

## CABINET

20 DECEMBER 2011

### MEDWAY COUNCIL'S EQUALITY POLICY AND PUBLICATION OF DATA

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Report from: Stephanie Goad, Assistant Director Communications,  
Performance and Partnerships

#### Summary

This report updates Members on changes to equality legislation and the council's response.

#### 1. Budget and Policy Framework

1.1 The approval of the revised policy and equality objectives are within the council's budgetary and policy framework and a matter for the Cabinet.

#### 2. Background

2.1 Equality legislation changed in 2010, requiring the council to take specific actions from January 2012 to ensure its legal obligations are met.

2.2 The Equality Act 2010 contains the Public Sector Equality Duty (PSED) which expands the council's obligations as it requires public authorities, in carrying out all their activities, to seek to:

- **Eliminate** unlawful discrimination, harassment, victimisation;
- **Advance equality of opportunity**
- **Foster good relations** between people.

2.3 Specifically the council is required to:

- Publish equality data showing what is known about our community and the patterns of access, usage and satisfaction with services by January 2012. This must then be updated annually
- Provide an update on how we are meeting the public sector equality duty, again by January
- On the basis of the analysis of the equality information, identify equality objectives, by April 2012. These must be monitored and reported on annually and updated every 4 years.

### **3. Advice and Analysis**

3.1 The proposed equality objectives have been developed drawing on the council's current priorities, combined with analysis of the equality data referred to in 2.3 above. As such the objectives correspond with existing council priorities. The known areas of national concern in relation to equality have also been integrated e.g. domestic abuse.

3.2 The proposed list of objectives:

- Narrowing the gap in educational achievement
- Reduce repeat incidences of domestic abuse
- Reduce incidences of hate crime
- Increase the independence of older and vulnerable people receiving adult social care services
- Increase the independence of carers of older and vulnerable people receiving adult social care services
- Increase the representation of disabled people in the council's workforce

In addition to continue to improve the quality of information available to members to support their decision-making and services to target provision effectively, a further non-service specific objective is also proposed:

- Improve the collection and analysis of customer profiling and equality data

3.3 The document for public dissemination of the equality objectives and an update on how we are meeting them and our public sector equality duty is set out at Appendix 1.

3.4 The current equal opportunities policy is in need of updating to take account of the changes in legislation with the implementation of the Equality Act 2010. The revised policy is entitled, "Fair Access, Diversity and Inclusion Policy" and is attached at Appendix 2.

3.5 The equality information included in appendix 1 brings together data that is routinely collected across the council on the community of Medway, and by services so they know how to target their provision to get best value for money and meet customer's needs. By bringing it together in this way, the council can be sure it has identified all challenges it faces and be clear it is meeting its equality duties. It is proposed that these objectives, along with associated targets, are included in the Council Plan that will come to Members for approval in February 2012. That approach will mean that monitoring of their achievement can continue to be built into existing quarterly monitoring reports so there will be no additional reporting burden. Appendix 1 also includes national information which supplements the information collected internally.

3.6 A Diversity Impact Assessment is not considered to be appropriate as the Fair Access and Inclusion Policy is designed to help deliver the council's PSED obligations and the equality objectives are designed to address key area of inequality identified following the analysis of local and national data. The outcomes of plans to address the equality objectives will be carefully monitored and should any inequalities become evident from this monitoring action would be initiate to address those inequalities.

#### **4. Consultation**

- 4.1 Consultation has taken place with the three Directorate Management Teams. This has been reflected in the draft policy attached and the proposed equality objectives. The council is required to carry out some public consultation to ensure there is no information or key issue that has been missed. This will be done through the website and through a small number of meetings e.g. with the community cohesion group. If any changes are proposed as a result, this will come to Members for decision when the objectives are included in the Council Plan in February.

#### **5. Risk Management**

- 5.1 Failure to publish the required information by 31 January 2012 and April 2012 has the potential risk (E2) of the Equality and Human Rights Commission taking actions including issuing a formal 'compliance notice' and possible court action.

#### **6. Financial and legal implications**

- 6.1 The council is required by the Equality Act 2010 (Specific Duties) Regulation 2011 to publish equality information relating to its employees, service users and residents by 31 January 2012 to demonstrate compliance with the PSED. Failure to do so may result in action being taken by the Equality and Human Rights Commission, including issuing a formal 'compliance notice' and possible court action.
- 6.2 The council is also required to set Equality Objectives by 6 April 2012 that are specific and measurable which will enable the council to show progress on equality.
- 6.3 The implementation of actions to achieve the Equality Objectives will need to be incorporated into appropriate service planning and service budgets.

#### **7. Recommendations**

- 7.1 The Cabinet is asked to:
- a) agree the revised policy (Appendix 2) and the equality objectives (within 3.2 above) these will be built into the revised Council Plan when it comes to Cabinet and Council in February 2011, including specific targets.
  - b) approve the publication version of the equalities information which will explain the challenges faced, progress to date and future plans

#### **8. Suggested Reasons for Decisions**

- 8.1 To ensure that appropriate measures are in place to meet the equality commitments and obligations of the Council and provide accessible, value for money services for all residents.

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#### **Background Papers:**

Equality Act 2010

Equality Act 2010 (Specific Duties) Regulations 2011



# **Medway Council**

## **Delivering Fair and Responsive Services**

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## 1. INTRODUCTION

The council is committed to providing value for money services that are appropriate, targeted and effective in meeting the diverse and changing needs of our community. Knowing the local community, identifying priority areas for improvement and using this knowledge, will make it easier to plan and deliver services to the people that need them in the ways they can access them. This will ensure positive outcomes, which do provide value for money and higher levels of customer satisfaction. Medway Council's commitment to excellent customer care and responsive services is central to the council's core values and the priorities as set out in the Council Plan 2011-12.

“Medway Council wants to continue to ensure high quality services for all residents. We know that some people need extra support and we will continue to ensure these needs are met. We take our roles as community leader, commissioner and provider of services very seriously. We place great emphasis on listening to customers about what services they need and how they need to receive them.”

The Council's core values are:

- Putting our customers at the centre of everything we do
- Giving value for money

The five priorities are:

- Safe, clean and green Medway
- Children and young people have the best start in life in Medway
- Adults maintain their independence and live healthy lives
- Everybody traveling easily around Medway
- Everyone benefiting from the area's regeneration

The values and priorities are delivered through a range of policies, strategies and actions plans that focus on specific areas of work.

