



**Report Title: Equality, Diversity & Inclusion – Annual progress report on the Equality Action Plan 2021-2023**

**Report to: Cabinet**

**URN: 23-160**

**Date of meeting: 13 November 2023**

**Responsible Cabinet Member: Cllr Carl Smith, Portfolio Holder for Finance, Governance & Major Projects**

**Responsible Director / Officer: Executive Director – People, Head of Organisational Development**

**Is this a Key decision? No**

**Date added to Forward Plan of Key Decisions if a Key Decision: N/A**

#### **SUBJECT MATTER**

1. This report summarises progress to deliver Great Yarmouth Borough Council's Equality Action Plan for 2021-2023.
2. Key achievements so far include sector-defining work to contribute to the Government's ambition to make the UK the most accessible tourism destination for disabled people in Europe.
3. The report includes a summary of the Council's workforce profile. There is good evidence that the workforce represents the local population, particularly in relation to ethnicity. This is an excellent indicator that recruitment practices promote race equality, and it also means that the Council performs strongly on workforce representation compared to other UK local authorities.
4. Members are requested to review the pace and impact.

#### **RECOMMENDATIONS:**

That Cabinet:

- Review and consider the progress made over the last 12 months against the Council's Equality Action Plan 2021-2023 (summarised below and in detail at **Appendix A**).
- To consider the workforce profile, and the extent to which this reflects the diversity of the local population (set out in detail at **Appendix B**).
- To consider and approve a draft Equality, Diversity and Inclusion Policy at **Appendix C**.
- Gives delegated authority to the Head of Organisational Development to make minor and/or consequential amendments to the Policy for the purpose of keeping it up to date, clarifying its content or interpretation, correcting any errors or omissions, updating it in accordance with changes in legislation, and/or caselaw, or with changes in the management structure.
- To note the latest Census 2021 findings for Great Yarmouth, attached at **Appendix D**.

## **1. Introduction/background - Empowering Change, Celebrating Progress**

1.1 In this year's annual report, we are thrilled to highlight the transformative strides the Council has taken in fostering equality, diversity, and inclusion (EDI). With a renewed commitment to making a positive impact, we are doing things differently, excelling in critical areas, and achieving quick wins that bolster our mission. This report outlines the key accomplishments and strategies that have shaped our journey.

## **2. The legal context**

2.1. Legal Obligations: Under the Equality Act 2010, we have a statutory duty to consider three key principles in our public functions. We are committed to:

- Eliminating discrimination, harassment, victimization, and prohibited conduct
- Advancing equality of opportunity for individuals with protected characteristics (age; disability; race; religion and belief; sex; gender reassignment; sexual orientation; marriage and civil partnership; pregnancy and maternity)
- Fostering positive relations between people with and without protected characteristics

2.2 Accountability: The Act also mandates that we publish measurable and specific equality objectives and report annually on our progress, including workforce diversity.

## **3. Progress in Year 1 - What Sets Us Apart**

### **Accessibility Excellence**

3.1. Accessible Tourism Destination: Contributing to the UK's ambition to be a leading accessible tourism destination, we've made notable strides in Great Yarmouth:

- *The Marina Centre*: A shining example of accessibility, our state-of-the-art Marina Centre sets new standards in inclusivity.
- *Fire on the Water*: An inclusive event lighting up the Venetian Waterways, welcoming diverse visitors.
- *Winter Gardens Revival*: Ensuring this iconic place remains an inclusive space for all.
- *Digital Inclusion*: Improving accessibility for all through digital technology through WCAG Level AA Regulations, enabling everyone to engage with our services independently.

### **Proactive policy & data Analysis**

3.2. Understanding our workforce profile: An analysis has been undertaken of the extent to which our workforce reflects the diverse population of Great Yarmouth (Appendix B).

3.3. New EDI Policy: We've developed a comprehensive Equality, Diversity, and Inclusion Policy to guide decision-making throughout the Council (Appendix C)

3.4. Census insights: We've analysed Census 2021 data to understand Great Yarmouth's evolving demographic profile, embracing diversity (Appendix D)

3.5. Equality Impact Assessment Tool: Creating a simplified yet effective tool to ensure all proposals promote equality and minimise disadvantage for individuals with protected characteristics.

3.6. Complex Yet Necessary: Recognising the diverse needs of our community, we strive for the flourishing of everyone.

### **Training and Engagement**

3.7 Interactive Equality Impact Assessment Training: An interactive training module on equality impact assessments. This is ready to roll out when the tool for conducting equality impact assessments is completed.

