

Equality and Diversity Annual Report 2012-2013

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The information published in this document is to report on progress against Stoke-on-Trent City Council's Equality & Diversity Objectives during the period 2012-13.

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1. Introduction

At Stoke-on-Trent City Council, we are committed to mainstreaming equality and diversity throughout all that we do. This includes service delivery, employment opportunities, policy-making, partnerships and community leadership. We have made significant progress in recent years, having initially adopted the Equality Standard for Local Government; then moving on to the Equality Framework for Local Government as the improvement framework against which to measure performance. We have since developed our own objectives, based on current workflows, the requirements of the Equality Act 2010 and the demands of our local community. This is not a 'tick-box' exercise and we are committed to continuous improvement and use a systems thinking approach to challenge current systems and processes throughout our organisation through project groups known as 'interventions'.

This report provides a progress update of how we are performing against our equality and diversity objectives during the 2012/13 period. It identifies the key highlights that we have achieved during that time as well as explaining processes and why certain actions were taken. It will enable the work that has been carried out thus far to be consolidated and built on as we continue to progress in the future.

2. Stoke-on-Trent City Council – an overview

'Stoke' derives from the Old English *stoc*, a word that at first meant little more than a 'place', but which subsequently gained more specific – but divergent – connotations. As 'Stoke' was such a common name for a settlement, some kind of distinguishing affix was usually added later, in this case the name of the river.

Stoke-on-Trent has a long and rich history and since the Seventeenth Century has been linked with the pottery industry, with world renowned names such as Wedgwood, Royal Doulton, Dudson Ltd and Minton being born and based here. But the globalisation of the pottery industry has had a huge impact on the city and this has led to many challenges for the city and council to face to revitalise the city and encourage a rebirth.

Stoke-on-Trent is made up of six towns and an early proposal for a federation took place in 1888, when an amendment was raised to the Local Government Bill which would have made the six towns districts within a county of 'Staffordshire Potteries'. It was not until April 1, 1910 that the *Six Towns* were brought together. The county borough of Hanley, the municipal boroughs of Burslem, Longton, and Stoke, together with the urban districts of Tunstall and Fenton now formed a single county borough of Stoke-on-Trent. The combined borough took the name of the town of Stoke.

The city's county borough status was abolished in 1974, and it became a non-metropolitan district of Staffordshire. Its status was restored as a unitary authority with the local authority as *Stoke-on-Trent City Council* whilst remaining part of the ceremonial county of Staffordshire on April 1, 1997.

Demographic information about Stoke-on-Trent from the 2011 Census is available in full on our public website stoke.gov.uk. A summary to support this report is provided at Appendix 1.

3. Monitoring against objectives

We have linked our equality objectives with the Public Sector Equality Duty's (PSED) requirements and follow the principles of the Equality Framework as a tool to monitor our progress. Our equality objectives for 2012 to 2016 (Appendix 2) can be found on our website and these link in to existing workflows.

In order to ensure that equality and diversity can be embedded, and an accurate assessment and monitoring process can take place, the council has a lead in each directorate, at Assistant Director level. They are each supported by a support officer. Appendix 3 shows the equality and diversity support structure. This enables clear contacts to be in place in each directorate and a close steer to be given as to each employee's responsibilities to achieving these targets. Both the leads and the support officers then have regular updates via emails and meetings that are chaired by the council's Equalities Officer. It is through these processes that the council is able to progress the agenda.

To support the equality and diversity targets, we also have a Single Equality Scheme, adopted in 2009. This sets out the council's commitment to equality and diversity and shows how equality and diversity fits into council processes.

4. Key highlights from the year

The council continues to move forwards and progress throughout the year. The documented evidence overview document can be found at Appendix 4. Below are the key highlights for 2012/13:

- Revised equality objectives were introduced in April 2012 and we are already seeing positive results. Evidence within the category 'knowing your community and equality mapping' is much stronger and as a result services are accessing more equality data and analysis to help them understand the profile of their service users.
- More and more services are using data from the Joint Strategic Needs Assessment (JSNA) to help them understand the health and wellbeing priorities for the city. The JSNA highlights local issues based on the analysis of the information available. It identifies where needs are not being met describing these as themes for action. It is a particularly useful tool for local commissioners as it provides a wealth of quantitative and qualitative data that clearly describes the key issues for the local population.
- Equality Impact Assessments have been embedded more thoroughly across the council, particularly as part of the budget setting and decision making processes. As a result more effective (targeted) consultation is taking place before decisions are made.
- Workforce data is being monitored and analysed on an annual basis and as a result we are beginning to know more about our workforce and how it is changing year on year. More needs to be done on how our workforce compares with the city profile to enable us to develop a modern and diverse workforce.