The Fair Access and Inclusion Policy focuses on the council's commitment to promote equality and to ensuring that all sections of the community can access and benefit from the council services that meet their needs.

### **Medway Council Fair Access, Diversity and Inclusion Policy**

#### **1 Our aim**

Medway Council is committed to improving the quality of life and opportunities for everyone living, working, learning, playing and visiting Medway.

We put all customers at the centre of everything we do and deliver value for money services that are appropriate, targeted and effective in meeting the diverse and changing needs of our community.

Medway Council works to eliminate unlawful discrimination, harassment and victimisation; promotes equality of opportunity; fosters good relations between different sections of the community and improves the quality of life and opportunities for everyone.

Our aim is to deliver excellent customer service through fair and equal access and service delivery.

## **2 Our policy**

Medway Council wants to be acknowledged as an organisation that promotes fair access and inclusion by meeting the diverse needs of local people, visitors and our workforce.

The Council is committed to ensuring that no service user, employee, job applicant, partner, contractor, supplier or member of the public will be unlawfully discriminated, harassed or victimised on the grounds of race; ethnicity; nationality; ethnic or national origin; colour; disability; gender identity or presentation; marital or civil partnership status; maternity or pregnancy; family and caring responsibilities; sex; sexual orientation; age; HIV status; religion or belief; political beliefs; social class; trades union activity; or irrelevant spent convictions.

Medway Council is facing unprecedented financial pressures in the foreseeable future from:

- Reductions in central government funding
- Increasing demand pressures on council services
- Rising customer expectations of service

The scale of challenge means that Medway Council has to transform the way it does business in order to maintain performance while realising the level of efficiencies required. The Council wants to ensure that this transformation improves the level of customer service. Understanding customer need will support this transformation and make the planning of services easier and more effective. These principles are consistent with the Better for Less (BFL) Programme. This is a systematic and planned approach to transforming the way council services are delivered resulting in better services to Medway residents and improves the organisations infrastructure for employees.

### Changes in equality legislation and requirements of the Council

The council is also has a duty to comply with the Equality Act 2010. This prohibits the discrimination, harassment and victimisation of people. It also sets out a list of protected characteristics and the council must consider (give due regard to) how its services are impacting on people who share these characteristics:

- Age
- Disability
- Gender Reassignment

- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex and
- Sexual Orientation

The Act also places particular responsibilities on 'public authorities' known as the Public Sector Equality Duty (PSED). This came into force on 4<sup>th</sup> April 2011 and requires Medway Council, when carrying out its functions and duties to consider the need to:

- **Eliminate** unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act.
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it.
- **Foster good relations** between people share a protected characteristic and people who do not share it.

In order to comply with legislation, public authorities such as Medway Council, must publish equality information. This information should relate to people who have the same protected characteristic, people who are the council's employees and local residents and service users affected by its policies and practices. This information is contained in Appendix A.

The council is also required to analyse this information to identify and publish a number of equality objectives These equality objectives, detailed below should help the council to use its resources effectively to address any issues that mean services are not being accessed effectively by all those that are entitled to them

### Equality Information and Equality Objectives

This document brings together equality information about the council's employees, services users and residents of Medway and outlines how the council is meeting its PSED. It also highlights the equality objectives that the Council has prioritised for the coming 4 years. The action plan and targets will be monitored and updated annually.

### **3. EQUALITY OBJECTIVES**

Analysis of Medway's information has been carried out and consulted on. It highlights that the majority of the areas we have identified reflect some of the national issues identified in, "How fair is Britain?".

The analysis also confirms that the issues identified are not new and relate to the council's priority areas.

- Narrowing the gap in educational achievement
- Reduce repeat incidences of domestic abuse
- Reduce incidences of hate crime



- Increase the independence of older and vulnerable people receiving adult social care services
- Increase the independence of carers of older and vulnerable people receiving adult social care services
- Increase the representation of disabled people in the council's workforce
- Improve the collection and analysis of equality information (customer profiling)

## **Narrowing the gap in educational achievement**

### What are the issues?

The council is working to ensure that all children can achieve their potential, and the gaps between the least advantaged and their peers are narrowed.

Like many other councils boys are underperforming compared to girls at key stage 2, and pupils with Special Education Needs, those eligible for Free School Meals, the 'white other' ethnic group and looked after children are under performing compared to the average attainment of children in Medway.

### What have we done so far?

The Children's Services Directorate work as a team with schools to impact upon attainment and progress of potentially vulnerable groups. The schools are supported and challenged to develop provision within schools which provides effective personalised learning for each child, which is sustainable and has a positive impact. While the work of different teams in the Directorate may focus upon specific areas, it is the combined effect within schools and with schools of all the support and challenge that has a positive impact on educational attainment. This includes the work of all teams in the Inclusion and School Improvement Division and the work of the Schools Commissioning and Traded Services team.

The school improvement teams have:

- Undertaken detailed analyses of the data at all key stages and identified both impact of support and groups and schools that need further support to raise standards for individual groups of pupils
- Delivered a range of training aimed specifically at raising the attainment of potentially vulnerable groups, as well as creating a pupil focused package to raise the attainment of pupils entering key stage 2 below the national average
- Supported schools to raise boys' attainment in writing through both in school and in class support and through networks and training: 2011 provisional data suggests that there was a 5 percentage point improvement in boys attaining level 4 or better in writing at the end of key stage 2 to 63%
- Managed the rollout of 1:1 tuition in both 2010 and 2011 across key stages 2,3,4, so that children eligible for free school meals, looked after children and children who are underperforming received ten sessions of individual teacher led tuition in either English and / or mathematics. In 2010 the gap between children eligible for free school meals (FSM) and the rest attaining level 4 or better in both English and mathematics closed by 5 percentage points, due to an improvement in the attainment of the FSM group. Similarly attainment at key stage 2 for looked after children was well above the national average for

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the group in 2010 and progress has improved for this group in recent years. This was recognised in the recent local authority inspection where Enjoy and Achieve was judged as good.

