

The annual Equality Statement demonstrates how we take into account the varying needs of those living, working and visiting our district and, in particular, 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.

Our Equality Statement also shows how we are meeting the Public Sector Equality Duty (PSED), under The Equality Act 2010. It also 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 current Equality Statement is available to download at [www.lichfielddc.gov.uk/equalities2019](http://www.lichfielddc.gov.uk/equalities2019)

**If you would like this document in large print or another format, please contact Colin Cooke on 01543 308121 email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or Alison Bowen on 01543 308129 email [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)**

Our Equality Statement provides an overview of how we are meeting our equality objectives and priorities and gives some examples of current 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 which requires public authorities to have due regard to 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.

## What is a protected characteristic?

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, in order 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 that 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.

**Sections 3 and 4 of this document set out what we are doing to meet our objectives**

## 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.

Between 2014 and 2017 the total population of Lichfield District increased by 1.3% from 102,100 to 103,500. (National Office of Statistics Resident Population Estimates by Broad Age Band June 2014)

### 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 is reflected in our Strategic Plan 2016 - 2020.

### Disability

18.1% (18,265) of people living in our district have a limiting long-term illness. (National Office of Statistics Health and Provision of Unpaid Care, 2011)

Since 2009, there has been a slight reduction in the total number of residents claiming disability living allowance. The reduction may be due to changes in the assessment criteria and the introduction of Personal Independence Payments (PIP) which has replaced disability living allowance for those aged 16 to 64 years.

There have however been increases in some age groups claiming disability living allowance - between 2009 and 2017, the number of claimants aged 70+ years claiming rose by 63% (from 680 to 1110) and the number of 16 to 24 year old claimants reduced by 47% (from 230 to 120).

(Nomis [www.nomisweb.co.uk](http://www.nomisweb.co.uk))

### Gender

The number of men and women in the district is almost equal, with 50.5% of the population in 2017 being female and 49.5% being male. (National Office of Statistics Resident Population Estimates by Broad Age Band, 2017).

### 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 53 registered same-sex civil partnerships. (National Office of Statistics Marital and Civil Partnership Status 2011)

## Pregnancy and maternity

During 2017 there was a total of 997 live births to mothers that normally reside within the district, this was an increase from 976 in 2016. (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.

### 3. How we delivered equality in services in 2018

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 2017/2018 we helped 101 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 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.
  - 50+ aerobics, Pilates and relaxation classes at Burntwood Leisure Centre.
  - 50+ exercise sessions and Silver Circuits at Friary Grange Leisure Centre.
  - Coaching courses and sessions in swimming, football, gymnastics, trampolining, tennis, 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 ASB amongst young people aged 10-25 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.
  - Providing physical activity, physical literacy and wellbeing programmes within our parks and open spaces.
- We recently installed 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.

- Our joint waste service:
  - Supplies the bin collection calendar in braille.
  - Provides free/additional domestic waste bins to families where extra waste is generated. because of a medical condition, those with children in nappies, and for families of six or more. In 2018 we supplied 348 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 2018 we assisted 901 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 assisted provided funding to the following schemes in 2018:
  - Activities for people experiencing mental health issues.
  - A new support hub in Lichfield for transgender people, their families and friends.
  - A girls' youth club in Burntwood.
  
- 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. Such contributions help to reduce the impact of developments on local areas and create better quality environments in, and around, new developments – ranging 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 specific groups include putting in an accessible roundabout in a play area, installing bus shelters and adding a handrail to a footpath. In 2018 Section 106 monies were allocated to canal towpath access and improvements, improved play facilities, improved surfacing at a pre-school a direct response to ensuring accessibility to infrastructure is achieved.
  
- In developing and creating our Local Plan:
  - We prepared executive summaries for complicated documents.
  - We held exhibitions in accessible locations across the district to encourage wider participation.
  - We undertake equality impact assessments to check our documents are not having a negative impact.
  - We work towards providing policies to support the delivery of housing, including affordable housing and sites for the gypsy and traveller community.
  
- We operate a shop mobility service for people who have permanent or temporary disabilities within Lichfield City Centre.
  
- There are seven 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 street scene team trims back hedges within the district to allow clear access to footpaths.
- 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:
  - Ensuring differentiation of colour so people who cannot differentiate between certain colours, and users with devices that have non-colour or non-visual displays, can access information.
  - 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 have all received 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 the District Council and the Depot at Burntwood.
- We ensure translation services are available at appeal hearings.
- 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 2018

In our 2018 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 we carried out an equalities impact assessment. They were subsequently published in 2018.

