

Our annual Equality Statement demonstrates how we take into account the varying needs of people living, working and visiting our district. In particular, it looks at the specific needs of people in our communities, such as older, disabled and young people, and any needs arising from gender, religion or belief, race and sexual orientation.

The Equality Statement shows how we are meeting the Public Sector Equality Duty (PSED), under The Equality Act 2010. It helps our customers, staff, the Equality & Human Rights Commission, regulators and other interested parties to assess our equality performance and our compliance with equality legislation. It also shows how we are meeting the equality objectives we have set.

Our Equality Statement is available to download at www.lichfielddc.gov.uk/equalities2020

All figures included were sourced shortly before publication.

**If you would like this document in large print or another format,
please contact Alison Bowen on 01543 308129 email
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Our Equality Statement provides an overview of how we are delivering our Services, which have a particular benefit for individuals with protected characteristics.

It also demonstrates how equality considerations are embedded in our decision making processes and influence both our service delivery and our employment practices.

It contains the following sections:

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1. Our equality duty and objectives

Under the Equalities Act 2010 we have a public sector equality duty to have due regard of 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 who share a protected characteristic and people who do not share it.

Protected characteristics

Under the Equality Act 2010, the following characteristics are protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Our equality objectives

Our equality objectives help us to focus attention on the priority equality issues for Lichfield District Council, to deliver improvements in policy making, service delivery and employment, including resources allocation.

We have three objectives:

1. We will scrutinise and improve access to our services ensuring we treat people fairly, provide our customers with equal opportunity, and that we gain business benefits from our services being accessible to the maximum number of people.
2. We will ensure that our workforce profile reflects best practice in recruitment and, in consultation with our staff, we will develop a culture that is both inclusive and open.
3. We will further promote the use of equality impact assessments so they become fully embedded in our planning and decision making process.

2. Who lives in our district?

Understanding who lives in our district helps us understand the needs of our local communities and gives us information to help us make our services accessible.

We have considered the protected characteristics of our population using the Census 2011 to provide the majority of information. Unless otherwise stated, data quoted is from the Census 2011. In 2017 the total population of Lichfield district was 103,500, in 2018/2019 it has risen by nearly 1% to 104,000. (Office for National Statistics (Nomis))

Age

Since 2001, the largest population growth has taken place in the number of residents aged 65+ years, and we expect this to continue in coming years.

In 2001, 15.5% of residents (14,437) were aged 65+ years and by 2015 this had increased to 23.5% (24,300). (National Office of Statistics Resident Population Estimates by Broad Age Band, Mid 2012)

Because of this, when we are developing policies or changing services, we need to have a particular focus on the needs of older people and this will be reflected in our Strategic Plan for 2020 - 2024.

Disability

16.5% (17,253) of people living in our district have a limiting long-term illness. (National Office of Statistics Health and Provision of Unpaid Care, 2011)

Gender

The number of men and women in the district is almost equal, with of the population in 2018 being 50.5% female and 49.5% male (Nomis). These are the only figures available at this time to identify the breakdown of gender within the district.

Gender reassignment

Currently there are no statistics available for gender reassignment within the district.

Marital status

In 2001, 60% of people living in the district aged 16 years or over were married. By 2011 this proportion had reduced to 55% and included 48 registered same-sex civil partnerships. (National Office of Statistics Marital and Civil Partnership Status 2011)

Pregnancy and maternity

During 2018 there was a total of 885 live births to mothers that normally reside within the district, this was a decrease from 997 in 2017. (ONS live births by usual area of residence)

Race

The ethnic make-up of Lichfield district is as follows:

Ethnicity	2011	% of population	2001	% of population
White British	95,263	94.6%	90,034	96.6%
White Irish/other	2,136	2.1%	1,463	1.6%
Mixed	1,034	1.1%	499	0.53%
Asian or Asian British	1,623	1.7%	728	0.78%
Black or Black British	481	0.5%	237	0.25%
Other ethnic group	117	0.1%	274	0.29%

