

**LEICESTERSHIRE COUNTY COUNCIL**

**EQUALITIES BOARD**

**Minutes of the meeting held on Monday 21<sup>st</sup> May 2018,  
Goscote Room, County Hall at 10:00am**

Gordon McFarlane	Assistant Director, Corporate Services, Corporate Resources (Chair)
Mike McHugh	Public Health Consultant
Ian Vears	Assistant Director, Environment and Transport
Jane Moore	Assistant Director, Education & Early Help, Children & Family Services
Mo Seedat	Head of Democratic Services, Chief Exec's
Katie Joondan	Strategic Planner, Adults & Communities
Zafar Saleem	Head of Communities, Policy & Resilience, Chief Exec's
Donna Worship	Policy Manager, Chief Exec's
Andrew Jeffreys	Policy Officer (Equalities), Chief Exec's
Liz Biswas	Senior Comms Officer and Chair of LGBT+ Staff Network
Rabinder Lail	Family Support Worker and Chair of BWG
Sana Mahomed	Equalities Officer, Unison
Richard Wilding	Service Delivery Business Partner, Strategic and Business Intelligence
Derk van der Wardt	Engagement & Consultation Manager, Chief Exec's
Mandy Baughurst	Learning & Development Advisor
<b><u>Apologies</u></b>	
Alyson Podmore, Kate Revell, Anthony Stone	

<b>Item</b>	<b>Discussion</b>	<b>Action by</b>
Item 1	<b>Welcome – present and apologies</b>  See above.	

Item 2a	<p><b>Minutes of Equalities Board held on 26th February 2018</b></p> <p><b>i. Accuracy</b></p> <p>There were no points of inaccuracy to record.</p>	
Item 2b	<p><b>ii. Matters arising</b></p> <p><b>Trans policy</b></p> <p>This has now been drafted by adopting a Unison template and was agreed by the unions at ITU on 17<sup>th</sup> May for taking forward to PSB on 30<sup>th</sup> May, CNCC on 14<sup>th</sup> June and Employment Committee on 29<sup>th</sup> June. The LGBT+ staff network has been asked for comments as part of this process and an EHRIA is in course of preparation.</p> <p><b>CMT report</b></p> <p>DW confirmed that a single report would be taken to CMT for information on the Equality Action Plan Final Report 2017-18 and draft Equality Action Plan 2018-19 (as under Items 4 and 5 below). The paper would also expand on the issues raised at the previous Board meeting around ownership and responsibility for equality objectives in Departments, the intention to review and improve the EHRIA toolkit, and proposals for responding to the issues raised by disabled staff in the Staff Survey 2017.</p> <p><b>Communications Plan</b></p> <p>Members had no comments on the Equality &amp; Diversity Communication Plan 2018-19 tabled by LB at the previous meeting.</p>	
Item 3	<p><b>LCC Gender Pay Gap Report</b></p> <p>The new duty under s.78 of the Equality Act 2010 requires organisations with 250 or more employees to publish annual data showing: mean and median hourly and bonus rates of pay between male and female full-time employees; the proportion of male and female employees receiving a bonus payment; and the proportion of males and females in each pay quartile. Only the mean gender (18%) and median gender (20% pay gaps are relevant to LCC; these figures reflect a predominantly female workforce of whom a larger proportion than males are employed in lower grades. The UK gender pay gap for all employees is 18.1% so LCC's mean pay</p>	