3.8 Workforce Engagement: Engaging 350 staff members to brief them on the new Equality Action Plan, and to work with them to consider changes we can make to ensure that our services are accessible and inclusive. A key focus is working with our service users to continue to deliver excellent and responsive services, that meet everybody's needs.

3.9 Transparency: Our commitment to transparency includes the annual publication of gender pay gap data.

### **Disability Confident and Cultural Connections**

3.10 Disability Confident Leader: Achieving Disability Confident Leader status, a testament to our commitment to inclusivity, and one of only two employers in the Borough who currently have this status.

3.11 Cultural Connections Programme: Facilitating wide participation in volunteering and cultural activities with the Access Grant fund, ensuring barriers to inclusion are overcome.

3.12 Project Search: an employment focussed educational programme for students with learning difficulties or on the autism spectrum. We have 4 placements this year, offering 12 month work placements to support students to develop employability skills and real life experience in work placements.

## **4. The diversity of our workforce profile**

4.1. An analysis has been undertaken of the extent to which our workforce reflects the diverse population of Great Yarmouth.

4.2. This is important, because the more a workforce reflects the local population, the greater reassurance there can be that we represent the people we serve – and that there is no bias in recruitment.

4.3. The Council performs strongly in this area – and in some areas exceeds requirements.

4.4. Broadly speaking, the workforce reflects local demographics. In particular, more ethnic minority staff are employed compared to the population as a whole and minority faith groups are represented.

4.5. The exception to this is that the number of staff declaring a disability (6.95%) is less than the number of disabled people in Great Yarmouth as a whole (21.6%).

4.6. It is likely that the Council has more disabled staff than have currently declared. This mirrors a trend seen in other local authorities - staff may have a health condition that meets the criteria in the Equality Act 2010, but do not see themselves as disabled so do not declare it.

- 4.7. In view of this, the Council will engage with disabled staff over the coming months to consider any barriers to recruitment or employment, and how best to address these. This will enable the Council to actively develop itself as an inclusive employer, to encourage applications from disabled people in the borough. The Council uses blind recruitment practices, eliminating unconscious bias in the hiring process.
- 4.8. It is important to note that the numbers of staff declaring their protected characteristics are higher than many other local authorities.
- 4.9. This is a good indicator of an organisation where staff feel safe to declare this information and understand that the data is confidential and will never be attributed to individuals.
- 4.10. Full details are set out in **Appendix B**.

For full details of all improvement actions and progress over the last 12 months, please see **Appendix A**.

#### **5. Next steps**

- 5.1. Over the next 12 months, work will continue to implement the action plan. Cabinet will receive an annual report to enable elected members to monitor and review progress.

#### **6. Financial implications**

- 6.1. The actions detailed in this report can be met within existing budgets and resources.

#### **7. Risk implications**

- 7.1. The Council has monitored potential risks for failure to comply with statutory equality duties. This risk is regularly reviewed by departmental managers.

#### **8. Equality impact assessment**

- 8.1. This report sets out how Great Yarmouth Borough Council has given due regard to equality to comply with the Equality Act 2010 including the public sector equality duty. The aim of this is to ensure that the Council continues to take full account of equality, diversity and inclusion when planning, commissioning and delivering services and, where necessary, puts actions in place to address barriers faced by people with protected characteristics.

# Appendix A

## Great Yarmouth Borough Council – Equality Action Plan 2021 to 2023

Version 1.0 (Updated October 2023)

### STATUS (Source: LGA Framework)

**Developing:** An organisation at the Developing level has made an organisational commitment to improving equality. It is putting in place processes to deliver on equality issues and is working towards meeting and exceeding the statutory requirements.

D

**Achieving:** An organisation at the Achieving level has policies, processes and procedures in place and is delivering some good equality outcomes. It is not only meeting but can demonstrate it is exceeding statutory requirements.

A

**Excellent:** An organisation at the Excellent level has mainstreamed equality throughout the organisation and can demonstrate that it is delivering significant outcomes across its services that are making a difference in its communities. The organisation not only exceeds statutory requirements, and it is an exemplar council for equality and diversity in the local government and wider public sector.

E

### Equality Priority 1: Understanding and supporting our communities

**Rationale:** To enhance understanding and promote equality and diversity across the borough of Great Yarmouth. Good data equality analysis enables an understanding of the differences in outcomes and opportunities experienced by people in different communities in key areas of life such as health, education, community safety, housing quality, access to work and so on. Equality analysis is about identifying where the outcomes and opportunities gaps are for different communities, including those sharing the protected characteristics.