- Employed a virtual head teacher, who works closely with schools to improve educational outcomes for looked after children. This has included:
  - Revising the Medway Personal Education Plans for looked after children and working in partnership with schools to raise the quality of their provision
  - Tracking the attainment of this group closely so that underperformance is identified early and addressed
  - Running regular meetings with Designated Looked After Children Teachers, which have supported and empowered them. Again the contribution of the with Designated Looked After Children Teachers is recognised in the recent Ofsted report
  - Managing the devolvement of the Pupil Premium to children placed within and outside of Medway
  
- Worked in partnership with Canterbury Christchurch University to provide SENCo accredited training
- Facilitated and led SENCo network meetings to encourage the sharing and embedding of good practice
- Supported governors in their understanding of their roles and responsibilities through the delivery of training and attendance at forums for governors
- Supported the “Mathematics Specialist Teachers” programme, which aims to raise attainment in mathematics
- Challenged schools to improve the progress of their underperforming groups through evaluating the impact of interventions and improving the quality of teaching and learning

### What will we do in the future?

- The School Improvement Teams will continue to champion the achievement of all vulnerable groups, through provision of high quality advice, guidance and support to schools.
- Continue to work in partnership with local schools and other partners to:
  - Improve the quality of teaching and learning in schools
  - Improve the leadership and management in schools
  - Secure funding for succession planning to strengthen sustainable leadership and management at all levels in schools
  - Create sustainable provision which is flexible to meet the needs of all children
  - Develop the role of the “expert” who leads high quality teaching and learning within school through signposting to accredited training, and supporting partner agencies delivering training e.g. Mathematics Specialist Teachers; National College of leadership courses; SENCo accreditation

## **Reduce repeat incidences of domestic abuse**

### What are the issues?

The council recognises the long term damaging effects that domestic abuse has on families and can have on the children's life chances.

Medway accounts for 18% of the domestic abuse incidents reported in Kent, a disproportionately high figure the third highest in Kent, taking account of the size of the population. Domestic abuse is an issue in just over 40% of cases where children are made subject to child protection plans in Medway.

### What have we done so far?

Our focus has been on supporting a 'think and act family' approach to combating domestic abuse. This reinforces that responding appropriately to domestic abuse is the responsibility of all agencies

- increased by 36% safe house support provided to victims of domestic abuse
- delivered 3 multi agency training events for over 70 delegates from different agencies, and 2 domestic abuse training events for over 40 practitioners
- run 6 programmes for 72 women victims of domestic abuse to provide support, after the courses the evaluations say women feel more assertive and that they and their children were safer, and that they would be able to avoid unhealthy relationships in the future.

### What will we do in the future?

Continue to equip practitioners from all agencies to assess risks posed by domestic abuse and respond appropriately, and ensure, collectively, the right services are in place to respond effectively and to deliver early help.

- evaluation on the effectiveness of interventions of early help for young people subject to domestic abuse
- review the effectiveness of programmes for perpetrators to reduce the incidence of repeat offending
- develop further multi agency training programmes for frontline staff so staff in all agencies recognise their responsibilities and can effectively signpost to appropriate services

## **Reduce incidences of hate crime**

### What are the issues?

Our analysis shows that reporting is lower than findings from surveys where residents and school children have been asked if they have been bullied or harassed. As the make up of the area changes the council wants to be aware of the impact that might be having in particular neighbourhoods and community to ensure people get on well together.

### What have we done so far?

Along with partners the Council has offered a Racial Incidents Reporting Line and Hates Crime Reporting Line. Luton, All Saints and White Road Areas have been

given specific focused support to help integrate the existing community and new migrants mainly of Roma, Polish and Czech heritage.

Community events have been held to bring people together in their own neighbourhoods. Additional support is provided in schools and housing advice services. This support is provided by staff with appropriate language skills and cultural knowledge.

All schools have been provided with advice and support to develop their procedures for responding to incidents of bullying and harassment.

What will we do in the future?

Activities to promote interaction within the community are planned to help to promote greater understanding.

English as a Second Language (ESOL) and ITC classes will continue to be delivered to members of the new communities to aid their integration.

The Anti-Bullying Strategy is being updated by Children's Trust Partnership and training will continue to be provided to schools on addressing and handling bullying in schools.

More reliable, up to date information on the level of bullying will be collected so that help and support can be targeted effectively. A local Tell Us Survey will be undertaken to provide information on children's experience of being bullied.

The Council will continue to monitor resident's views on how well they think people from different backgrounds get on with each other.

**Increase the independence of older and vulnerable people receiving adult social care services**

What are the issues?

Analysis of Medway information shows that 22.8% (against a 2010-11 target of 30%) of adults receiving social care are taking up Medway Council's Personalisation Scheme that is designed to increase the choice and control so that individuals with support needs can make their own decisions about how that support is provided. This is a significant increase from the previous year (8.6%) however it remains below the current council target of 50% (2011-12). A national target of 100% is expected to be set for 2012-13.

What have we done so far?

Personal Budgets offered to Mental Health service users to increase take-up. Initial In Take teams given the task of undertaking Choice and Control questionnaire for all new service users with ongoing support needs to improve take-up of personal budgets.

All new client offered personal budgets.

What we will do in the future?

Increase take-up of Personal Budgets / Self Directed Support by Mental Health service users

Personal Budgets will be offered to Occupational Therapy Service Users

**Increase the independence of carers of older and vulnerable people receiving adult social care services**

What are the issues?

Medway Council and NHS Medway have a vision to provide excellent services and support to carers in Medway. Carers make a valuable contribution to the community by enabling older and vulnerable adults to stay in the community and lead independent lives. Information for carers in Medway shows that 9.8% (against a 2010-11 target of 15%) have been assessed for their needs. This is an increase from 7.8% (2009-10) however it is significantly below the current council target of 20% (2011-12)

What have we done so far?

A survey of 1,000 carers undertaken to establish their needs, gaps and service improvements. The 259 responses received highlighted: the need for more breaks/ respite care; more choice of services; more support for crises / emergency situations; and Direct Payments.

Established counselling services for carers includes online (8am-8pm), Telephone (24/7) and face to face counselling (after initial assessment).

A Carers Partnership Board established, co chaired by the Director of Children and Adults and a Carer, 60% members are carers or representatives of carers groups.