	<p>is consistent with this. Also, previous equal pay audits and application of the HAY Job Evaluation Scheme have not identified any gender pay issues and ensure that incidences of differential pay for equivalent jobs do not arise.</p> <p>Publication of LCC's gender pay gap data resulted in little media attention other than a non-FoI enquiry from the Leicester Mercury about the pay gap between BME and non-BME staff. In contrast to the main gender pay gap figures, this showed that BME employees earn 0.29% more than non-BME employees in mean hourly pay and 7.37% more in median hourly pay due to the number of BME staff and how they are spread between each pay quartile compared to other employers.</p> <p>LB asked whether existing mechanisms for under-represented groups of staff, such as the Springboard and Spring Forward positive action initiatives had resulted in promotions and a higher entry into management roles. This will be examined to see if these initiatives and other processes (see also Item 7) are enabling LCC to move in the right direction and whether more needs to be done – it was a clear expectation of the gender pay gap reporting for 2018 that organisations would also identify what they are doing to reduce their gaps. DW raised the opportunity afforded by the Tableau system to analyse and manipulate the pay gap data to allow further enquiry into the causes. ZS noted that an effective PDR and career management process helped to ensure that roles were appropriately graded and remunerated.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• To circulate an explanation of how LCC's mean and median hourly pay was calculated in response to the Leicester Mercury enquiry.</li> <li>• Business Intelligence to contact KD regarding the use of Tableau</li> <li>• The Board to receive a report of the evaluation of Spring Board and Spring Forward at a future meeting</li> </ul>	<p>KD</p> <p>RW</p> <p>MB</p>
<p>Item 4</p>	<p><b>Equality Action Plan 2017-18 Final Report</b></p> <p>A workshop had been held at the Board's meeting in March 2017 so that the Equality Action Plan 2017-18 could be aligned more closely to strategic outcomes and LCC's statutory duties under the</p>	

	<p>Equality Act 2010. Areas identified for intervention were improving rates of self-declaration; reviewing the EHRIA toolkit; and a stronger focus on disability issues both internally and externally. Respective achievements over the 2017-18 period in these areas have included:</p> <ul style="list-style-type: none"> <li>• Development of a paper-based equality monitoring form which has had a 50% uptake in Environment &amp; Transport</li> <li>• Introduction of new and well-received EHRIA face-to-face training delivered externally to replace discontinued in-house provision</li> <li>• A successful graduate internship under the Leonard Cheshire Disability 'Change100' programme</li> <li>• Introduction of two cohorts of condensed BSL courses for staff working with Deaf service users or colleagues</li> <li>• Commemorative and public events organised for Holocaust Memorial Day, Srebrenica Memorial Week and the Inter Faith Forum annual conference.</li> </ul> <p>A RAG (<b>Red-Amber-Green</b>) dashboard summarising progress over the 2017-18 Action Plan period against the equality objectives in the Equality Strategy had been produced and will be taken forward for 2018-19.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• To circulate the RAG dashboard with the minutes (attached below).</li> </ul> <div style="text-align: center;">  <p>Corporate Equality Action Plan Feb 2018</p> </div>	AJ
Item 5	<p><b>Draft Equality Action Plan 2018-19</b></p> <p>The 2018-19 Plan continues an outcome-based approach to these and other significant issues by including a major review of the EHRIA toolkit to ensure it is 'fit for purpose' both in terms of the decisions reached at screening and full report stages and in fully meeting PSED requirements to demonstrate "due regard" throughout the decision-making process itself. Further work to increase self-declaration rates and other processes around</p>	

	<p>workforce representation will be taken forward under major projects and discrete workstreams. Disability-related issues will be addressed in the light of responses to the Staff Survey 2017 showing decreased levels of satisfaction by disabled staff. The 2018-19 Plan also introduces strengthened accountability for delivering on actions at corporate and operational levels.</p> <p>ZS suggested that, although the 2018-19 Plan was very much about maintaining the momentum of the previous plan, the Board's commitment to reviewing the Council's equality framework and governance so as to make recommendations to CMT by the end of 2018-19 meant it was necessary to consider whether any of the workforce-related actions, particularly those dependent on major processes like Fit For The Future, should be devolved to other Boards where progress and delivery could be more effectively monitored. This would also enable greater attention to be given to workstreams under the services and communities aims of the Council's Equality Strategy where specific pressures were emerging. The Board agreed that this should be considered through a workshop.</p> <p>The Board also agreed the Equality Action Plan 2018-19 and that it should be submitted to the Chief Executive and Cabinet Lead Member for Equalities for approval under the delegated responsibility arrangements.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>To organise a workshop to explore the relationship of the Equality Action Plan to other strategic / executive processes and any scope for transfer of ownership to them</li> </ul>	DW / AJ
Item 6	<p><b>Equality and Diversity Performance Update</b></p> <p>The equality and diversity data for Q4 2017-18 confirmed the positive long-term trends in both declaration and representation rates. Concern was expressed at the drop in BME representation at Grade 13 and above and that this should be considered at the workshop and evaluation of learning and development opportunities (see actions from Items 5 and 7 respectively).</p> <p>Mandatory training completion had tapered off slightly in this quarter although overall trends for the whole year remained upward (see Item 7). Hate crime continues to reduce from the peak of 77 incidents reported in June 2017 but the Community Insights Survey</p>	