With the ethnic make-up mainly being people of white British origin, this can mean that people from other ethnic backgrounds may experience greater isolation, and have less of a support network. We are working to ensure this is understood by staff and elected members. (National Office of Statistics Ethnic Group, 2011)

Religion or belief (including non-belief)

In 2011, 69% of residents classed themselves as Christians. This decreased from 80% in 2001. 23% of local people state they have no religion which is an increase from 12% in 2001. 6.4% of people did not state their religion. The number of people of all other religions, including Buddhist, Hindu, Jewish, Muslim and Sikh has increased since 2001. (National Office for Statistics Religion 2011)

Sexual orientation

There is no reliable data on the number of lesbian, gay, bisexuals and transgender people in the UK, as no national census has ever asked people to define their sexuality. The monitoring of protected characteristics carried out by this authority does include questions on this if appropriate. The link below shows a data set for sexual orientation in the United Kingdom (2012 – 2017) (Office for National Statistics)

www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/datasets/sexualidentityuk

3. How we delivered equality in services in 2019

We deliver a range of services, which we adapt and review to meet local needs and opportunities, and to take account of our funding situation. We also offer a range of services that particularly support individuals with protected characteristics. These include:

- We help people to apply for disabled facilities grants to deliver adaptations within their home. During 2018/2019 we helped 72 people adapt their homes through disabled facilities grants.
- Our Warm Homes, Greener District initiative - which works to help local people improve the energy efficiency of their homes, stay warmer in winter and reduce their energy bills - continues to use and expand our networks to promote and make the services accessible to all residents in the district.
- Our housing assistance policy provides emergency home repair assistance grants. Highest priority is given to low income households with a disabled person over 65 years of age. During 2019 we issued one grant.
- We have a Regulatory Services, Housing & Wellbeing Equalities Impact Assessment Group, made up of colleagues from across housing, environmental health and community teams, which assesses all documents produced by the service.
- On our homelessness database we have an equal opportunities monitoring form which we can report on.
- Our leisure and parks team encourages participation in sports and physical activity and improve the health and wellbeing of people that would most benefit, including children and young people, over 60s, those with disabilities, women and carers. The service works in partnership with a number of key partners, including our commissioned leisure operator, Freedom Leisure, who support the provision of a range of activities that target specific groups, including:
 - Cardiac rehabilitation programmes at Friary Grange Leisure Centre.
 - Activities for older adults, including aerobics, Pilates, relaxation classes and walking netball and exercise classes at Burntwood Leisure Centre, and silver circuits at Friary Grange Leisure Centre.
 - Coaching sessions for young people with autism.
 - Dementia friendly activities.
 - Coaching courses and sessions in swimming, football, gymnastics, trampolining, tennis, no strings badminton, multi games, dance for children and young people.
 - Swimming sessions for mothers and toddlers.
- To further encourage participation, Freedom Leisure offer Leisure Activity Passports (LAP), which provides up to 30% savings on leisure activities across the district. People 60+ years, those on means tested benefits, those with disabilities and registered carers can apply for a free passport.
- Our Active Lichfield team also provides specific targeted intervention programmes which include:

- Getin2it diversionary programme to reduce anti-social behaviour among young people aged 7 to 25 years.
 - Netball in Beacon Park for girls and women.
 - Walking football, cricket and netball for older people.
 - Let's Get Physical programme for young people tackling inactivity and obesity.
 - Supporting the School Games Programme.
 - Disability multi sports sessions for young people aged 5 to18.
- Providing physical activity, physical literacy and wellbeing programmes within our parks and open spaces.
 - We have a dedicated wheelchair swing in the play area at Beacon Park. The swing was initially purchased by a charity group with funds raised at events. The installation was funded by the council. There is also a disability roundabout in Beacon Park.
 - The decision to keep Friary Grange Leisure Centre open for up to five years took into account representations from people who were defined by a protected characteristic.
 - Accessible information is available on our Historic Parks website for visits to Beacon Park <https://lichfieldhistoricparks.co.uk/beacon-park/accessibility/>. Further detailed information can be obtained via the Community and Education Officer via parks@lichfielddc.gov.uk.
 - Provide a range of events within parks, including health walks, craft sessions and volunteering, which is available for all including those with disabilities and mental ill health.
 - Provide work experience placements for all, including people with special needs.
 - The toilets in Beacon Park have disabled facilities with a portable hoist on site, there are also disabled facilities in the football changing rooms.
 - Our joint waste service:
 - Supplies bin collection calendars in braille.
 - Provides free/additional domestic waste bins to families where extra waste is generated. This might be due to a medical condition, or children in nappies, and for families of six or more. In 2019 we supplied 553 additional bins.
 - Provides assisted bin collections for people who struggle to get their bins to the roadside, such as older residents and people with disabilities. In 2019 we assisted 921 homes with assisted collections.
 - We award small grants funding between £100 and £1,000 to local voluntary and community groups to delivery specific schemes in the community. We provided funding to the following schemes in 2019:
 - Gartmore Riding for the disabled association group.
 - Kendall and Wall Charitable Trust.
 - The Lichfield and District Live at Home Scheme – assisted shopping.

- The Lichfield and District Live at Home Scheme – workshops and activities.
- We work with developers to secure contributions (CIL and Section 106) towards community improvements/infrastructure and engage all sectors of the community in determining how to best use these funds. These contributions help to reduce the impact of developments on local areas and create better quality environments in and around new developments. This ranges from improving roads and building new community facilities, through to creating open spaces and improving local schools. Examples of projects that have positively impacted on communities and specific groups of people, include allocations of monies to bring forward improvements to community halls and the creation of new space to accommodate community activities, enhancing medical facilities, supporting a range of arts projects and contributing towards new school provision.
- In developing and creating our local plan and its subsequent on-going review:
 - We have prepared executive summaries to help people understand detailed documents.
 - We have held exhibitions in accessible locations across the district to encourage wider participation and made available easy to understand exhibition material.
 - We have undertaken equality impact assessments to check our documents are not having a negative impact on any particular sector of the community.
 - We have worked towards providing policies to support the delivery of housing, including affordable housing and housing to meet differing needs as well as sites to serve the requirements of the gypsy and traveller community.
 - We have liaised with interest groups and representative bodies to ensure our policies protect and safeguard our important centres, allowing access to services and facilities.
- We operate a Shopmobility service for people who have permanent or temporary disabilities within Lichfield city centre.
- There are six public convenience facilities in Lichfield and Burntwood. All of the facilities either have cubicles suitable for disabled people or an all in one unit suitable for everyone. We have a dedicated Changing Places facility which is suitable for severe disabilities in The Friary car park.
- Our grounds maintenance and park teams trim back hedges within the district to allow clear footpaths, this assists people in wheelchairs or with pushchairs who have impeded access.
- We continue to enforce building regulations and ensure the built environment is accessible and useable by the whole community, including people with a disability.
- We comply with all relevant recommendations for the provision of dedicated parking for blue badge holders. In addition to this blue badge holders are allowed to use any of our parking bays (with the exception of those dedicated to electric vehicle charging) without payment.

- We ensure our website is accessible in the following ways:
 - Descriptive headers and images so a screen reader can pick them up
 - Variety of font sizes for those hard of vision
 - Clear font colour contrast
 - Descriptive links for easy access on a screen reader
 - We are currently AA compliant according to the Web Content Accessibility Guidelines (WCAG)
 - Providing clear and consistent navigation mechanisms – orientation information, navigation bars, a site map etc. – to increase the likelihood that a person will find what they are looking for.

- Our main customer contact point, Lichfield Connects, is accessible - our reception area has a portable hearing loop that is made available to those who need it, and the desks have been selected to be wheelchair user friendly.

- Lichfield Connects staff regularly receive safeguarding and equality training, regularly help people with learning difficulties manage their finances, and assist people with blue badge applications.

- Our council house offers a disabled toilet available to the public which uses a radar key for access.