Carers Emergency Card Scheme available to pre plan care provision in the event of an emergency affecting the carer.

A senior officer has been appointed as Carers lead supporting the Carers Partnership Board for carers of all ages.

Information and training on carer assessments disseminated to frontline staff so they can identify and emulate effective ways of working.

A 'Trusted Assessor' scheme has been piloted to undertake carers needs assessments and reviews giving a dedicated resource and more capacity to work with carers.

What we will do in the future?

Increase the number of assessments and review of carer needs undertaken

Develop the Carers Emergency Card Scheme to incorporate support for the first 72hour following a crisis.

Improve the information for and communication with carers.

Discuss with NHS Medway the provision of wider support for carers in the community.

**Increase the representation of disabled people in the council's workforce**

What are the issues?

Analysis of the workforce information shows that those declaring a disability are significantly under represented compared to the representation of disabled people within the community. Male staff are also under represented compared to their

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representation within the community. This reflects the national picture with women being 71% of the local government workforce nationally.

Men (28 out of 40 cases) and staff from Black and Minority Ethnic communities (6 out of 40 cases) are disproportionately over represented amongst those being subjected to disciplinary procedures by the Council in 2010-2011.

### What have we done so far?

An independent review of disciplinary cases was undertaken in 2009 that indicated that whilst there was over-representation of BME employees amongst those subjected to disciplinary procedures there was no indication or evidence of any bias in how each case was handled.

Learning and Development training entitled, "Managing people not stereotypes" has been provided to managers and staff to develop their knowledge and skills in managing a diverse workforce.

The Black Workers Forum (BWF), Disabled Workers Forum (DWF) and the Lesbian, Gay, Bisexual and Transgender Workers Forum (LGBT) are consulted on the development of policies and are allocated a budget for their activities.

Retained the Council's accreditation for Positive about Disability, the Two Ticks symbol.

Entered the Stonewall Workplace Equality Index that provides an independent assessment of an employers friendliness for Gay, Lesbian and Bisexual (LGB) people

Achieved Gold Award of the Investors in People Standards

### What will we do in the future?

Increase opportunities for disabled people to be employed by the council, when recruitment allows by:

- Working with the Disabled Workers Forum to identify further actions to encourage applications and the successful appointment of disabled people.
- Continue to review vacant posts for their suitability for the placement of disabled applicants.
- Work with the DWF to identify barriers to existing staff declaring their disability status and their support needs, and encourage declaration through Self-Serve of the HR System

Undertake an internal review of disciplinary cases to identify potential for bias in the working of the disciplinary policy and procedures.

Repeat the Staff Survey to get feedback from employees.

## **Improve the collection and analysis of equality information (customer profiling)**

### What are the issues?

The council wants to improve the way it collects and analyses information to ensure that it can be used more effectively to help target and plan services. These are areas

where information and knowledge could be more complete, particularly in relation to the new protected characteristics.

What have we done so far?

Across many services the council monitors uptake of services by residents and uses that information in planning. The council also looks at satisfaction with services by various groups. The council is currently reviewing how it uses its information as part of the Better for Less project with a view to preventing duplication and improving the capacity to turn the information we have into useful intelligence to inform our work.

What will we do in the future?

The information collected by services will be shared more widely across the organisation. Needs assessments and consultations will be better coordinated to make sure the correct information is collected and analysed to inform planning. Equality information and analysis will be reported to Directorate Management Teams at six monthly intervals.

The council focus will be to review the take up of services relating to emotional well-being, looked after children and care leavers.

## THE COMMUNITY OF MEDWAY AND EQUALITY INFORMATION

The equality information for Medway is presented below starting with information on the protected characteristic of the residents and the council's workforce.

### CONTEXT

#### Knowing Medway the Community

Medway is made up of five urban centres: Chatham; Gillingham, Rochester, Strood and Rainham and an extensive rural area on the Hoo Peninsula and the area of Cuxton and Halling to the west of M2.

The population of Medway is 256,700 (Office for National Statistics, mid-year estimate 2010). The average age of residents in Medway is lower than nationally, however since 2001 the age gap has narrowed with Medway's average age increasing faster than that of England & Wales. The number of 'under 19's' has decreased (-5%) since 2001, while the number of residents aged over 60 has increased by one fifth.

Medway, overall, is not a deprived area being ranked 132 most deprived local authority area out of 325 in England, according to ID 2010, the index of multiple deprivation. Medway is now relatively more deprived than ID 2007 when it was ranked 150 out of 354. At a ward level the area is mixed, it has both the most affluent and some of the most deprived areas in the country with 23 neighbourhoods in Medway being in the 20% most deprived areas nationally.

The make-up of Medway's community is changing with the arrival of people from the EU accession countries, for example the top three languages, other than English spoken by children attending Medway schools has changed from Punjabi, Bengali and Yoruba (2009) to Punjabi, Polish and Slovak (2011). This change is supported by the significant increase, according to the ONS mid year 2009 estimate in the representation of the White other group (1.6% to 2.6%) and the Black African group (.0.3% to 1.2%) since the 2001 census.