	What	Actions	Progress	Timescale	Lead	
1.1	Collecting and sharing information	<ul style="list-style-type: none"><li>Engage with service users to identify specific communications needs and where we can improve our communication methods.</li></ul>	A consultation survey has been designed, to engage with service users digitally		Head of Customer Services	D

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	What	Actions	Progress	Timescale	Lead	
		<ul style="list-style-type: none"> <li>Refresh corporate website and accessibility statement including publication of accessible policy and guidance.</li> <li>Provide a feedback loop from service users to help the council improve on access to information.</li> </ul>	<p>and physically in our buildings. The survey is accessible for disabled people and staff will be on hand to assist members of the public who need support to complete it. The Survey results have shown...</p> <p>We are addressing the findings of our independent website audit to meet the Web Content Accessibility Guide lines (WCAG) Level AA Regulations. This includes improving access for blind and partially sighted people who use screen reading technology to access our information. You can find our accessibility statement <a href="#">on our website.</a></p>	Q1 2022/23	IMT Manager	

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	What	Actions	Progress	Timescale	Lead	
		<ul style="list-style-type: none"> <li>Review tone of voice for external communication materials and channels.</li> </ul>	Work ongoing and embedded in communications.		Head of Marketing & Communications	
1.2	Analysing and using data and information	<ul style="list-style-type: none"> <li>Understand and benchmark the make-up of the borough's population.</li> <li>Map health inequalities.</li> </ul>	An analysis of the Census 2021 findings is complete and attached at <b>Appendix D</b> .	Ongoing	Senior Information & Performance Officer	<b>D</b>
1.3	Effective community engagement	<ul style="list-style-type: none"> <li>Facilitate community engagement and conversations that reach out to seldom heard cohorts and hear their voice.</li> <li>Deliver the Community Champions' Programme which targets harder-to-reach (seldom-heard) residents.</li> <li>Support and facilitate the Great Yarmouth Multicultural &amp; Faith Network bringing residents and agencies together.</li> </ul>	<p>Our 'Great Yarmouth Multicultural &amp; Faith Network' brings together people and organisations from a diverse range of communities in Great Yarmouth.</p> <p>The network plays a key role in our place shaping and keeping communities at the heart of local service planning and design. Meetings continue to take place monthly along with Community Champion online meet ups and in person community</p>	Ongoing	<p>Executive Director - People</p> <p>Head of Customer Services</p> <p>Head of Health, Integration &amp; Communities</p>	<b>D</b>

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	What	Actions	Progress	Timescale	Lead	
		<ul style="list-style-type: none"> <li>Council staff undertaking Community Voice conversations with seldom-asked residents to gather qualitative data on priorities for local people, with the information being shared internally to inform decision making and provide evidence for funding applications.</li> <li>Enact the Residents' Engagement Strategy.</li> </ul>	<p>partnership monthly meetings.</p> <p>Community Champion numbers continue to grow, and the sign-up process is being reviewed and updated to be more accessible for residents.</p>		Head of Housing Assets	
1.4	Fostering good community relations	<ul style="list-style-type: none"> <li>Develop and deliver external communications to promote equality, diversity and inclusivity.</li> <li>Ensure staff understand how to access translation services.</li> </ul>	<p>A 'cultural calendar' has been produced, setting out key equality and faith events during the course of the year.</p> <p>Equality is being promoted via social media channels informed by analytics on reach and engagement.</p>	Ongoing	<p>Head of Communications &amp; Marketing</p> <p>Head of Organisational Development</p>	D
1.5	Participation in public life	<ul style="list-style-type: none"> <li>Continue outreach work and campaigns to support participation in public life and ceremonial events including protected groups.</li> </ul>	The Council actively involves local people, including underrepresented groups,	Ongoing	Chief Executive	A



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	What	Actions	Progress	Timescale	Lead	
			in opportunities for public participation e.g. Remembrance, Civic Reception, use of the Town Hall etc.		Head of Communications & Marketing	

## Equality Priority 2: Leadership, partnership and organisational commitment

**Rationale** *Narrowing equality gaps and improving the life chances of different groups will requires a pooling of evidence, resources and action planning. Strategic leadership – both political and managerial – is key to establishing a strong vision for equality and improving equality outcomes. Local councillors in particular have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.*