**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 to make it is easier to claim and ensure we are providing more payments to those most in need. In 2017 we provided £48,366 in DHP payments and in 2018 this increased to a total of £74,733 as shown below:

	Jan – Mar 18	Apr – June 18	Jul – Sep 18	Oct – Dec 18
<b>Paid</b>	£16,074	£19,767.27	£14,781.69	£24,110.40
<b>Received</b>	64	71	60	75
<b>Number paid</b>	48	47	36	38
<b>Not paid</b>	50	16	24	33

**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 that 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 that the full impact of changes is understood prior to decisions being taken.**

Whilst we did not complete any equality impact assessments directly linked to Fit for the Future during 2018, we did not launch any service changes through the programme that that impacted service users. As such no assessments were appropriate. We will however continue to review any changes driven through the programme in future.

**5. We said** when conducting customer surveys we will collect equality trend data<sup>1</sup>.

During 2018, we carried out surveys in our historic parks team, about our budget, about housing, environmental health, a proposed community lottery and Discretionary Housing Payments. As part of surveys we carry out 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 (EIA).

Equality impact assessments were completed for the Draft Local Plan Allocation in April and November 2018. On both occasions there was found to be no negative impact.

**7. We said** further actions for 2018 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 (EIAs):

- Lichfield City Neighbourhood Plan.
- Whittington and Fisherwick Neighbourhood Plan.
- ICT policies.
- Compulsory Purchase Order for land at Grange Lane, Lichfield.
- Digital Strategy.
- Council Tax Discounts.

For all of the above no negative impacts were identified.

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

81% of all elected members have now completed equalities training. Further training will be done after the district and parish elections which are in May 2019.

**9. We said** in addition we will work to ensure all elected members have completed recent training in Safeguarding and Child Sexual Exploitation.

The planned training took place in January 2019 and will be reported in next year's statement.

**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.

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<sup>1</sup> Ambition slightly amended in 2018 to reflect practicality of delivery. Previous objective: 'When conducting customer surveys we will continue to assess progress against our equality objectives.'

## 5. Our service equality priorities for 2019

### We will undertake the following actions:

1. We will continue to maximise take up of Discretionary Housing Payments to support vulnerable people and helping to 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. 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 that the full impact of changes is understood prior to decisions being taken.
4. We will consider the revision of 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 that projects implemented from the Local Plan and Community Infrastructure Levy projects are subject to an equality impact assessment.
7. Further actions for 2019 will come from our service planning process by June 2019. 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 equalities training.
9. We will work to ensure all elected Members have completed recent training in safeguarding and child sexual exploitation.
10. 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.
11. 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 2018

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 be able to do a good job to the best of their ability.

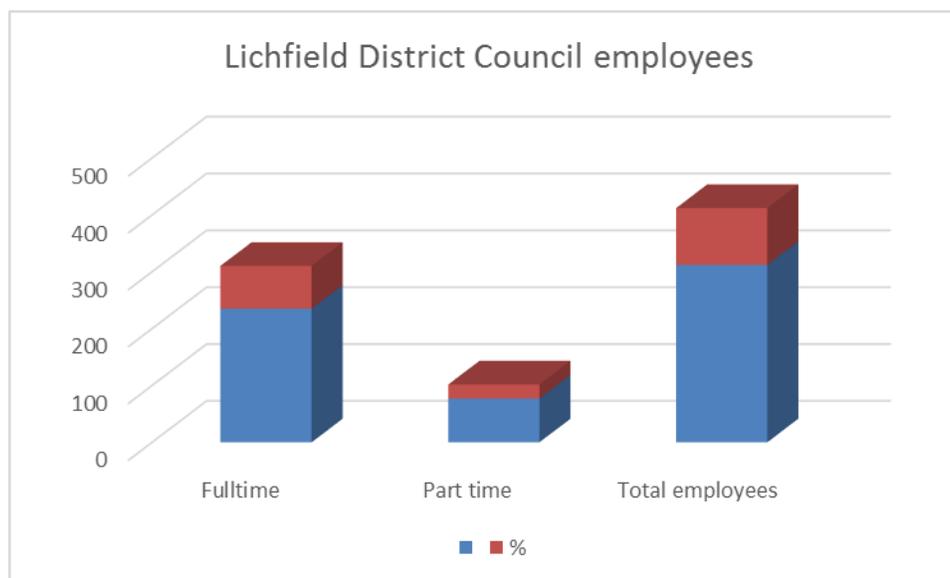
We have identified three core values that our staff and councillors work towards. One of these is that we respect everyone by listening to one another and understanding each other's views and pressures.

One of the ways we demonstrate this is by valuing diversity and welcoming the different perspectives others can provide 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 up to date policies on whistleblowing (updated in July 2016) and the prevention of bullying & 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.