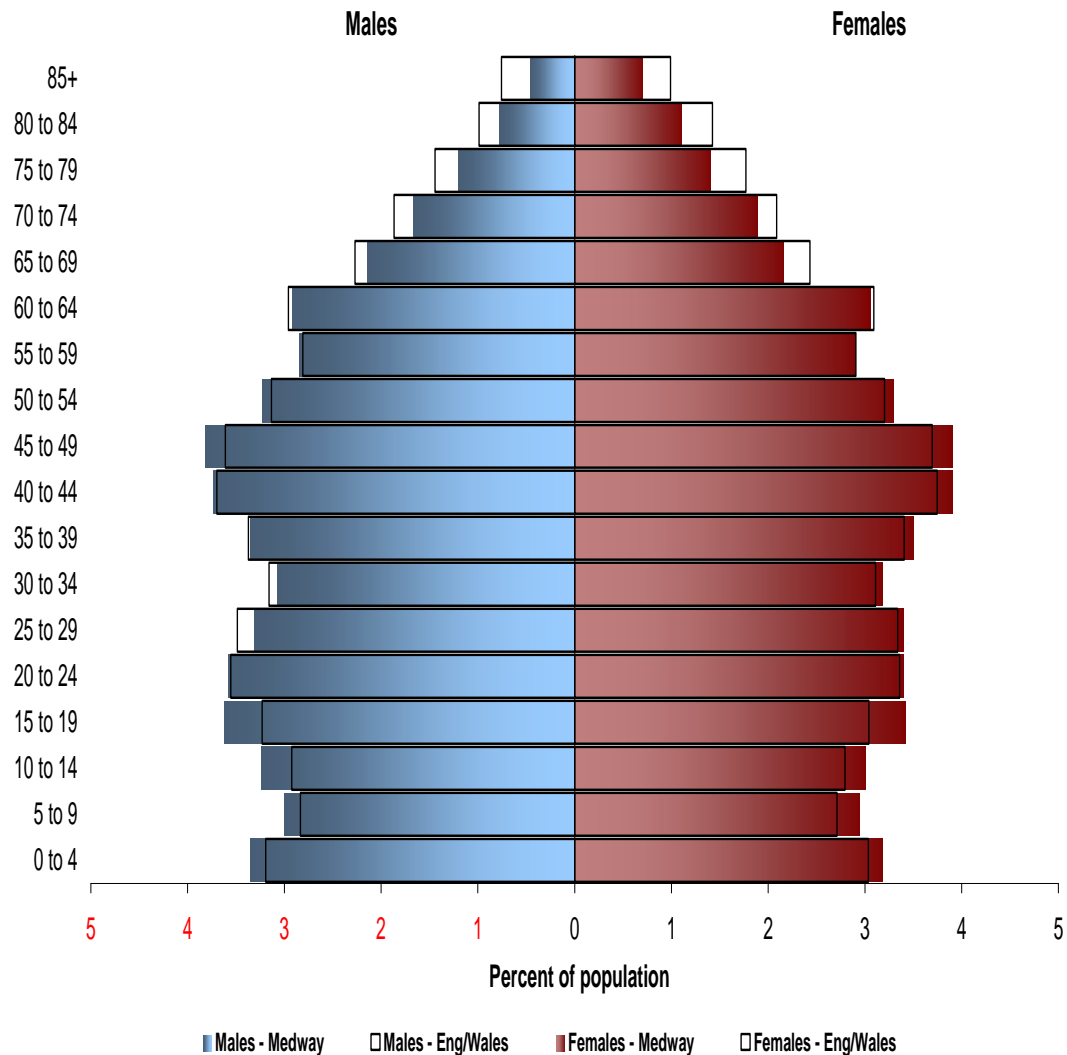
#### Medway as an employer

Medway Council employs 7794 people with 4784 being based in schools. The Children and Adults Directorate (C & A) is largest employing 6133 staff (including school-based staff) followed by Business Support Directorate (BSD) and Regenerations, Community and Culture Directorate (RCC) employing 938 and 723 respectively. Women make up 81% and men 19% of the workforce. In terms of ethnicity the majority of staff classify themselves as White (92%) with 5% Black and Minority Ethnic and 3% for whom the information is incomplete or has been refused.



## 1. Age

The following chart shows the age and gender profile of Medway's population compared to the population of England and Wales.



Based on mid year estimate for 2010

CHART 1: Age and gender profile of the population of Medway compared to the population of England and Wales

This shows that the young people (<24) are nearly one third (32.6%) of the population and older people (60+) are 20.1% of the whole population.

The table below presents the age profile of the Council's workforce by Directorate with the staff employed within schools being separated from other staff within the Children and Adults Directorate. The percentage of the Medway population within each age group is also shown in this table.

AGE Years	BSD %	C&A (NON-SCHOOLS) %	C&A (SCHOOLS) %	RC&C %	Medway Council %	Medway Area %
16-19	1.71	1.04	0.42	2.63	0.89	*7

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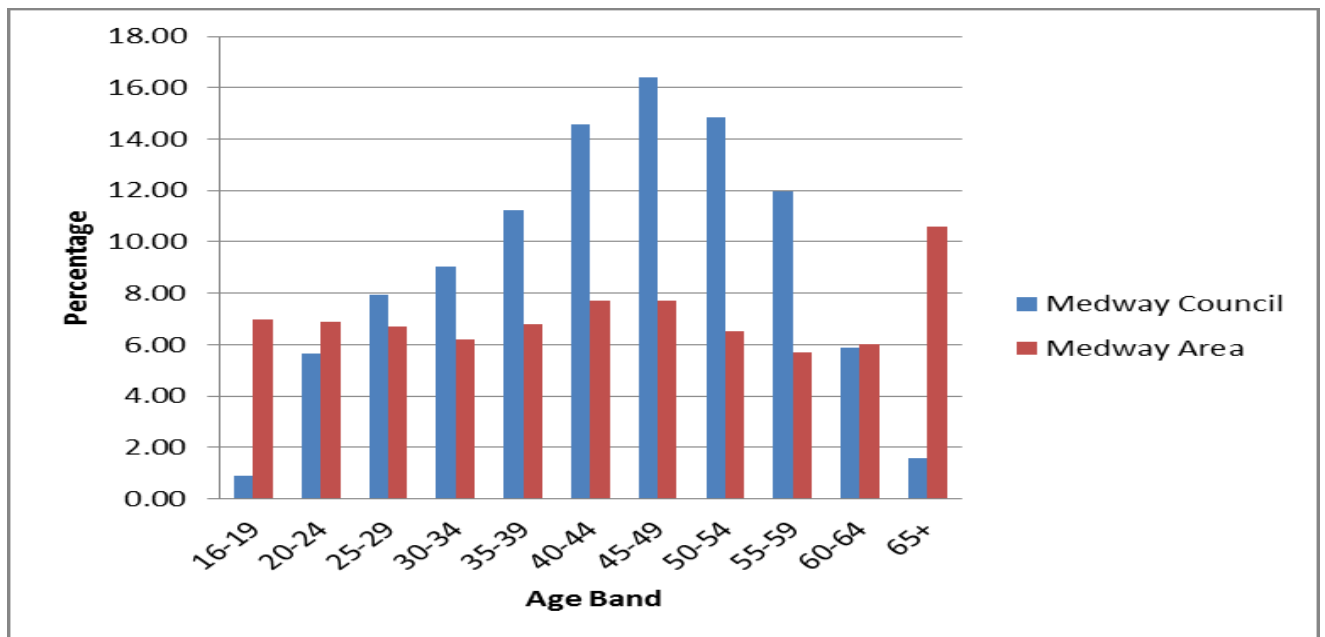
20-24	5.97	5.86	5.00	8.99	5.63	6.9
25-29	8.32	8.67	7.55	8.85	7.95	6.7
30-34	7.68	7.78	9.47	10.10	9.02	6.2
35-39	10.55	9.49	12.17	8.99	11.21	6.8
40-44	11.62	12.53	16.35	10.65	14.59	7.7
45-49	15.67	16.16	17.20	12.31	16.38	7.7
50-54	16.63	15.12	14.72	13.14	14.87	6.5
55-59	12.26	14.53	11.02	13.00	11.96	5.7
60-64	8.00	7.64	4.79	7.33	5.90	6
65+	1.60	1.19	1.34	4.01	1.59	10.6
Totals	100.00	100.00	100.00	100.00	100.00	