	What	Actions	Outcome	Timescale	Lead	Status
2.1	<b>Leadership priorities and working in partnership</b>	<ul style="list-style-type: none"> <li>• Senior leaders demonstrate commitment and due regard to equalities in decision making.</li> <li>• Ensure Corporate Plan, Annual Action Plan and Performance Reports demonstrate adherence to the equalities agenda.</li> </ul>	<p>Policy and Resources Committee has agreed the Equality Action Plan 2021 to 2023 and Cabinet scrutinises progress on an annual basis.</p> <p>The executive leadership team reviews progress quarterly, and briefs elected members on issues that require a member decision.</p>	Ongoing	Chief Executive Leader	D
2.2	<b>Assessing equality impact in policy and decision taking</b>	<ul style="list-style-type: none"> <li>• Review and update Great Yarmouth Borough Council's approach to Equality Impact Assessments (EqIAs).</li> <li>• Review and update the Council's policy on making accessible information for all.</li> </ul>	Extensive work has taken place to develop an in-house EqIA screening and reporting template. This takes account of changing case law in relation to sex and gender, and the new	Q4 2021/22	<p>Head of Organisational Development</p> <p>Senior Information &amp;</p>	D

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	What	Actions	Outcome	Timescale	Lead	Status
			<p>armed forces covenant duty. 'Care leavers' has also been included, to ensure that young people leaving care receive full consideration.</p> <p>The template asks a range of prompts and questions to support staff to assess relevant issues and gather the right evidence.</p> <p>A training offer has also been developed (which can be delivered both virtually and physically).</p> <p>Launch is planned 2023-2024.</p>		Performance Officer	
2.3	Equality objectives and annual reporting	<ul style="list-style-type: none"> <li>Present annual report to Cabinet and the Executive Leadership Team on equality, diversity and inclusivity in practice including an annual health check of equality, diversity and inclusivity data.</li> </ul>	The first year of annual reporting has commenced. This report sets out progress to enable elected members and relevant	Q1 each year	Head of Organisational Development	A

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	What	Actions	Outcome	Timescale	Lead	Status
			stakeholder to review performance.	Quarterly	Head of Organisational Development	
2.4	Performance monitoring and scrutiny	<ul style="list-style-type: none"> <li>Review and update the Council's Equality Monitoring Policy and guidance.</li> <li>Monitor discrimination complaints and take appropriate action.</li> <li>Publish Equality Monitoring Policy online.</li> </ul>	<p>Following Cabinet's consideration and approval, this report will be published as part of meeting the public sector general equality duty.</p> <p>A draft Equality, Diversity and Inclusion Policy has been developed and is set out for consideration at <b>Appendix C.</b></p>	<p>Q1 2022/23</p> <p>Ongoing</p>	<p>Head of Legal &amp; Governance</p> <p>Head of Organisational Development</p>	<b>D</b>

### Equality Priority 3: Responsive services and customer care

**Rationale** Public services must meet the needs of a diverse range of local communities and individuals. The social and economic make-up of places varies greatly and is dynamic over time. Users of a local authority's services should be treated with dignity and respect and have their human rights protected. Excellent service providers are proactive, rather than reactive, and are able to consider interrelated and long-term outcomes.

	What	Actions	Outcome	Timescale	Lead	Status
3.1	Commissioning and procuring services	<ul style="list-style-type: none"> <li>Embed equalities in new Procurement Strategy.</li> <li>Provide training of equality requirements for contract managers.</li> <li>Ensure links to the Equality, Diversity &amp; Inclusivity Strategy are contained in any contract/specification documentation.</li> </ul>	<p>As mentioned above, a draft Equality, Diversity and Inclusion Policy has been developed and is set out for consideration at <b>Appendix C</b>.</p> <p>Following approval by elected members, all suppliers will be required to adhere to the policy.</p> <p>Suppliers will be asked to produce evidence of how they will comply with the policy.</p>	Q2 2022/23	Head of Legal & Governance	D
3.2	Integration of equality objectives into service planning	<ul style="list-style-type: none"> <li>Ensure our high quality natural and built environments are as accessible and inclusive as possible including seeking ways to improve and enhance our compliance with the Equality Act 2010.</li> <li>Have due regard to equalities in Service Plans.</li> </ul>	<p>In 2022, Great Yarmouth was named as one of the top 10 spots in the UK for a staycation, according to research by Travelodge.</p> <p>Significant, sector-leading work has been undertaken</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Executive Director - Place</p> <p>Major Projects &amp; Development Director</p>	D