- We have a lift available to access the first floor of District Council House and at the depot in Burntwood.

- We ensure translation services are available. Previously translation services have been used in housing, environmental services, taxi licensing and housing benefits.

- We undertake user testing of all online forms to ensure they are easy to use and are accessible.

- Our revenues and benefits service launched appointments to support vulnerable customers in completing their online applications.

4. How we improved equality in our services in 2019

In our 2019 Equality Statement we identified a number of service equality priorities which are detailed below. This section sets out what **we said we would do** and what we did.

1. We said: We will review our equalities policy and our equalities objectives to ensure they reflect our equalities commitments and provide a framework for progressing these commitments.

These were reviewed and published in 2018. We continue to ensure they reflect our equalities commitments and provide a framework for progression of our commitments.

2. We said: We will continue to maximise take up of Discretionary Housing Payments (DHP) to support vulnerable people and helping to prevent homelessness.

We reviewed our DHP policy in 2017 and this made it easier to claim and ensures we are providing more payments to those most in need. In 2018 we provided £74,733 in DHP payments and in 2019 this increased to a total of £85,059.55 as shown below:

	Jan – Mar 19	Apr – June 19	Jul – Sep 19	Oct – Dec 19
Paid	£22,881.63	£23,216.94	£20,018.88	£18,942.10
Number paid	51	46	42	46
Not paid	39	22	20	45

3. We said: We will continue to monitor the protected characteristics of service users and consider the expansion of this monitoring into other service areas where possible.

We have continued to do this and have this data for the following services:

- Business inspections for food safety and health and safety
- Taxi licensing
- Historic parks
- Discretionary housing payments
- Housing enquiries
- Temporary accommodation enquiries

4. We said: Where services are reviewed under Fit for the Future, our major change programme, and changes are proposed, equality impact assessments will be carried out to ensure the full impact of changes is understood before a decisions is made.

We completed an equality impact assessment for the removal of cash boxes located at District Council House and Burntwood Library. We found there were no differential impacts affecting any of the protected characteristics.

5. We said: When conducting customer surveys we will collect equality trend data.

During 2019, we carried out a variety of customer surveys. These included visitors to our parks, our budget, housing, air quality, pest control and a cash deposit scheme. As part of the surveys we regularly collect equality trend data from respondents.

6. We said: We will ensure projects which are implemented from the local plan and community infrastructure levy projects are subject to an equality impact assessment.

Equality impact assessments were completed for the Lichfield District Local Plan and Community Infrastructure Levy Allocations. On both occasions there was found to be no negative impact.

7. We said: Further actions for 2019 will come from our service planning process. An action plan will be formulated based on the service plans and monitored during the year. The equality impact assessments below came from service plans completed as part of the service planning process mentioned previously.

During the year we completed the following additional equality impact assessments:

- Health and wellbeing strategy
- Polling stations
- Friary Grange Leisure Centre

8. We said: We will work to ensure all elected members have completed equalities training.

Since May 2019, 47% of all elected members have completed equalities training. Further training will be completed in 2020. We aim to ensure that training for all is updated every three years.

9. We said: We will also work to ensure all elected members have completed recent training in safeguarding and child sexual exploitation.

46% of our elected members have now completed the training since the district council elections in May 2019. Further sessions will be held in 2020.

10. We said: We will continue to embed equalities and our corporate value of having respect for everyone in how we work as a council and all that we do. We will measure this through our employee survey in 2018.

In our latest employee survey, carried out in 2018, 64% of staff agreed that our approach to equalities is embedded within our organisation.

5. Our service equality priorities for 2020

We will undertake the following actions:

1. We will continue to maximise take up of discretionary housing payments to support vulnerable people and help prevent homelessness.
2. We will continue to monitor the protected characteristics of service users and consider the expansion of this monitoring into other service areas where possible.
3. When services are reviewed and changes are proposed, we will carry out equality impact assessments to ensure the full impact of changes is understood before decisions are made.
4. We will consider revising our equality impact assessment process to include broader community impacts such as health and wellbeing.
5. When conducting customer surveys we will collect equality trend data.