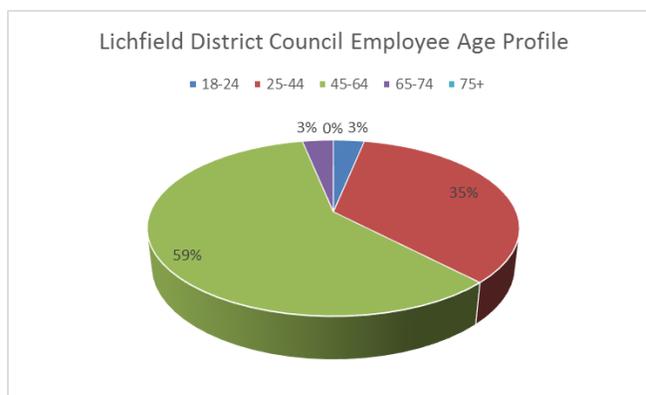
We have a total of 312 permanent and temporary employees of which 152 are women (48.7% compared to 50.5% of residents in the district), 160 are men (51.3% compared to 49.5% of residents), 2.2% are from black and minority backgrounds (compared to 5.5% of the district) and 2.9% have a disability (compared to 18.1% of residents).

Of these 235 are full time employees and 77 are part time. The graph shows the ratio of male to female staff for all staff.



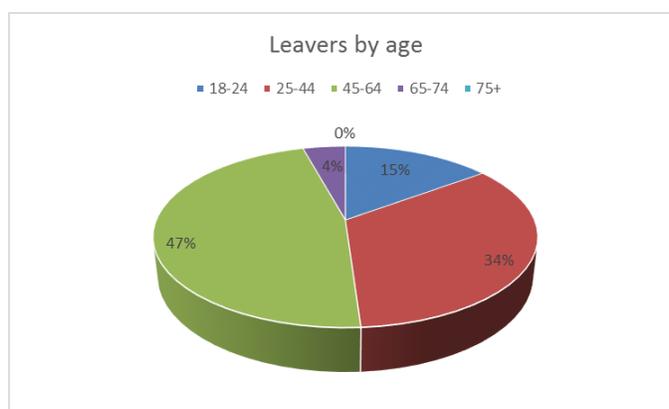
3% of our workforce are aged between 18 and 24 (compared to 7.2% of residents), while 35% are aged between 25 and 44 (compared to 22% of residents).

The majority of employees (59%) are aged between 45 and 64 (compared to 28% of residents).

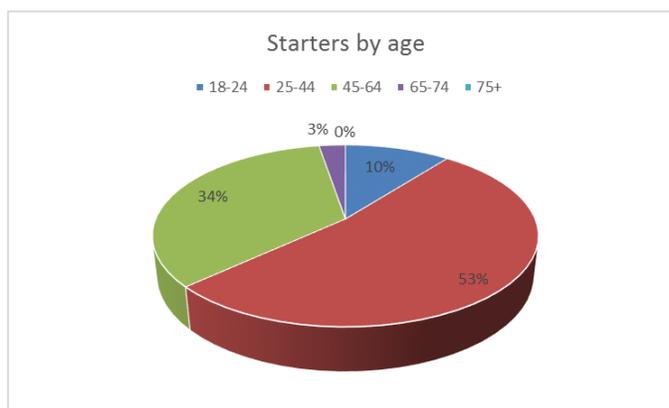


We regularly collect information relating to our employees and this helps us monitor changes in our workforce profile.

In 2017-18 the analysis of employee turnover revealed that 47% of leavers were under the age of 44, and 47% over the age of 45, the chart below gives a full breakdown:



In addition, an analysis of new starters during 2017 - 18 showed that 10% were between the ages of 18 - 24, and 53% were between the ages of 25 – 44, a 34% 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 also introduced a new code of conduct and updated a range of HR policies, which are subject to regular review and impact assessment.

## 7. How we improved equality in employment in 2018

In our 2018 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 that 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 will** continue to increase the number of staff that successfully complete equality awareness training so that at least 50% of all employees have completed training and 100% of all employees in front line customer facing roles.

Almost 60% of current staff have had face to face equality and diversity training within the last 3 years. Over 50% of our frontline staff who work in revenues, benefits and customer services are included in this figure. 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 2019

**This year we will deliver the following:**

1. 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.
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 so that at least 70% of all employees have completed training and 100% of all employees in front line customer facing roles within the last three years.
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 publish an updated gender pay report of our workforce for the snapshot date of 31 March 2019, no later than 30 September 2019.
6. We will develop an organisational wellbeing plan as part of our People Strategy.
7. We will undertake a self-assessment against the Equality Framework.

## 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 2019 will be monitored throughout 2019 and progress reported in the council's next Equality Statement (to be published 31 January 2020).
- 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.

This data is published annually in our Lichfield District Community Profile which can be downloaded at [www.lichfielddc.gov.uk/equalitystatements](http://www.lichfielddc.gov.uk/equalitystatements)

We use population profiling to help identify local priority issues. One very clear message that comes through from local data for example 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/equalities2019](http://www.lichfielddc.gov.uk/equalities2019)  
If you have any questions about our Equality Statement 2018, please contact Colin Cooke on 01543 308121 email [colin.cooke@lichfielddc.gov.uk](mailto:colin.cooke@lichfielddc.gov.uk) or Alison Bowen on 01543 308129 email [alison.bowen@lichfielddc.gov.uk](mailto:alison.bowen@lichfielddc.gov.uk)

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