non school) are male compared to 50.1% of the community (taking into consideration males between 16 and 64).</p> <p>The gap is larger when comparing figures with school based staff. Only 9.2% of the school based staff are males.</p>
More female staff	<p>71.9% of the workforce (non school) are female compared to 49.9% of the community (taking into consideration males between 16 and 64).</p> <p>As above, the gap is larger when comparing figures with school based staff, as 90.8% of the school based staff are females.</p>
Disabilities under represented	<p>Only 3.5% of the council's non-school staff has reported a disability, and 1.1% of the school-based staff. However, there are 13% of residents who have reported a disability.</p>
Workforce is older	<p>Percentages of council's staff in age brackets from 16 to 29 are lower than in the community. For example, 5.7% of the council's workforce is between 20 and 24, while in this age band, the community percentage is 11.4%. The larger difference is in the age group 16-19, which includes 8.1% of the community, compared to 1.4% of the council's non school-based staff, and 0.3% of the school-based staff.</p> <p>Workforce and community proportion of people aged 30 to 44 are very similar, while the above trend reverses after 44 years old. For example, 12.9% of the council's staff is in the 55-59 band, while the percentage is 9.0%.</p> <p>We have only compared age bands up until the age of 64, as after then, staff have a choice, and can decide to keep on working or not.</p>
Differences in ethnic minorities being represented	<p>While the white and multi ethnic populations are very similar in both – council and community – environments, there are some significant differences when comparing Asian and Black ethnicities.</p> <p>Black ethnic groups are slightly over represented among the</p>

## Diversity impact assessment

	<p>council workforce, with 3.5% of Black workforce versus 2.7% of Black population in the Medway community. On the other hand, the Asian ethnic group is under represented among the council workforce, and there are 2.6% of Asian staff compared to 5.7% in the community.</p> <p>There are larger differences when comparing community figures against school-based staff, where the White ethnic group is over represented, and the rest of the ethnic groups are significantly under represented.</p>
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### Proactive Measures toward an inclusive workforce

The council is taking pro-active measures toward building a supportive and inclusive workforce, some examples are as follows:

#### 1.0 Declaration week - background

Historically, the data held on the HR system relating to individuals from certain minority groups is limited due to low self-declaration levels. In order to redress this issue, HR Services, together with the staff forums, the Industrial Chaplaincy, the Corporate performance and intelligence team and a representative from the Medway Maker engagement champions designated a week in July to encourage employees to update their personal details on the HR system and also to explain to staff why their details were being requested.

During the week a number of events took place including:

- lunchtime equality event led by the employee forums and the Industrial Chaplaincy to raise awareness of equality issues. This involved showing a series of short films in the Gun Wharf café area and providing information about the support available to staff from minority groups through the forums. The Medway Makers engagement champions also supported this event.
- hands-on training and assistance for staff on the Selfserv4you system at designated areas at Gun Wharf and satellite buildings
- a query 'hot-line' through to the hradvice line to respond to requests from staff in terms of renewing passwords and dealing with Selfserve queries



## Diversity impact assessment

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### Results of Declaration Week

The results of Declaration Week showed a slight increase in declarations for the following:

- |                           |                     |
|---------------------------|---------------------|
| - County of birth         | from 7.3% to 10.3%  |
| - Religion                | from 33.4% to 36.9% |
| - Nationality/Citizenship | from 15.8% to 16.5% |

The largest increase was from those employees declaring their sexuality which rose from 34.8% to 38.1%. This is very positive and is likely to be the result of having an active LGBT forum and the continual work undertaken to support staff from the LGBT community through the annual Stonewall workplace Equality Index Top 100 Employers benchmarking exercise.

Results for ethnic origin and those declaring a disability showed marginal decreases. However, it was promising to see that the percentage of those refusing to answer equality questions had decreased on the majority of equality strands.

The results, whilst positive still do not provide a significant amount of data for the council to gain a confident picture of the make-up of its workforce in terms of minority groups. However, it is envisaged that further progress will be ongoing with the excellent support the employee equality forums provide to staff, together with organisational policies and processes. It is envisaged that Declaration Week will be an annual event.

- Using the data from the employee survey to help inform policy and process changes and shape future equality related initiatives.
- The Medpay performance related pay scheme, seeks to reward those who are actively engaged in equality work over and above their normal duties (providing all normal targets have been met).
- The Make a Difference employee recognition awards scheme, through the Inclusion and Diversity Award recognises excellence in those who have demonstrated how they have improved the access, participation, achievements or life chances for the communities we serve and for the employees of Medway Council.
- Employees are offered a comprehensive training facility on equality and diversity via e-learning