6. We will ensure projects implemented as a result of our local plan or through community infrastructure levy projects will be subject to equality impact assessments.
7. Further actions for 2020 will come from our service planning process. An action plan will be formulated based on the service plans and monitored during the year.
8. We will continue to work to ensure all elected members have completed recent training in equalities as well as safeguarding and child sexual exploitation.
9. We will continue to embed equalities and our corporate value of having respect for everyone.
10. We will ensure equality and accessibility are key outcomes from our digitisation programme in ensuring the delivery of consistent customer journeys and easy to use online services.

6. How we delivered equality in employment in 2019

We aim to provide an inclusive, respectful and discrimination free work environment for all our employees. We want all our employees to feel respected, appreciated and to be able to do a good job to the best of their ability.

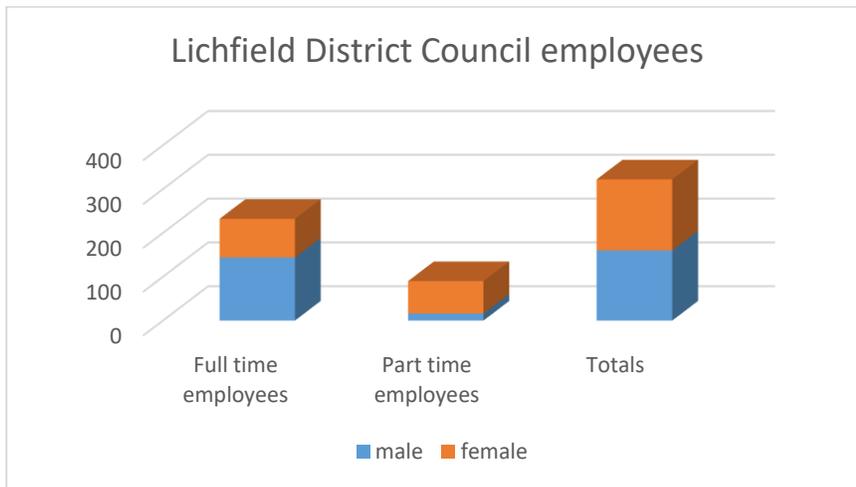
We have identified three core values that our staff and councillors work towards. One of these is that we respect everyone by listening to one another and understanding each other's views and pressures.

One of the ways we demonstrate this is by valuing diversity and welcoming the different perspectives that can lead to discussions and problem solving.

We are also committed to promoting and encouraging a culture where people can openly and constructively express their feelings without fear of retribution and criticism. In support of this we maintain policies on whistleblowing (updated in July 2016) and the prevention of bullying and harassment, to ensure that employees can raise concerns in confidence without fear of recrimination. We also continue to make adjustments to meet the needs of employees with a disability.

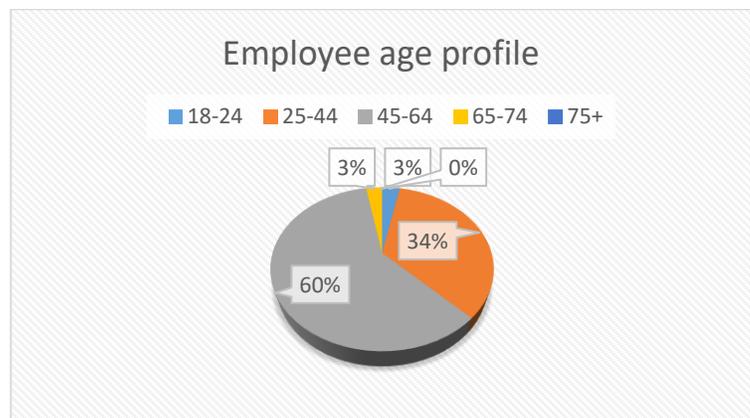
We have a total of 322 permanent and temporary employees of which 163 are women (50.6% compared to 50.5% of residents in the district), 159 are men (49.4% compared to 49.5% of residents), 4.0% are from black and minority backgrounds (compared to 5.4% of the district) and 2.5% have a disability (compared to 16.5% of residents).