\*This figure is for the 15 – 19 age group

Source: HR Computerised System, March 2011 for employees and ONS 2010 mid year estimate

TABLE 1 Age profile of the council's workforce by employing Directorate compared to the population of Medway

The Chart below outlines the age profile of the Councils workforce against the age profile of Medway's residents. This clearly shows that the Council has an older workforce with particular concentration in the 40 – 59 age groups.



Age profile from the HR Computerised System for employees against the 2010 mid year population estimate ONS

CHART 2 Age profile of the Council's workforce compared to the population of Medway

The Chart also shows that there are few younger workers (under 20) compared to their representation in the local population.

**2. Disability**

There is no single measure of disability. The definition of disability included in the Equality legislation is not currently that used in the collection of information. The Census question in 2001 focused on asking people if they had a Limiting Long Term Illness (LLTI). Another measure that has been used is the number of people claiming disability related benefits. Information from both these counting methods is presented below.

According to the 2001 Census 37,499 people in Medway had a Limiting Long Term Illness (LLTI) this represented 15.2% of Medway's population.

In August 2009 there were 18,160 people claiming disability related benefits according to Department of Work and Pensions, (such as Disability Living Allowance (DLA) and Attendance Allowance (AA)) which represents 7.2% of Medway's population.

	Limiting Long Term Illness (LLTI) 2011 Census		Claiming DLA or AA	
	Number	%	Number	%
Male	17594	12.4	8270	6.6
Female	19905	15.9	9890	7.7
Medway Total	37499	15.2	18160	7.2

Sources:

TABLE 2 Gender and disability profile of Medway Population

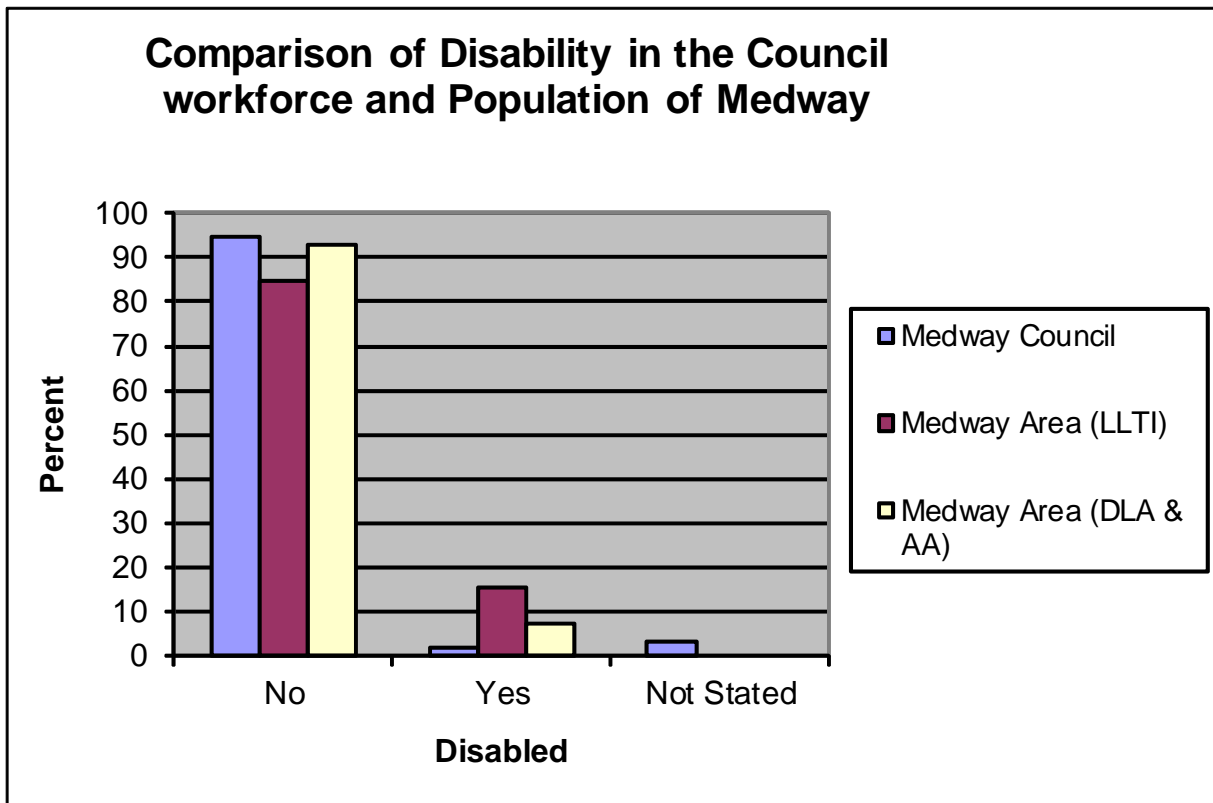
The Table below shows the percentage of staff within each Directorate who have declared their disability status and the proportion of staff for whom this information is incomplete.