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- Refresher training has been embedded as part of the standard equality and diversity training programme to ensure employees remain informed with relevant information. The refresher training was evaluated during the summer 2012 and feedback illustrated that face to face training was the most effective / preferred method of delivering equality and diversity awareness to employees.
- Public Health teams have accessed the equality and diversity training this year as part of their development to support engagement activities working with community groups on how to address health inequalities.
- Stoke-on-Trent schools were offered specific equality and diversity training to ensure they were adequately informed of the changes to equality legislation and their statutory requirements.
- A service level agreement has been implemented specifically for schools to enable them to access consistent equality and diversity advice, guidance and training.

5. Action Plan

Equality objectives were reviewed in April 2012 and will be reviewed again in 2016. An annual audit will take place each year to assess progress and any actions identified will form part of an action plan. Actions identified from the 2012/13 audit are attached at Appendix 5. Progress against these will be reported on an annual basis.

6. Summary

As can be clearly seen in this document, the council is committed to the whole equality and diversity agenda. The objectives were reviewed in April 2012 and already we can see that processes have been integrated throughout the council workflow and the embedding process has been supported with training and advice. This has been carried out through both structured training which is provided quarterly for all employees and council members. This training is supplemented by e-bulletins and visits to departmental management team meetings.

Overall the council has progressed well with its commitment to the whole equality and diversity agenda. There are clear equality objectives and robust monitoring in place which have enabled the council to demonstrate how it ensures its functions and duties are fair, inclusive and equitable for its employees, businesses and visitors.

Appendix 1 Demographic profile of Stoke-on-Trent

The following is a summary analysis of the first and second wave of statistics released on the 2011 Census by the Office for National Statistics on Tuesday 11th December 2012 and Wednesday 30th January 2013. It compares the changes in a range of demographic characteristics over the 2001 to 2011 period.

For a more detailed summary which compares Stoke on Trent against regional and national averages, please view the report online at <http://www.stoke.gov.uk/ccm/navigation/community-and-living/equality-and-diversity/equality-information/>

Population and Gender Profiles:

Between 2001 and 2011 the city's population increased by over 8,300 persons (3.5%). Across the city, more than three-quarters of this increase is in the male population.

Date	Population : All people	Population: Males	Population: females	People living in households	People living in communal establishments	Number of students away from home
2001	240,636	117,158	123,478	237,071	3,570	863
2011	249,008	123,995	125,013	246,075	2,933	1,545
Change – Numbers & Percentage						
2001-11	8,372 (3.5%)	6,837 (5.8%)	1,535 (1.2%)	9,004 (3.8%)	-637 (-17.8%)	682 (79%)

Age Profiles:

Over the 2001-11 period there has been a 23.5% increase in the number of children aged 0-4 across Stoke-on-Trent. By comparison the number of those aged 65 and over has remained effectively static. While the number of those aged 85 and over has increased by more than 13% over the 2001-11 period. Increases in both the 20-29 and 40-49 age groups, disguise the fact that the city's population, like many other large urban areas, is not ageing in-contrast to the population in general.

Selected Age Ranges only

Date	Total Population	0-4 Years	5-14 Years	20-29 Years	40-49 Years	65 Years and over
2001	240,286	13,843	31,026	32,489	30,506	39,069
2011	249,008	17,092	28,449	37,245	35,163	38,818
Change – Numbers & Percentage						
2001-11	8,722 (3.6%)	3,249 (23.5%)	-2,577 (-8.3%)	4,756 (14.6%)	4,657 (15.3%)	-251 (-0.6%)

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Marital Status Profiles:

Single persons now comprise 36% of all persons in Stoke-on-Trent aged 16 and over compared with 30.1% in 2001. While the 2001 and 2011 tables are not directly comparable – it is possible to identify the following:

- Significant increases in the number of people identified as separated or divorced
- Almost 10% of the population of the city are classified as divorced.

All people aged 16 and over

Date	Single (never married)	Married	Re-married	Separated (but still legally married)	Divorced	Widowed	In a registered same-sex civil partnership
2001	58,076	80,186	14,028	4,696	16,971	18,689	Na
2011	72,307	87,581		5,584	19,728	15,140	302
Change – Numbers & Percentage							
2001-11	14,231 (24.5%)	-6,633 (-7.0%)		888 (18.9%)	2,757 (16.2%)	-3,549 (-19.0%)	

(It is not possible to reconcile this table against Living Arrangements on the next table).