Of these 322 members of staff, 232 (72%) are full time employees and 90 (28%) are part time. The graph shows the ratio of male to female staff for all staff.



3.1% of our workforce are aged between 18 and 24 (compared to 7.2% of residents), while 34.5% are aged between 25 and 44 (compared to 22% of residents).

The majority of employees (59.6%) are aged between 45 and 64 (compared to 28% of residents).



We regularly collect information relating to our employees and this helps us monitor changes in our workforce profile.

- In 2019, the analysis of employee turnover revealed that 48.5% of leavers were between the ages of 25- 44, and 51.5% over the age of 45.
- In addition, an analysis of new starters during 2019 showed that 13.1% were between the ages of 18 - 24, 42.1% were between the ages of 25 – 44, and 44.7% were between the ages of 45 – 64.

When changes are proposed, our management consults with employees, both as individuals and collectively through employee representatives with support from the human resources team. There has been consultation on changes proposed as part of the Fit for the Future programme via the Employee Liaison Group (ELG), and team meetings. We have a code of conduct and continually update a range of HR policies, these are subject to regular review and impact assessment.

7. How we improved equality in employment in 2019

In our 2019 Equality Statement we identified employment equality priorities which are detailed below. This section sets out what **we said we would do** and what we did:

1. We said: We will continue to equality impact assess key policies, procedures and procurement, including considering the implications of savings proposals under Fit for the Future, which may impact on staff with protected characteristics.

In December 2017 we reviewed our Equality & Diversity Policy and carried out an equality impact assessment. A positive impact was found for all groups with protected characteristics, in that the policy will ensure that all protected characteristics are taken into account in all decisions and policy development. In addition the revision also ensures the availability of British sign language interpreters to support customers and applicants and includes a revised definition of antisemitism. The revised policy also undertakes to ensure we do not discriminate against those who are economically or socially challenged.

2. We said: We will continue to collect, analyse and publish key workforce data.

Workforce data has been collected and is published as part of this Equality Statement (see section 6).

3. We said: We will continue to increase the number of staff that successfully complete equality awareness training so at least 50% of all employees have completed training and 100% of all employees in front line customer facing roles.

Almost 50% of current staff have had face-to-face equality and diversity training within the last three years. This figure includes frontline staff who work in revenues, benefits and customer services. This is a rolling figure due to the changes in personnel throughout the year and our training programme continues.

8. Our employment equality priorities for 2020

This year we will deliver the following:

1. We will continue to equality impact assess key policies, procedures and procurement.
2. We will continue to collect, analyse and publish key workforce data and develop a workforce development plan, which will set out how we develop and attract the workforce of the future.
3. We will continue to increase the number of staff that successfully complete equality awareness training.
4. We will follow up on our 2018 employee survey to establish measures for a culture that is welcoming and supportive to all.
5. We will develop an organisational wellbeing plan as part of our People Strategy.

9. How we monitor progress and identify equality issues

Monitoring our progress and ensuring we have the right data to both inform and review how well equality issues are embedded into our services, underpins our service delivery. Here's how we achieve this:

- The actions and priorities identified in the Equality Statement 2020 will be monitored throughout 2020 and progress reported in the council's next Equality Statement (to be published 31 January 2021).
- We are monitored by the Equality and Human Rights Commission and the government's Equalities Office to ensure equality issues are addressed.

10. Getting the right data

We use national and local data to produce a profile of the district.

We use population profiling to help identify local priority issues. One clear message that comes through local data is the high proportion of 65+ year old people (23.5%) in our community.

However, we have much less data on other protected characteristics such as sexual orientation, and are conscious of the sensitivities around collecting this information. Nonetheless, we have included questions regarding this in our monitoring of protected characteristics, and collect the information where appropriate.

11. Any questions?

Our Equality Statement is available to download at www.lichfielddc.gov.uk/equalities2020

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