Disabled	BSD	C&A (NON-SCHOOLS)	C&A (SCHOOLS)	RC&C	Medway Council
YES	4%	3%	1%	3%	2%
NO	96%	95%	95%	96%	95%
Not Stated /Refused	1%	1%	4%	1%	3%
Total	100%	100%	100%	100%	100%

Sources: HR Computerised System March 2011

TABLE 3 Representation of disabled people by employing Directorate

Table 3 shows that, overall 2% of the Council's workforce is disabled. The highest representation of disabled people is within Business Support Directorate at 4%. The overall employment rate for disabled people increases to 4% if the school-based staff within the Children and Adults Directorate are taken out of the calculations. It should be noted that there are a significant number of employees (3 %) for whom the information is incomplete.



Source: Council Employee data from the HR Computerised System, Limiting Long Term Illness (LLTI) data from Census 2001 and DLA and AA data from DWP August 2009

CHART 3 Comparison of representation of disabled people within the Council's workforce, those indicating a Limiting Long Term Illness and those claiming disability related benefits.

The chart clearly shows that the number of disabled people employed by the Council is significantly lower than both of the different ways of measuring disability within the community.

### 3. Gender Reassignment

Information on the numbers of people who may have reassigned their gender is often not collected in any meaningful way to enable a profile to be presented. Press for Change and the Gender Trust have produced statistical estimates of 25 per 100,000 population 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 63 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.

Information on Gender Reassignment has not been collected from employees of the Council however there is no reason to believe that the statistical estimates put forward by the Gender Trust and Press for Change would not be applicable.

#### 4. Marriage and Civil Partnership

Civil Partnerships were introduced in December 2005. Table 4 below gives details of the number of Civil Partnerships formed in Medway as compared to the United Kingdom and the South East.

	2006	2007	2008	2009	2010
United Kingdom	16106	8728	7169	6281	6385
South East	2708	1419	1147	1004	989
Medway	22	34	21	17	17

TABLE 4 Civil Partnerships formed in Medway compared to South East and United Kingdom

The table above shows that the rate for Civil Partnership formation is beginning to settle to an average of 17 a year within Medway following the high numbers formed immediately after the introduction both nationally and locally.

Information from the 2001 Census on marital status of residents showed that 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 to single people who have never married, Medway's average is the same as that for the region.

#### 5. Race and Ethnicity

Table 5 below provides 2009 mid-year estimate of the numbers and percentage of people from different ethnic groups that make up the community of Medway compared to the percentage representation in the 2001 Census.

The 2009 mid year estimates shows that White British people represent the majority (87.2%) of the community with White other being the 2<sup>nd</sup> highest, however with a significantly smaller population (2.6%) and Indian in third place with a representation of 2.3%. Minority ethnic communities make up 9.4% of Medway's population whilst White British, White Irish and White Other make up 90.6% of the population.

The table clearly shows the increases in the representation of most minority ethnic groups compared to the 2001 Census. However the representation of the White

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British group has reduced by 5% and the White Irish group has remained the same at 0.9%. There has been a one percent increases in representation of the White Other group and just under one percent (0.9%) increase in the Black African representation.

<b>Ethnicity</b>	<b>2009 Estimate Number</b>	<b>2009 Estimate Percentage</b>	<b>2001 Census Percentage</b>
White	230900	90.6	94.7
British	222100	87.2	92.2
Irish	2300	0.9	0.9
Other White	6500	2.6	1.6
Mixed	4300	1.7	1.1
White and Black Caribbean	1300	0.5	0.4
White and Black African	600	0.2	0.1
White and Asian	1500	0.6	0.4
Other Mixed	900	0.4	0.2
Asian or Asian British	10300	4.0	2.9
Indian	5800	2.3	2.0
Pakistani	1900	0.7	0.4
Bangladeshi	1100	0.4	0.2
Other Asian	1500	0.6	0.3
Black or Black British	5300	2.1	0.76
Black Caribbean	1900	0.7	0.4
Black African	3000	1.2	0.3
Other Black	400	0.2	0.06
Chinese or Other Ethnic Group	3900	1.5	0.6
Chinese	2400	0.9	0.4
Other	1500	0.6	0.2
All Groups	254800	100	100

Sources: ONS Mid year 2009 estimate (Experimental) and Census 2001

TABLE 5 Ethnicity breakdown of Medway Residents

Table 6 below shows the BME (Black and Minority Ethnic) population that is all ethnic groups other than White British, White Irish and White Other representation in Medway is just greater than the average for the South East and significantly smaller than England as a whole.

<b>BME Population</b>	<b>2009 Mid-year Estimate Percentage</b>	<b>2001 Census Percentage</b>
England	12.5	9.1
South East	9.3	4.9
Medway	9.4	5.3

Sources: ONS Mid year 2009 Estimate (Experimental) and 2001 Census

TABLE 6 BME Population of Medway compared to the South East and England

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The table above shows that the representation of BME population in Medway has increase by 4.1% from 5.3% in 2001 to 9.4% 2009 mid year estimate.

The changes in the representation of different ethnic groups is further demonstrated by the table below which shows the top three languages, other than English spoken by children attending Medway schools.

	2008	2009	2010	2011
Languages	Punjabi Bengali Urdu	Punjabi Bengali Yoruba	Punjabi Bengali Slovak	Punjabi Polish Slovak
Total number of languages spoken	111	127	131	

Source: 2008 -2010 from the CYPP and 2011 from Management Information Team

TABLE 7 Top three languages, other than English spoken by children in Medway Schools

Council Employees	Medway Residents	Medway Council workforce	Medway Council workforce
	(Mid year estimate 2009)	2011 (HR information System)	2010 (HR information System)
	%	%	%
White	90.6	92.07	93.56
Mixed	1.7	0.80	0.82
Asian or Asian British	4	2.23	2.24
Black or Black British	2.1	1.45	1.36
Other	1.5	0.28	0.39
Not Given or Refused		3.17	1.64

Source: ONS Mid year estimate 2009, HR Computerised system for workforce data

TABLE 8 Representation of different ethnic groups within the Council's workforce compared to the local population

Table 8 above shows that Black and Minority Ethnic groups are under represented amongst the employees of the council compared to the 2009 mid year estimate. It also shows that there has been little change in the representation of different ethnic groups since 2009/10.

## 6 Religion and Belief

The Table below gives information from the 2001 Census on the number of people who stated their religion.