Living Arrangement profiles:

Across the city between 2001 and 2011 the number of persons married declined from 48.8% to 42.7% of the population aged 16 and over. The numbers cohabiting increased by an amount similar to the decrease in those married. The number of persons now not living in a couple now exceed the numbers married – with the numbers of those ‘single and never married’ increasing by the largest amounts. Only in those described as ‘widowed’ did the numbers fall.

People aged 16 and over living in households

Date	Living in a couple		Not living in a couple				
	Married / re-married	Cohabiting	Single (never married)	Married or remarried	Separated	Divorced	Widowed
2001	92,344	19,333	43,241	1,333	3,913	11,953	16,993
2011	84,486	26,467	51,934	2,351	4,497	14,307	13,686
Change – Numbers & Percentage							
2001-11	-7,858 (-8.5%)	7,134 (36.9%)	8,693 (20.1%)	1,018 (76.4%)	584 (14.9%)	2,354 (19.7%)	-3,307 (-19.5%)

It is not possible to reconcile this table against Marital Status on the previous table.

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Households with limiting long term illness and dependent children profiles:

More than one in five households with dependent children have no adult in employment – reflecting the relative levels of benefit take-up in the city. The number of households with one or more person with a long-term health problem or disability, remains amongst the highest in England. 32,666 households were recorded as having one person with a long-term health condition – 5,869 of which contained dependent children.

Date	% of households with no adult in employment	% of households with dependent children with no adult working	Households: With one or more person with a limiting long-term illness	% of households with adults of working age - with no adult in employment
2001	42.2%	23.2%	42.5%	23.9%
2011	38.6%	20.2%	30.4%*	23.4%*

*2011 data is not comparable to 2001 due to the change in retirement ages between the two dates

Lone Parent Households with Dependent Children Profiles:

The number of lone parent families has continued to increase over the 2001-11 period – with the growth in male lone parent households outstripping that of female lone parent households over the period. However, female lone parent households outnumber male lone parent household 9 to 1 nationally but by less than 8 to 1 across the city.

In terms of the employment status of lone parent households:

- 38.9% of male lone parent households are not in employment
- 46.3% of female lone parent households are not in employment

However, over the 2001-11 period, the levels of part and full-time employment amongst lone parent households has increased.

Households

Date	Male lone parent:				Female lone parent:			
	Total	In part-time employment	In full-time employment	Not in employment	Total	In part-time employment	In full-time employment	Not in employment
2001	807	42	374	391	7,099	1,610	1,470	4,019
2011	1,014	126	494	394	7,985	2,536	1,755	3,694
Change – Numbers & Percentage								
2001-11	207 (25.7%)	84 (200%)	120 (32.1%)	3 (0.8%)	886 (12.5%)	926 (57.5%)	285 (19.4%)	-325 (-8.1%)

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Ethnicity Profiles:

In 2001 93.6% of the city's population was classified as White-British. The 2011 Census identified 86.4% of the city's population as White-British. While the numbers of those not described as White British have increased from c.15,000 in 2001 to c.24,000 in 2011 – the city still has a relatively small ethnic minority population in comparison to similar sized cities across the rest of England. In absolute terms the numbers of Asian-British Pakistani have increased by more than 4,000 persons to 10,429. In 2001 the Asian-Pakistani community comprised over 40% of all persons in the city who were not White-British – by 2011 was 30%.

Detailed analysis shows that the largest ethnic groups in the city after Asian-British Pakistani were:

Asian-British Indian	2,329	Chinese	1,224	Filipino	1,032
Polish	1,529	Bangladeshi	1,097		

Selected Categories only

Date	White British	White - not British	Mixed Heritage	Black or Black British	Asian or Asian British Pakistani	Asian or Asian British - not Pakistani	Chinese or other ethnic group
2001	225,197	2,944	2,153	1,082	6,369	2,118	786
2011	215,222	5,490	4,491	3,741	10,429	6,789	2,846
Change – Numbers & Percentage							
2001-11	-9,975 (-4.4%)	2,546 (86.5%)	2,338 (108.6%)	2,659 (245.7%)	4,060 (63.7%)	4,671 (220.5%)	2,060 (262.1%)

Religion Profiles:

By far the largest change has occurred in the decrease in the numbers of those who recorded their religion as Christian – from 74.7% of the city's population in 2001 to 60.9% in 2011. Over the same period the numbers of those with 'No Religion' have almost doubled in absolute terms from 13.4% of the city's population to more than 25% in 2011.

The number of Muslims has almost doubled over the last decade – with 6.0% of the city's population (14,993 persons) now recorded with this religion. Other religions – Sikhism, Hinduism, Buddhism and Judaism – now comprise 1.5% of the city's population – with Hinduism and Buddhism having doubled over the last decade.