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	What	Actions	Outcome	Timescale	Lead	Status
			to improve accessibility of the Marina Centre, the Fire on the Water event and will shortly start on the Winter Gardens project.		Management Team	
3.3	Service delivery	<ul style="list-style-type: none"> <li>Continue working with multi-agency partner organisations and commissioned services to reduce inequality in all of our communities as set out in the Great Yarmouth Locality Strategy.</li> <li>Create an action plan against the Great Yarmouth Locality Strategy which is co-designed with partners to map delivery and progress – completed action plan and working groups are tracking the positive actions arising from the collaboration.</li> <li>Monitor and analyse client equality data and use to inform future service provision.</li> </ul>	<p>Health inequalities reducing.</p> <p>Community safety improving.</p>	<p>Ongoing</p> <p>Quarterly</p>	<p>Executive Director - People</p> <p>Head of Customer Services/ Head of Housing Assets</p>	D

## Equality Priority 4: Diverse and engaged workforce

**Rationale:** To promote equality and diversity, we need to ensure that our role as an employer reflects the role we have as a service provider. Our human resources (HR) policies and procedures should reflect good practice in equality and diversity. Anyone applying to the Council for a job or working for us should feel confident that they are treated fairly.

	What	Actions	Outcome	Timescale	Lead	Status
4.1	Workforce diversity	<ul style="list-style-type: none"> <li>Develop and implement plans to ensure the composition of the workforce reflects that of the borough's population.</li> <li>Promote self-declaration of protected characteristics amongst staff and members.</li> <li>Develop specific targeted recruitment campaign(s) to bridge any gaps.</li> <li>Develop retention and progression for marginalised cohorts within the workforce.</li> </ul>	We have analysed the Census 2021 findings to consider Great Yarmouth's demographic profile to compare whether our workforce reflects the diversity of the local population. This is a good way for us to measure whether our recruitment processes are fair and whether we reflect the population we serve. Full details are set out elsewhere in this report.	Q4 2021/22  Ongoing  As required  As required	Head of Organisational Development	D
4.2	Inclusive strategies and policies	<ul style="list-style-type: none"> <li>Ensure all HR policies have due regard to equalities.</li> </ul>	An equality impact assessment has been drafted to guide organisational change.	Ongoing	Head of Organisational Development	A

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	What	Actions	Outcome	Timescale	Lead	Status
4.3	Collecting, analysing and publishing workforce data	<ul style="list-style-type: none"> <li>Collect, compile and publish workforce data.</li> <li>Action an annual employee survey looking at how well the Council is delivering its EDI Strategy and Equalities Action Plan.</li> <li>Establish Diversity Champions to support EDI within the Council.</li> </ul>	<p>Workforce survey informs data. Workforce data including gender pay gap data published.</p> <p>Equality Champions in place.</p>	Annually	Head of Organisational Development	A
4.4	Learning and Development	<ul style="list-style-type: none"> <li>Incorporate equalities training in workforce development plan.</li> <li>Investigate benchmarking and Award Schemes to drive improvement and deliver best practice in equality, diversity and inclusivity.</li> </ul>	<p>A review is complete. A range of bench marking schemes are available for equality, including:</p> <ul style="list-style-type: none"> <li>Disability Confident benchmark</li> <li>Employers Network for Equality &amp; Inclusion</li> <li>Business Disability Forum</li> <li>Gender - Business in the Community</li> <li>Race - Business in the Community</li> <li>Stonewall</li> </ul>	<p>Q4 2021/22</p> <p>Ongoing</p>	Head of Organisational Development	D



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	What	Actions	Outcome	Timescale	Lead	Status
			<ul style="list-style-type: none"> <li>Workplace Wellbeing Index - Mind</li> </ul>			
4.5	Health and wellbeing	<ul style="list-style-type: none"> <li>Develop regular internal communications to promote equalities-related events and celebrations.</li> <li>Working with Staff Engagement Group (SEG), establish focus/support groups.</li> <li>Work with the SEG to gauge interest in developing staff focus groups e.g. LGBTQ+</li> </ul>	<p>In 2022 we brought together 350 staff to brief them on the new Equality Action Plan, and plan to work with them to consider the changes we can make to ensure that our services are accessible and inclusive.</p> <p>We have explored potential options to creating staff advisory groups.</p> <p>We have developed guidance for staff on understanding pronouns.</p>	From Q1 2022/23 onwards	Head of Organisational Development	A

# Appendix B

## Great Yarmouth Borough Council Workforce profile for 2022-2023

### Introduction

1. Great Yarmouth Borough Council has a legal duty under the Equality Act 2010 to publish an annual report to set out the diversity of the workforce and to demonstrate compliance with the Public Sector Equality Duty.
2. The reporting period is 1 April 2022 to 31 March 2023.