# Diversity impact assessment

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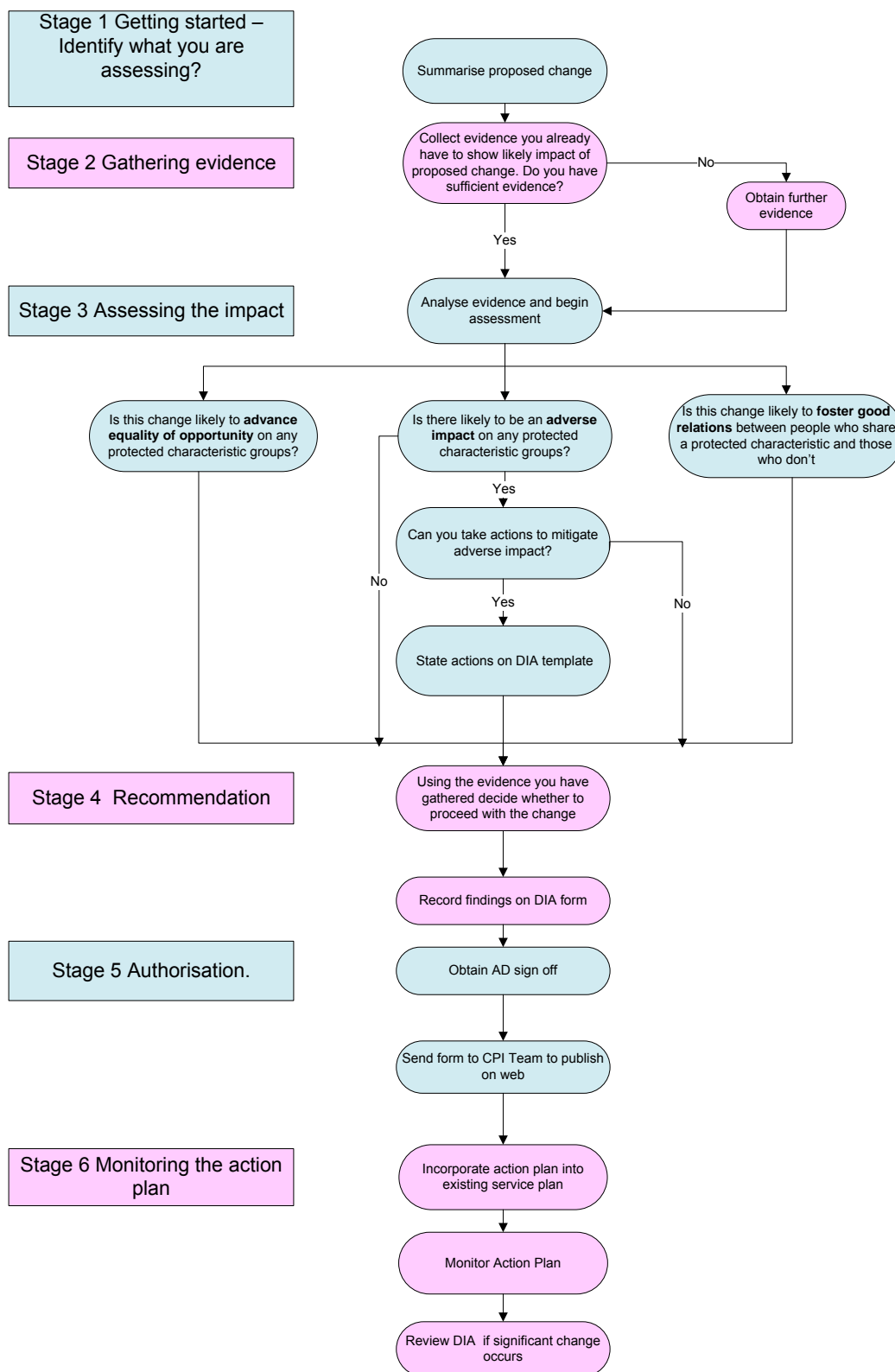
- Employees are offered support via the Disabled; Black; and Lesbian, Gay, Bisexual, Trans, and Questioning employee groups
- Committing to working toward the Positive about Disability Two Ticks accreditation every year.
- Committing to working toward the principles of the Mindful Employer Charter for employers who are positive about mental health
- Ensuring that all new and revised employment policies are assessed through the Diversity Impact Assessment process.
- Analysing the recruitment, promotion and exit data by the Protected Characteristics.

**Contact: Medway Workforce: Employee Engagement Manager**  
[sandra.steel@medway.gov.uk](mailto:sandra.steel@medway.gov.uk)

**Contact: Community Profile: David Holloway, Corporate Intelligence Analyst**  
[david.holloway@medway.gov.uk](mailto:david.holloway@medway.gov.uk)

# Diversity impact assessment

## DIVERSITY IMPACT ASSESSMENT FLOWCHART



# Diversity impact assessment

<b>TITLE</b> <i>Name / description of the issue being assessed</i>	Re commissioning of child health services , 19/25 services
<b>DATE</b> <i>Date the DIA is completed</i>	04/09/16
<b>LEAD OFFICER</b> <i>Name, title and dept of person responsible for carrying out the DIA.</i>	James Harman, Senior Public Health Manager, Public Health Medway Council Michael Griffiths, Partnership Commissioning Lead – Children and Families, Medway Council & Medway CCG

**1 Summary description of the proposed change**

- *What is the change to policy / service / new project that is being proposed?*
- *How does it compare with the current situation?*

Re commissioning of an integrated 0-19/25 service, including health visiting, school nursing, children’s therapies services and community paediatrics (which includes children’s community nursing, learning disability nursing, special needs nursery provision and special school nursing.