Date	All people	Christian	Muslim	Other religions	No religion	Religion not stated
2001	240,687	179,845	7,668	1,823	32,214	19,137
2011	249,008	151,624	14,993	3,712	62,737	15,942
Change – Numbers & Percentage						
2001-11	8,321 (3.5%)	-28,221 (-15.7%)	7,325 (95.5%)	1,889 (103.6%)	30,523 (94.8%)	-3,195 (-16.7%)

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Health and Provision of Unpaid Care Profiles:

In 2001 23.9% of the city's population was classified with a limiting long-term illness. In 2011 11.8% of the city's population stated that their day-to-day activities were limited a lot.

A further 9.4% of the population stated that their day-to-day activities were limited a little and 11.0% of the city's population is estimated to provide unpaid care. These figures compare with 11.2% and 9.9% respectively from the 2001 Census.

All people

Date	Limiting long-term illness: people with limiting long-term illness*	Limiting long-term illness: people of working age with limiting long-term illness*	General Health: people who health was: Good	General Health: people who health was : Fairly good	General Health: people who health was : Not good	Provision of unpaid care: All people who provide unpaid care
2001	57,522	28,640	151,728	58,029	30,879	26,863
	Day-to-day activities: limited a lot Aged 16-64	Day-to-day activities: limited a little Aged 16-64	General Health: Good / Very Good	General Health: Fair	General Health: Bad / Very Bad	Provision of unpaid care: All people who provide unpaid care
2011	14,345	15,242	190,821	38,179	20,008	27,385

*2001 data not directly comparable to 2011 data due to a change in the wording of the question

Deprivation Profiles:

More than one in three of the city's households are classified as being deprived in two or more dimensions, compared with less than one-in-four nationally. To equate to the national profile of deprivation on this measure, 10,542 fewer households would have to exhibit significantly less deprivation.

The city has significantly fewer households exhibiting no deprived characteristics than elsewhere, some 36,409 households compared with an estimated 45,719 that would be expected to exhibit no deprivation characteristics – if the city had the same level of deprivation as the national average.

Date	All categories: Classification of household deprivation	Household is not deprived in any dimension	Household is deprived in 1 dimension	Household is deprived in 2 dimensions	Household is deprived in 3 dimensions	Household is deprived in 4 dimensions
2001	103,179	22.1%	32.6%	30.0%	14.0%	1.4%
2011	107,575	33.8%	31.6%	25.7%	8.3%	0.6%

Data is not comparable due to a change in definition between 2001 and 2011. Data referred to deprivation characteristics not dimensions. Census does not measure deprivation in the same way as official Indices of Deprivation.

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Multiple Ethnic Households:

The increase in the numbers of multiple ethnic households across the city has outpaced the increase both regionally and nationally over the 2001-11 period. However, in absolute terms across the city, this increase has been outstripped by the growth in single person households – and in terms of percentage make-up, multiple ethnic households comprise a smaller proportion of all households in Stoke-on-Trent than the regional and national averages;

- Households where all members have the same ethnic group account for 62.2% of all households across the city
- Where different ethnic identities exist between generations account for 1.9% of all city households
- Where different ethnic identities exist within partnerships account for 2.1% of all city households
- Where other combinations of ethnicities account for only 0.9% of all city households

Date	All Households	One person household	All household members have the same ethnic group	Different identities between generations only	Different identities within partnerships	Other combination of multiple ethnic groups
2001	103,186	32,512	67,478	997	1,580	619
2011	107,575	35,357	66,901	2,048	2,291	978
Change – Numbers & Percentage						
2001-11	4,389 (4.3%)	2,845 (8.8%)	-577 (-0.9%)	1,051 (105.4%)	711 (45.0%)	359 (58.0%)

Education & Skills:

The level of persons aged 16-74 with no qualification has declined at a rate above both the regional and national level. However, more than one third of adults across the city have no qualifications. The numbers of persons with level 3 qualifications has increased. The numbers of city residents qualified to the highest levels (degree level and above) have increased, however, less than one in six of the city's residents have degree, or equivalent, level qualifications compared with more than one-in-four nationally.