### Number of staff employed (headcount) and full time equivalent (FTE)

3. In March 2023, the staff headcount totalled 446 (385 FTE).
4. This represented an increase in headcount of 35 (22 FTE) since April 2022.

### Full or part time

5. There are 317 people employed full time and 125 part time.

### Sex of workforce, in relation to full and part time workers

6. Broadly speaking, the Council employs more women than men. This trend is consistent with other UK local authorities:
  - For full time workers (317 in total), 42.9% are male and 56.78% are female.
  - For part time workers (125 in total) – 25.6% are male and 74.4% are female.
  - Approximately 1% of workforce is trans or non-binary.
7. Typically, in local government, women tend to be over-represented in part time roles. Research indicates that this is because more women than men choose part time working to accommodate parenting and caring responsibilities.

### Age bands of staff

8. The age profile of the workforce broadly reflects the age profile of the borough (60% of the Great Yarmouth population is aged 15 to 64 years). It is unknown whether all staff come from the local area or if some commute.

9. The age bands underlined below are the largest overall, which is in line with other UK local authorities (the average age of local government employees is 44+):

15-19 years - 0	<u>40-44 years - 52</u>	60-64 years - 42
20-24 years - 16	<u>45-49 years - 59</u>	65-69 years - 17
25-29 years - 26	<u>50-54 years - 79</u>	70+ years - 4
30-34 years - 39	<u>55-59 years - 72</u>	
35-39 years - 40		

### **Ethnicity of staff**

10. The proportion of ethnic minority staff employed is 5.83%, which is slightly more than the proportion of ethnic minority residents residing in Great Yarmouth as a whole (5.4%).
11. Details are set out below:
- White British – 95.74%
  - Asian or Asian British – 1.35%
  - Black, African, Caribbean, or Black British – 0.9%
  - Mixed or multiple ethnic groups – 0.67%
  - Other ethnic group – 0.45%
  - Undisclosed – 0.9%.
12. The ethnic groups of staff broadly reflect the proportions of ethnic groups in Great Yarmouth as recorded in the Census 2021.

### **Disability**

13. 6.95% of the workforce declared a disability and 91.26% of the overall workforce declared no disability. 1.79% of the workforce did not declare their disability status.
14. The number of staff declaring a disability is less than the number of disabled people in Great Yarmouth as a whole (21.6%), as recorded in the Census 2021.
15. It is likely that the Council has more disabled staff than have currently been declared. This mirrors a trend that is seen in other local authorities. One explanation is that staff may have a health condition that meets the criteria in the Equality Act 2010, but do not see themselves as disabled so do not declare it.
16. In view of this, an action arising from this analysis is for the Council to engage with disabled staff, to consider any barriers to recruitment or employment, and how best to address these. This would enable the Council to actively develop itself as an inclusive employer, to encourage applications from disabled people in the borough.

17. Broadly speaking, the majority of disabilities declared by staff relate to physical impairments or conditions, and/or sensory loss.
18. Disabled staff range in age from 29 to 64 and the majority are female (which could be linked to the higher number of women employed).
19. A small number of staff identify as neurodivergent (0.9% of the workforce).

### **Religion and belief**

20. Within the workforce, most faiths are represented.
21. The largest category within the workforce is Christian (49.55%).
22. Following this, the next largest is 'Atheist' (18.6%) with a further 4.93% specifying 'No religion' (making the total no religion 23.54%).
23. 19.96% of the workforce did not declare their religion or belief.
24. Most other faiths are represented in the workforce; these include Buddhism, Hinduism, Humanists, Islam, Jainism, Jehovah's Witness, Pagan and other (exact numbers have not been provided as the numbers are small).

### **Sexual orientation**

25. 86.55% of staff identify as heterosexual. Around 3.59% of the workforce identify as lesbian, gay, bisexual or pansexual (LGBTQ+). The remainder did not declare.
26. This is a good reporting rate, as some people do not wish to declare their sexual orientation for privacy reasons (particularly older people). The percentage of staff declaring that they are LGBTQ+ is in line with the local population.