	<p>shows a statistically significant change in the proportion of people agreeing that LCC treats all types of people fairly – down by 10.9%. Analysis of this change is ongoing but, based on Q3 results, suggest that respondents identifying as age 35+, females or white are less satisfied. Against this, the Survey covers about 1,600 people a year so a relatively low proportion of the population.</p>	
<p>Item 7</p>	<p><b>Equality, Diversity &amp; Human Rights Training Plans 2017-18 and 2018-19</b></p> <p>Fewer courses were provided in 2017-18 and so the overall number of staff attending or undertaking training reduced accordingly. 285 staff attended face-to-face courses on EHRIAs, Managing Diversity, Dyslexia, Unconscious Bias and Cultural (Faith) Awareness. Positive action courses had 251 attendees of which a new Menopause Awareness Event had been particularly successful with 112 attendees. 806 staff completed e-learning whilst bespoke mindfulness training had been delivered for BWG and DWG members. Increased completion rates were achieved for mandatory Managing Diversity / Refresher (11%) for managers and Promoting Fairness &amp; Respect (18%) for all staff. Feedback on the face-to-face courses averaged at 4 out of 5, an increase of 1 point (2 points for the Unconscious Bias course) compared with ratings before each course. The 2018-19 plan looked to DEGs to ensure that courses are promoted as widely as possible to staff and that managers should use the Tableau reporting to drive up completion of mandatory training.</p> <p>The Board approved the 2018-19 plan and welcomed the progress made to date but noted that 166 places had not been taken up from the face-to-face training of which 101 had been lost from the Managing Diversity (1-day) course – there had been a number of late cancellations which may be due to staff not having the time to devote to a full day. MB said that she was looking into evaluating the effectiveness of this course and also the successful Springboard and Spring Forward courses with the BI team. DW noted that the Policy team and L&amp;D kept training needs and alternatives under review so that what was being offered in the 2018-19 plan and beyond was focussed on matching needs to resources and helping staff to do their jobs more effectively. GMcF commented that the Equality Action Plan workshop could be used to explore some of the issues raised by the completion data and how to strengthen mandatory training take-up.</p>	