All persons aged 16-74

Date	No qualifications	Highest qualification: Level 1	Highest qualification: Level 2	Highest qualification: Apprenticeship	Highest qualification: Level 3	Highest qualification: Level 4/5	Other qualifications: Level unknown
2001	74,715	28,017	29,462	Na	12,443	17,201	12,415
2011	67,773	28,825	31,875	7,066	23,961	31,041	10,101
Change – Numbers & Percentage							
2001-11	-6,942 (-9.3%)	808 (2.9%)	2,413 (8.2%)		11,518 (92.6%)	13,840 (80.5%)	-2,314 (-18.6%)

Income and Earnings

Various measures of both household and individual income and earnings data shows the individuals (and households) in the city earn (or have cumulative incomes) more than 20% below the national average – and amongst the lowest in England and Wales. Levels of income-related benefits; Pension Credit, Income Support, and Working Families Tax Credit are higher than the national average. However, the current programme of Welfare Reform is expected to have a disproportionately large impact of the number and value of benefit claims across the city in comparison to elsewhere.

Health & Well-being

Stoke-on-Trent still remains lower than average across most health indicators in England. Although the city is improving better than expected in many areas, overall health remains poor with deaths from coronary heart disease, cancer, and chronic lung disease. Last year's concerns around obesity and alcohol remain. Right now, the city is faced with the impending impact of Welfare Reform, which many observers believe will have a significant impact on health through social determinants such as employment, income and housing. Long-term conditions are increasing and as people live longer, are found in three out of five people over 60, and account for around 85% of all deaths.

Crime and Disorder

In recent years the level of Domestic Burglary has declined to a level below the national average. Vehicle Theft has declined to rates comparable with regional and national averages. Rates of violent crimes remain above the national average and issues relating to acquisitive crime continue to rise.

Appendix 2

Equality and Diversity Objectives 2012-2016

High level objective to be put in all directorate business plans:

“The service will carry out the required actions to deliver on the agreed equality and diversity targets”

1. Knowing your community and equality mapping

- 1.1 Understands equality profile of service users e.g. breakdown of service users per directorate
- 1.2 Use this to inform future decisions i.e. to consult with representative groups, focus on areas with less users to improve in these groups
- 1.3 Can see how service users/communities are changing over time and consider implications of this
- 1.4 Based on equality profile analysis, service understands all service users and has methods in place to improve usage take up of service amongst groups with minimal usage currently
- 1.5 The requirements of service users form service priorities and these are carried out, where possible, with partners

2. Place shaping, leadership, partnership and organisational commitment

- 2.1 EIAs are carried out as part of all potential restructures and processes with budget implications. The outcomes of which help to form priorities
- 2.2 Appropriately considered and funded priorities form a fundamental part of Council policies, in the sense that equality and diversity is an embedded part of all Council policies and processes
- 2.3 Priorities are managed and publicly reported against

3. Community engagement and satisfaction

- 3.1 Regular consultation with service users in accessible venues/formats on all potential changes to services

4. Responsive services and customer care

- 4.1 EIAs are an embedded part of potential service changes
- 4.2 Service user needs are understood, with particular respect to the vulnerable
- 4.3 Progress against targets is fed back to Departmental Management Teams and Councillors

5. Modern and diverse workforce

- 5.1 Link to staff equality data
- 5.2 Based on staff equality profile, work towards making workforce more representative of local labour market
- 5.3 Equality and Diversity embedded in the performance review process
- 5.4 Learning and Development opportunities offered
- 5.5 Harassment and bullying incidents monitored and analysed regularly and appropriate action is taken to address the identified issues

Appendix 3
Equality & Diversity support structure

Directorate	Lead	Support Lead
Corporate Services:	Dawn Hewins Paul Hackney	Donna Hammersley Jane Viggars
People:	Val Bourne Louise Rees	Emma Fear Carolyn Colduck
Place:	Alison Knight	Julie Obada Peter Brayford

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Appendix 4 Analysis of 2012/13 objectives