### **Confidentiality of data**

27. The information set out in this report is anonymous and never attributed to individuals. It has been collected from our management information systems. We also collect information through our employee experience survey.
28. We collect data on all the protected characteristics at different stages of the employee lifecycle. This enables the Council to analyse and assess the impact of policies, procedures, practices and decisions on specific groups and to identify where action is required to remedy any disadvantage and ensure equality of opportunity for all.

## Appendix C



### Draft Equality, Diversity & Inclusion Policy 2023

#### Introduction

1. Great Yarmouth Borough Council is committed to promoting equality of opportunity. We respect and value difference in our people and communities, and we want everyone to feel included and able to play their part in making Great Yarmouth a great place to live, work and visit.
2. We will:
  - Promote equality of opportunity between people who share a 'protected characteristic' and people who do not share it.
  - Take steps to remove inequalities that may exist for people with protected characteristics.
  - Never treat anyone less favourably than any other, except when such treatment is within the law and determined by lawful requirements.
  - Never tolerate prejudice or unlawful discrimination, harassment, victimisation or bullying on any grounds, and take action to eradicate it if ever it occurs.
  - Promote understanding and foster positive relations between different communities.
  - Engage with our different communities fairly and proportionately.
  - Promote a workforce culture that values and respects difference.
  - Encourage people who share a protected characteristic to participate in public life or in any other activity in which participation is disproportionately low.

#### Accessibility and inclusive design

3. We are committed to planning and commissioning public services and a workforce environment that can be accessed, understood and used to the greatest extent possible by all people regardless of their ability or disability.
4. When reviewing or redesigning our public services or workforce opportunities (or any building, facility, utility, fixture, fitting, product, service, policy or procedure in the environment, including technology, information and communication) we will be guided by the following:
  - (a) Provide the same means of use to enable access for all users: identical whenever possible or equivalent when not
  - (b) Avoid segregating or stigmatising any users

(c) Provisions for privacy, security and safety shall be equally available to all users

(d) Ensure dignity in use for all users.

### **Reasonable adjustments for disabled people**

5. Where something the Council does places a disabled person<sup>i</sup> at a substantial disadvantage compared to a non-disabled person, we will take all reasonable steps to try to avoid that disadvantage or make reasonable adjustments where appropriate. This may mean changing the way we work, providing extra equipment or removing physical or other barriers.

### **Our responsibilities under the Public Sector Equality Duty**

6. When exercising public functions, we will have due regard to the Public Sector Equality Duty. This means that when we plan, commission or make decisions about services or workforce matters we will consider equality and where appropriate, we will document this in an equality impact assessment<sup>ii</sup>.
7. We will comply with the specific duties by:
  - Publishing information each year by 31 January to demonstrate our compliance with the Public Sector Equality Duty
  - Publishing relevant and proportionate equality objectives at least every four years, to deliver the aims of this policy.

### **Staff learning and development**

8. Great Yarmouth Borough Council provides induction training for all staff, which includes an introduction to equality, diversity and inclusion. Continuing professional development is also available.

### **This policy affects:**

9. Elected members and all workers (including employees, consultants, temporary workers, agency staff and other third parties working on behalf of Great Yarmouth Borough Council) are required to comply with this policy.
10. Suppliers, sub-contractors and agencies which are in our supply chain or which we commission are also required to comply.
11. We expect all staff to take responsibility for familiarising themselves with this policy and conducting themselves in an appropriate manner.

### **This policy applies to the following public functions:**

12. The policy applies to (but is not limited to) the exercising of all public functions, including: planning, design, operation, construction and delivery of services; procurement and commissioning; premises management and capital investment; the provision of goods, facilities and equipment; recruitment and selection; conditions of service; employment benefits, pay, training and development; opportunities for promotion; conduct at work; employment policy, procedures and guidance; and termination of employment.

### **Relevant legislation**

13. In implementing this policy, we will have regard to our legal obligations under relevant legislation, including:
- [Down Syndrome Act 2022](#)
  - [British Sign Language Act 2022](#)
  - [Armed Forces Covenant Duty 2022](#)
  - [The Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#)
  - [Modern Slavery Act 2015](#)
  - [The Public Contracts Regulations 2015](#) (Regulation 42) - the requirement to include accessibility criteria for disabled persons.
  - The [Equality Act 2010](#) (which includes the Public Sector Equality Duty)
  - [Autism Act 2009](#)
  - [Approved Document M of the Building Regulations](#) – which set out access requirements when new building works are carried out and [British Standard 8300-1](#) and [BS8300-2](#)
  - [The Accessible Information Standard](#) (applicable to organisations delivering adult social care)

### **Communication**

14. This policy will be published on Great Yarmouth Borough Council's website.

### **Review**

15. We will keep this policy and any associated codes of practice under annual review.

### **Complaints**

16. We regard any breach of this policy as a serious matter to be dealt with through agreed procedures and this may result in disciplinary action.
17. We encourage anyone who has a complaint concerning a breach of this policy to bring this to our attention immediately by following our [complaints procedure](#).