Religion and Belief	Number	Percentage
Christian	179545	71.97
Buddhist	538	0.22
Hindu	1687	0.68
Jewish	201	0.08
Muslim	2609	1.05
Sikh	3038	1.22
All Other religions	850	0.34
No religion	41653	16.70
Religion not stated	19367	7.76
Total	249488	100

Based on 2001 Census Data

TABLE 9 Representation of different religions within Medway.

Table 9 shows that the majority of the residents in Medway identify themselves as belonging to the Christian religion (71.97%) with a significant number indicating that they have no religion (16.7%) and nearly 8% where the information has not been provided.

Sikh (1.22%), Muslim (1.05%) and Hindu (0.68%) religions represent the next most significant numbers with Buddhist, Jewish and all other religions being much smaller proportions of the population.

Information on religion and belief has not been collected from the employees of the Council. Employees are being encouraged to provide this information by completing their personal information on Selfserve4you.

## 7 Sex / Gender

According to the ONS 2010 mid year estimate women make up 50.6% of Medway's population with men making up 49.4%. The gender and age breakdown in Table 10 below shows that there is a greater representation of men within the population than women upto the age group of 25 – 29 when the positions reverse. Then women are in majority for all of the remaining age groups.

Age Group	All People %	Men %	Women %
0 to 4	6.6	3.4	3.2
5 to 9	5.9	3.0	2.9
10 to 14	6.2	3.2	3.0



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15 to 19	7	3.6	3.4
20 to 24	6.9	3.6	3.4
25 to 29	6.7	3.3	3.4
30 to 34	6.2	3.1	3.2
35 to 39	6.8	3.4	3.5
40 to 44	7.7	3.7	3.9
45 to 49	7.7	3.8	3.9
50 to 54	6.5	3.2	3.3
55 to 59	5.7	2.8	2.9
60 to 64	6	2.9	3.1
65 to 69	4.4	2.1	2.2
70 to 74	3.6	1.7	1.9
75 to 79	2.6	1.2	1.4
80 to 84	1.9	0.8	1.1
85+	1.6	0.5	0.7
Total		49.4	50.6

Source: ONS 2010 mid-year estimate

TABLE 10 Age and gender profile of Medway

Table 11 below shows the representation of men and women within each of the Directorates of the Council, with the overall representation being Women (81%) and men (19%). The representation of women and men is 71% and 29% respectively if the school-based staff are not included in the calculations.

Gender	BSD	C&A (NON-SCHOOLS)	C&A (SCHOOLS)	RC&C	Medway Council	Medway Area
F	70%	84%	87%	48%	81%	50.6%
M	30%	16%	13%	52%	19%	49.4%
Total	100%	100%	100%	100%	100%	100%

Source: HR Computerised system, March 2011

TABLE 11 Representation of women and men within the Council's workforce by employing Directorate

According to the Local Government Digest (September 2011) Women represented 71% and Men 29% of the local government workforce compared to the representation of women 49% and men 51% within the whole economy (employees only) during July – September 2009.

## 8 Sexual Orientation

Information on sexual orientation has not been collected via any large scale comprehensive surveys such as the census. The Office for National Statistic has

been testing the sexual identity question for use within surveys. Stonewall the campaigning organisation for Lesbian, Gay and Bisexual (LGB) people has promoted the figure of 5% – 7 % of the community as LGB.

However the Office for National Statistics asked the sexual identity question in the Integrated Household Survey (IHS) from April 2009 to March 2010, the results showed that one and a half percent of the population identify as LGB. This is based on a measure of self-perceived sexual identity that is how individuals think of themselves. This estimate is broadly consistent with other comparable surveys in the UK, which suggests it provides a reliable benchmark.

Table 12 below shows the estimated numbers of residents that would be expected to be LGB based on the different proportions discussed above.

	<b>Estimated number of LGB residents based on the estimates</b>		
Medway Population	1.50%	5%	7%
256700	3850	12835	19252

Source: Medway Population, ONS 2010 mid year estimate

TABLE 12 Estimates of LGB representation in Medway

## Appendix 2

### Medway Council Fair Access, Diversity and Inclusion Policy

#### 1 Our aim

Medway Council is committed to improving the quality of life and opportunities for everyone living, working, learning, playing and visiting Medway.

We put all customers at the centre of everything we do and deliver value for money services that are appropriate, targeted and effective in meeting the diverse and changing needs of our community.

Medway Council works to eliminate unlawful discrimination, harassment and victimisation; promotes equality of opportunity; fosters good relations between different sections of the community and improves the quality of life and opportunities for everyone.

Our aim is to deliver excellent customer service through fair and equal access and service delivery.

#### 2 Our policy

Medway Council wants to be acknowledged as an organisation that promotes fair access and inclusion by meeting the diverse needs of local people, visitors and our workforce.

The Council is committed to ensuring that no service user, employee, job applicant, partner, contractor, supplier or member of the public will be unlawfully discriminated, harassed or victimised on the grounds of race; ethnicity; nationality; ethnic or national origin; colour; disability; gender identity or presentation; marital or civil partnership status; maternity or pregnancy; family and caring responsibilities; sex; sexual orientation; age; HIV status; religion or belief; political beliefs; social class; trades union activity; or irrelevant spent convictions.

#### 3 Our responsibilities

All staff, Elected Members, and contractors have responsibilities to ensure that this policy is implemented effectively in all activities of the council and the aim of the council is met.

Everyone has in their council duties a responsibility for challenging unlawful discrimination, harassment and victimisation, stereotyping and misinformation; promoting equality; fostering good relations between different sections of the community and colleagues; and ensuring that people are treated with respect and dignity.

#### 4 How we will deliver this policy

- By knowing our local community
- Through leadership and partnership
- With the participation and engagement of local people
- By providing responsive services and high quality customer care
- With a knowledgeable, skilled and representative workforce
- By learning from our mistakes and celebrating our successes
- By monitoring our practices and policies so we promote equality and diversity
- By fostering open dialogue, communicating effectively and leading by example.

#### 5 How we will know we are succeeding and making improvements

We will collect, analyse and publish equality information; develop equality objectives in consultation and partnership with the communities of Medway and ensure effective service delivery through excellent customer care and responsive services.

We will monitor our performance against the equality objectives and publish, on an annual basis, progress reports that demonstrate our compliance with our equal access and inclusion policy and equality legislation.