Evidence Matrix

Directorate	Document Name	Criteria Met																
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5
Corporate Services	Equality Information published on stoke.gov.uk	x																
Corporate Services	Equality and Diversity Support Structure 2012-13		x															
Corporate Services	LCG Minutes 15/10/12		x															
Corporate Services	Equality and Diversity Update October 2012 and February 2013		x															
Corporate Services	Overview and Scrutiny:- Task and Finish group planning and scope forms; consultation		x															
Corporate Services	Translation and Interpretation booking log			x														
Corporate Services	Task and finish group review (Stoke.gov.uk)			x														
Corporate Services	Equality & Diversity meeting notes - City Renewal group				x													
Corporate Services	City Council reports - openly accessible on the stoke.gov web site. O&S reports - openly accessible at stoke.gov.uk/scrutiny					x												
Corporate Services	Equality Impact Assessments published on stoke.gov.uk						x											
Corporate Services	Equality Impact Assessment guidance on intranet						x											
Corporate Services	City Council Restructure EIA						x											
Corporate Services	Recruitment and Selection Policy						x											
Corporate Services	Budget reports and web site						x											
Corporate Services	Equality and Diversity Support Structure 2012-13							x										
Corporate Services	Equality & Diversity pages on intranet							x										
Corporate Services	Vacancy Report							x										
Corporate Services	E&D Audit 2011-12							x										
Corporate Services	Generic E&D Targets							x										
Corporate Services	Minutes of WMLAEN, Stoke SEN, Staffs SEN							x										
Corporate Services	Corporate Budget Consultation for staff							x										
Corporate Services	Single Equality Scheme							x										
Corporate Services	Office Procedure Manual							x										
Corporate Services	Fairtrade Policy							x										
Corporate Services	EIA take place as appropriate prior to, or as part of task and finish groups (e.g. social fund review)							x										
Corporate Services	Equality objectives published on stoke.gov.uk								x									
Corporate Services	LMT minutes								x									
Corporate Services	Budget consultation 2013-14 and 2015-16									x								
Corporate Services	Communication Strategy 2009-12									x								
Corporate Services	Our City									x								
Corporate Services	E&D internal / external website									x								
Corporate Services	EIA's published on stoke.gov.uk									x								
Corporate Services	Single Equality Scheme									x								
Corporate Services	Client Questionnaires									x								
Corporate Services	EIA's published on stoke.gov.uk										x							
Corporate Services	Equality & Diversity Annual Report 2012-13 (to be completed by April 2013)										x							
Corporate Services	EIA's published on stoke.gov.uk											x						
Corporate Services	Equality & Diversity Annual Report 2012-13 (to be completed by April 2013)											x						
Corporate Services	Integrating E&D into Procurement - Guidance for officers and contractors											x						
Corporate Services	Equalities Procurement Checklist											x						
Corporate Services	Bravo Questions - Equality											x						
Corporate Services	Procurement EIA											x						
Corporate Services	Monitoring form contractors - employees											x						
Corporate Services	Diversity Interactive Theatre posters											x						

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Directorate	Document Name	Criteria Met																	
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5	
Corporate Services	PDR Process											x							
Corporate Services	Interview Process											x							
Corporate Services	Recruitment and Selection Policy											x							
Corporate Services	Translation and Interpretation Service											x							
Corporate Services	Equality and Diversity Support Structure 2012-13												x						
Corporate Services	Equality & Diversity update October 2012												x						
Corporate Services	QBR paperwork												x						
Corporate Services	Workforce Equality Data published on Stoke.gov.uk													x					
Corporate Services	Team Plans, Divisional Structure Chart													x	x				
Corporate Services	PDR Preparation Guidance															x			
Corporate Services	PDR Employee Preparation Guidance															x			
Corporate Services	OD Intervention Progress Reports 2012-13																x		
Corporate Services	Diversity Interactive Theatre promoted on bulletin																x		
Corporate Services	Bullying and Harassment Statement																	x	
Corporate Services	Grievance Procedure																	x	
Corporate Services	Equality & Diversity Workshop for managers																	x	
Corporate Services	Schools Incident Reporting workshop																	x	
Corporate Services	LMT Minutes																	x	
Corporate Services	Councillors personal files	x																	
Corporate Services	Overview and Scrutiny Consultation and Task and Finish notes		x																
Corporate Services	City Council reports - openly accessible on the stoke.gov web site					x													
Corporate Services	City Council reports - Template						x												
Corporate Services	Budget consultation and roadshows						x												
Corporate Services	Be a Councillor feature							x											
Corporate Services	Local Democracy Plan - 2012-2013									x									
Corporate Services	Business Plan															x			
Corporate Services	Training Log																x		
Corporate Services	Training Programme																x		
Corporate Services	Intervention Story so Far - summary of first phase of interventions with case studies available as PDF document on Stoke-on-line.											x							
Corporate Services	MOSAIC	x																	
Corporate Services	Mandate for Change - One Year On your feedback 2012			x															
Corporate Services	http://www.stoke.gov.uk/ccm/navigation/regeneration/mandate-for-change/							x											
Corporate Services	http://www.stoke.gov.uk/ccm/navigation/regeneration/mandate-for-change/								x										
Corporate Services	http://www.stoke.gov.uk/ccm/navigation/council-and-democracy/performance/									x									
Corporate Services	http://www.stoke.gov.uk/ccm/content/regeneration/city-regeneration/mandate-for-change-pages/primary-pupils-vote-for-mandate-for-change.en										x								
Corporate Services	Local Decmocracy Programme 2012-13 brochure low_res[1]											x							
Corporate Services	http://www.stoke.gov.uk/ccm/content/council-and-democracy/knowledge-management/mandate-for-change-feedback-form.en											x							
Corporate Services	http://webapps.stoke.gov.uk/uploadedfiles/Mandate_July_2012.pdf												x						
Corporate Services	http://www.stoke.gov.uk/ccm/navigation/council-and-democracy/performance/													x					
Corporate Services	PDR documentation (OD)															x			
Corporate Services	PSe System	x																	
Corporate Services	Health and Safety Policy		x																
Corporate Services	DSE Policy		x																
Corporate Services	Fire Policy		x																
Corporate Services	PSe System			x															
Corporate Services	HR Policy Reviews			x															
Corporate Services	Risk assessment procedure				x														