	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>• To evaluate the effectiveness of Equalities &amp; Diversity training and career progression processes in respect of under-represented groups</li> <li>• Include Learning and Development needs in the Equalities Board Workshop</li> <li>• Completion of mandatory E &amp; D training will be included in the Communications campaign for Q2</li> </ul>	<p>AJ/DW/ MB</p> <p>AJ/DW/ MB</p> <p>LB</p>
Item 8	<p><b>Leicestershire Equalities Challenge Group bi-annual update</b></p> <p>The Engagement, Representation and Equalities Challenge (EREC) contract had been re-commissioned and awarded to Age UK for three years (2018-2021) with the possibility of being extended for a further two years. Alderman Peter Lewis from Equality Action has been elected Chairman in place of Colin Norman who has retired. Task &amp; Finish activity remains an important part of LECG's scrutiny work particularly in respect of the Home to School Transport EHRIA and the Integrated Lifestyle Service proposal pre-public consultation. Further T&amp;F groups are being set up to support the development of EHRIAs for the Early Help Review and the Passenger Transport Policy and Strategy.</p>	
Item 9	<p><b>Policy Officer (Equalities) update</b></p> <p><b>Inclusive Employers' Event</b></p> <p>Leicestershire Police had hosted a 'Strategies, Successes and Sustainability' event by Inclusive Employers on 20<sup>th</sup> March. This was aimed at enabling existing staff networks to develop as well as provide insights for newer networks to be set up. Presentations by network representatives from the National Grid, Houses of Parliament, Santander, Fujitsu, Telefonica and Hampshire were supplemented by two workshops. 5 colleagues from the Black Workers' Group and LGBT+ network attended. AJ is meeting with Inclusive Employers on 24<sup>th</sup> May to discuss opportunities of working together.</p> <p><b>LLR Diversity &amp; Inclusion Conference</b></p> <p>AJ had worked with partners from LPT, UHL and Leicester City Council to organise and deliver an event for health and social care</p>	

	sector staff held on 15 <sup>th</sup> May at the King Power Stadium. This was targeted at managers and included keynote speakers from Santander and Energise, a lived experience panel and four recurrent workshops on unconscious bias, inclusive communication, professional behaviour and talent management. 25 colleagues from departments attended. AJ would continue to engage with the event steering group.	
Item 10	<p><b>DWG Celebration Event 16<sup>th</sup> April 2018</b></p> <p>This was organised as a follow-up to the group's hidden disabilities event in December 2017 to explore attitudes towards hidden disability including in relation to self-declaration by staff and the effectiveness of reasonable adjustment and other support processes. 43 members of staff attended and provided generally positive feedback. Recommendations to take forward include further support activities through a Yammer group, improved disability training and monitoring of its effectiveness and seeking suitable role models.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>To consider the recommendations in this report and bring any issues or comments to the next meeting</li> </ul>	All
Item 11	<p><b>Update from workers' groups</b></p> <p><b>LGBT Staff Network</b></p> <p>The network celebrated its 10<sup>th</sup> birthday on 18<sup>th</sup> May with an lunchtime event in Sparkenhoe Room opened by GMcF and attended by the Cabinet Lead Member for Equalities. This is the first in a series of ten mini-events the network is holding over the course of the year. It was also used to relaunch LGBT+ Role Models for Leicestershire and the Lead Member invited attendees to consider suitable nominations.</p> <p><b>Black Workers' Group</b></p> <p>The Best Employers for Race List 2018 submission was more detailed than in 2017 and BWG members felt that this made a worthwhile entry difficult. The group was looking at alternative processes including the Business In The Community (BITC) Diversity Benchmark for age, gender and race which does not operate to specific deadlines but is driven by participants</p>	

	<p>depending on their resources and needs. It consists of a two-part survey on workplace data and policies and practices respectively.</p> <p>RL also recommended the 'Let's Talk About Race' resource produced by BITC as a starting point for leaders and policymakers to discuss race issues within their organisations:</p> <p><a href="https://race.bitc.org.uk/sites/default/files/business_in_the_community_lets_talk_about_race_0.pdf">https://race.bitc.org.uk/sites/default/files/business_in_the_community_lets_talk_about_race_0.pdf</a></p> <p>An example of this was communications around significant life events. IV mentioned that the Director of Environment &amp; Transport had emailed all staff at the beginning of Ramadan to remind staff to be respectful and considerate of colleagues observing the fast. RL noted the impact that this positive message had on staff.</p> <p><b>DWG</b></p> <p>See Item 10.</p>	
Item 12	<p><b>Any other business</b></p> <p>There was no other business raised.</p>	
	<p><b>Date and time of next meeting:</b> Monday 3<sup>rd</sup> September 2018 in Gartree Committee Room.</p>	
	<p><b>Minutes to:</b> Equalities Board, John Sinnott, Cllr. Louise Richardson</p>	