Currently the 0-19 offer is comprised of a number of separately commissioned services delivered by a number of different providers. Children’s health services are part of block contracts held by the acute and community providers. Services within the block have grown to meet perceived need, sometimes in isolation from other provision, resulting in fragmentation and duplication.

The proposed recommissioning will match services more closely to need and ensure a more equitable spread of provision: as an example, the current special needs nursery sessions can only be accessed by a small number of parents who are able to travel to Rainham, and the current building is sub-optimal. Future provision will aim to be accessible to more families and operate from more suitable premises.

In line with the recommissioning process locally the Family Nurse Partnership (FNP) service has been decommissioned, however the investment remains within the provider to develop a more inclusive offer going forward. This offer aims to support more families with a more locally focussed offer.

**2 Summary of evidence used to support this assessment**

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

An extensive needs analysis has been undertaken (see appendix 2 and 3) Benson Wintere workforce modelling for health visiting suggests that the same level of service can be provided with a slightly adjusted work force skill

# Diversity impact assessment

mix.

### 3 What is the likely impact of the proposed change?

*Is it likely to :*

- *Adversely impact on one or more of the protected characteristic groups?*
- *Advance equality of opportunity for one or more of the protected characteristic groups?*
- *Foster good relations between people who share a protected characteristic and those who don't?*

*(insert ✓ in one or more boxes)*

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age		X	
Disability		X	
Gender reassignment			
Marriage/civil partnership			
Pregnancy/maternity		X	
Race			
Religion/belief			
Sex			
Sexual orientation			
Other (eg low income groups)		X	

### 4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

Children aged 0 to 19, and up to 25 in the case of disabled children and/or those with special educational needs, will be affected alongside their parents/carers.

For disabled children, the success of service provision will be judged by the positive outcomes achieved for children and young people, rather than the historical output model (where numbers on caseload and number of contacts are monitored primarily). Services where there are currently identified gaps and inequity of provision (eg continence) will be enhanced. Provision will be designed to support inclusion and enable children to stay in their communities.

# Diversity impact assessment

It is recognised that parents/carers of disabled children are more likely to have a lower income and less access to their own transport: more provision within the community will help to address these issues.

The decommissioning of FNP could be deemed as having a negative impact on first time mothers of the eligible age range. A large number of the families currently being supported by the service naturally graduate around the time the service comes to an end. Those families remaining will have an identified support package in place to be delivered by the replacement vulnerable parents service.

The development of a new vulnerable parent pathway is more inclusive, support will be available to a wider number of people with additional vulnerabilities identified and supported by the bespoke service.

## 5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

Service specifications will meet NICE guidance and other appropriate standards and the tender(s) will be subject to a competitive process. There will be an expectation for primary care services to have a greater role in supporting disabled children than heretofore, in order to manage demand on secondary and tertiary services.

The current level of investment is remaining the same enabling the development of the replacement service. This will minimise impact on current eligible families as the new service will be in place as the old one comes to an end.

At present likely numbers for the new vulnerable parents pathway are largely unknown so we are working with local services to pull data sources together to ensure the service is fit for purpose and able to meet any likely demand. The current level of investment is remaining the same enabling the development of the replacement service. This will minimise impact on current eligible families as the new service will be in place as the old one comes to an end. Consideration is also being given as to whether this is a bespoke service for vulnerable parents or whether this is built into existing health visiting services.

## 6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

Action	Lead	Deadline or review date
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# Diversity impact assessment

Consultation with children, young people and their families regarding proposed models of service, and any potential adverse impacts identified and mitigated within the service specification	MG/JH	By March 2017
Performance management requirements will include evidence of reach to vulnerable groups	MG/JH	October 2017 on
A further EIA will be undertaken as part of the first year review of the new service, in order to identify and address any unforeseen adverse impacts	MG/JH	October 2018

## 7 Recommendation

The recommendation by the lead officer should be stated below. This may be:

- to proceed with the change, implementing the Action Plan if appropriate
- consider alternatives
- gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

The recommendation is to proceed with the change and implement the Action Plan as detailed.

## 8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into the relevant Service Plan and monitored

**Assistant Director**

**Date**

Contact your Performance and Intelligence hub for advice on completing this assessment

RCC: phone 2443 email: [annamarie.lawrence@medway.gov.uk](mailto:annamarie.lawrence@medway.gov.uk)

C&A: (Children's Social Care) contact your normal P&I contact

C&A (all other areas): phone 4013 email: [chrismckenzie@medway.gov.uk](mailto:chrismckenzie@medway.gov.uk)

BSD: phone 2472/1490 email: [corppi@medway.gov.uk](mailto:corppi@medway.gov.uk)

PH: phone 2636 email: [david.whiting@medway.gov.uk](mailto:david.whiting@medway.gov.uk)

Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication

[corppi@medway.gov.uk](mailto:corppi@medway.gov.uk)