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Directorate	Document Name	Criteria Met																	
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5	
Corporate Services	Health & Safety Policy					x													
Corporate Services	EIA documentation available						x												
Corporate Services	Quarterly Report								x										
Corporate Services	Corporate Change Assessments									x									
Corporate Services	Winter Pressure Plan										x								
Corporate Services	PSe System												x						
Corporate Services	PDR															x			
Corporate Services	PDR, 1-1, eBulletins																x		
Corporate Services	Risk Assessment	x	x	x															
Corporate Services	Demand Capture	x	x	x															
Corporate Services	Google maps/earth	x	x	x															
Corporate Services	Data Centre EIA						x												
Corporate Services	PDR															x			
Corporate Services	1-1's and Advisor Summaries																x		
Corporate Services	HR Polices																	x	
People	JSNA, various service strategies such as Child and Adolescent Mental Health Service (CAMHS), EIA's which relate to various changes to the specific services, CYP Plan and Annual Report. Various commissioned service specifications. Performance data is held by the corporate Performance team which contributes to the analytical approach taken when reviewing services and their impact. The school Census (each January) provides data on ethnicity of children in our schools. Also provides info on children with English as a Language.	x																	
People	Performance data is reported on & disseminated to managers in CYPS every month and discussed at service performance meetings.	x																	
People	Capita 1 system and Early Years Forum/ documentation from range of partners inc health referrals	x																	
People	Carefirst Database	x																	
People	JSNA	x																	
People	Youth Homelessness Annual Monitoring Report	x																	
People	North Staffordshire Warm Zone Assessment Form	x																	
People	Retained on Northgate	x																	
People	P1E information is submitted to Communities and Local Government on a quarterly basis by the Performance Team.	x																	
People	Service specifications for commissioned services, performance data, CYP Plan and Annual Report. Evidence of various events involving children and young people and parents as part of annual planning process / creation of CYP Plan 13/15 Evidence of consultation when completed (January 2013)		x																
People	Capita 1		x																
People	School Self Evaluation		x																
People	Carefirst Database JSNA Modernising Day Opportunities / Transport Policy Communication and Consultation Plan St Andrews Client Record and Outcomes database		x																
People	Supply and Demand Mapping for Older Persons Accommodation The Housing Needs of People with Physical and/or Sensory Disabilities		x																
People	Green Homes and Affordable Warmth Strategy		x																

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Directorate	Document Name	Criteria Met																	
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5	
People	Supply and Demand Mapping for Older Persons Accommodation (2007 / 2008 / 2012)		x																
People	Tenant and Leaseholder Involvement Strategy and Supporting DELT report approving the Tenant and Leaseholder Involvement and Scrutiny Framework		x																
People	G:\DL3\DATA\HENS\Housing\Housing Standards\General\Selective Licensing\presentations		x																
People	JSNA			x															
People	Placement Report, Reg 33 Reports			x															
People	Making a Difference Handbook' & monthly Performance Brief & Service Business Plans			x															
People	JSNA			x															
People	P1E Monitoring Homelessness Monitoring Reports Homelessness Forum - Terms of Reference			x															
People	Retained on Northgate			x															
People	CAMHs Strategy and Action Plan Aiming High Development Plan				x														
People	system / records				x														
People	Translation team/ narrowing the gap team and Performance Reports				x														
People	JSNA Commissioning Strategies by specialist area i.e. learning disability, carers, mental health				x														
People	North Staffordshire Warm Zone Business Plan				x														
People	EIAs in place for strategies, and policies Tenant and Leaseholder Involvement Strategy and the supporting DELT report approving the Tenant and Leaseholder Involvement and Scrutiny Framework, and Communication Plan				x														
People	evidence of events / attendance and development of new CYP Plan.					x													
People	CAMHs Strategy and Development Plan					x													
People	documentation					x													
People	notes of meetings and training events					x													
People	case files					x													
People	JSNAJoint Health and Wellbeing StrategyCommissioning Strategies by specialist area i.e. learning disability, carers, mental health					x													
People	Tenant Board and Service Improvement Panel Work Plans and associated reports detailing their recommendations. All policies and Strategies' detail what consultation has taken place with customers to how the outcome of consultation has been used to develop the policy or strategy.					x													
People	EIA completed						x												
People	EIA's published.						x												
People	G:\DL3\DATA\HENS\Housing\Housing Standards\General\Empty Homes\Clusters Programme\EIA						x												
People	ELT Reports, PDR forms, CYP Plan, CYP Strategic Partnership Board notes, preparation for the Safeguarding Peer Review							x											
People	Translation team/ narrowing the gap team							x											
People	Schools Capital Programme							x											
People	EIA's published.							x											
People	Policy Template and Scoping Document							x											
People	Annual Report and CYP Plan. Quarterly newsletters and regular emails are issued to all partners. Safeguarding Board also use a website to promote policy and good practice.								x										
People	Housing Renewal Assistance Policy								x										
People	Green Homes and Affordable Warmth Strategy								x										