### **Further information**

18. For further information please contact the Head of Organisational Development.

### **Related Great Yarmouth Borough Council policies**

19. The following documents should be considered in conjunction to this policy:
- Bullying, harassment and discrimination policy

## Appendix D

### Census 2021 - Great Yarmouth's demographic profile

#### Introduction

At the time of the Census 2021, the population of Great Yarmouth was 99,745.

91% of Great Yarmouth residents who responded to the Census said that their address was the same in 2020 as it was in 2021 (this information is collected to show migration).

#### Age

- 16% of the population are under 15 years, 60% are between 15 and 64 years and 24% are over 65 years.

#### Sex

- 51% of residents were female and 49% were male.
- Great Yarmouth is the only Norfolk district other than Norwich to have a higher than UK average proportion of people with a trans or non-binary gender identity (0.62%)

#### Disability

- 9.7% of residents are disabled under the Equality Act definition of 'limited a lot',
- 11.9% are disabled under the Equality Act definition of 'limited a little'
- 78.4% are not disabled under the Equality Act.

#### Ethnicity

- 90% of residents (89,995) were born in the UK. Other countries of birth (excluding Europe) include 1.8% from Middle East/Asia; 1.1% from Africa; 0.4% from Americas and the Caribbean and 0.1% from Antarctica and Oceania. This is broadly in line with the rest of Norfolk.
- 94.6% of Great Yarmouth residents are White British (this compares to 94.7% in Norfolk and 81% in England).
- 1.9% (1936 people) of residents are Asian/Asian British/Asian Welsh. This compares to 2.1% in Norfolk and 9.6% in England.
- 1.1% (1104 people) of residents are Black/Black British/Black Welsh/Caribbean/African. This compares to 0.9% in Norfolk and 4.2% in England.
- 1.6% (1575 people) residents are from Mixed or Multiple ethnic groups. This compares to 1.6% in Norfolk and 3% in England.
- 0.8% (774 people) residents are from another ethnic group. This compares to 0.7% in Norfolk and 2.2% in England.



## Religion and belief

- 47% (46564) of residents are Christian
- 45% are of no faith
- 0.7% (723) are Muslim
- 0.5% (537) have a different religion
- 0.4% (351) are Hindu
- 0.3% (267) are Buddhist
- 0.1% (63) are Jewish
- 37 people are Sikh (note figure is too low to provide a percentage)
- 6% did not answer the question.

## Sexual orientation (this was a voluntary Census question only asked of over 16-year-olds)

- 89.48% of residents said they are straight or heterosexual
- 1.31% are gay or lesbian
- 1.06% are bisexual
- 0.26% are pansexual
- 0.06% are asexual
- 0.01% are queer
- 0.02% are another sexual orientation
- 7.8% did not provide an answer (for more information see [Sexual orientation, England and Wales - Office for National Statistics \(ons.gov.uk\)](https://www.ons.gov.uk/peoplepopulationandcommunity/sexualorientationandgender/articles/sexualorientationinenglandandwales/2011))

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<sup>i</sup> **The definition of disability** - The definition of disability is set out in the Equality Act 2010, Part 6: 'A physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'. A person must meet all elements of this definition in order to satisfy the requirements of the Equality Act 2010 and trigger the duty to make reasonable adjustments.

<sup>ii</sup>**The Public Sector Equality Duty and equality impact assessments** - Under the Equality Act 2010, public bodies like Great Yarmouth Borough Council must have due regard to the following when exercising their public functions:

- Eliminating discrimination, harassment, victimisation
- Advancing equality of opportunity between people who share a 'protected characteristic' and people who do not share it

- 
- Fostering good relations between people who share a protected characteristic and people who do not share it.

This is called the Public Sector Equality Duty. In essence, the duty requires Great Yarmouth Borough Council to thoroughly consider the equality issues of a proposal or decision before going ahead with it. This can be assisted by carrying out an equality impact assessment.