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Directorate	Document Name	Criteria Met																
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5
People	Health and Wellbeing Board Adult Strategic Partnership Safer City Partnership Clinical Commissioning Group Executive Board Divisional Leader Team Executive Leadership Team Cabinet Overview & Scrutiny Adult Safeguarding Board Neighbourhood and engagement partnerships Third sector think tank Delivery Plan Service Specifications, monitoring								x									
People	CYP Plan, Specific service strategies ie CAMHS. Service specifications ie Advocacy and Aiming High Short Breaks. Evidence of CYP attendance and involvement in priorities/ planning events inc Mandate for Change/ Democracy week									x								
People	Strategy and toolkit									x								
People	associated documentation									x								
People	examples of documentation used in various commissioning /decision making processes ie Short breaks for families with children with disabilities									x								
People	good practice guide - nationally recognised									x								
People	PEG and Parent Partnership - notes / documentation									x								
People	Service user surveys									x								
People	Housing Strategy Consultation Report (DRAFT)									x								
People	Allocations Policy Consultation Plan									x								
People	Gypsy and Traveller - Tenancy Agreement Linehouses - Allocations Policy									x								
People	Local Offers - Action Plan									x								
People	Communication Plan									x								
People	ELT reports and EIA's										x							
People	EIA's published.										x							
People	EIA for the repairs policy - the link is G:\DL3\DATA\HENS\Housing\Technical Services\Managers\Andy Treweek\Cabinet\Repairs policy 2012										x							
People	All policies and strategies										x							
People	Parent Forum and Aiming High programme, examples of quarterly and six monthly performance reviews/ reports for commissioned services.											x						
People	JSNA											x						
People	Report advising key managers of issues and vulnerabilities and safeguarding issues - dated Dec 12											x						
People	Advocacy service specification, CIC staffing structures and Job Description of CIC Participation worker. Evidence of CIC involvement in commissioning decisions.											x						
People	Notes / case files											x						
People	evaluation report											x						
People	Catering service menus											x						
People	Troubled Families documentation											x						
People	JSNA Literature about the Safer Places Scheme (posters, flyers etc.)											x						

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Directorate	Document Name	Criteria Met																	
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5	
People	Consultation feedback re NHS Campus											x							
People	Housing Act 2004											x							
People	Formal performance reports, O+S agendas and meeting notes. Plus specific examples : Reduction in number of tribunals where parents are unhappy with school admission												x						
People	Notes of formal meetings												x						
People	annual review documentation												x						
People	quality reports												x						
People	PDR Scheme												x						
People	North Staffordshire Warm Zone Steering Group Report												x						
People	Data													x					
People	Stoke on Trent Adult Social Care Integrated Workforce Strategy 2012-2017													x					
People	brochures, emails and catalogue														x				
People	associated documentation														x				
People	Stoke on Trent Adult Social Care Integrated Workforce Strategy 2012-2017														x				
People	PDR															x			
People	Training content and cohort information re Making a Difference Systemic Training for social care staff and managers.																x		
People	Range of Safeguarding training available with information on Safeguarding Website, CYP Newsletters.																x		
People	certification process																x		
People	notes of working groups including school staff. Work should conclude with written documentation and guidance notes																	x	
Place	School Strategy for Change Part 1 (2008) and Part 2 (2009), Outline Business Case (Jan 2010), ICT Outline Business Case (Sep 2009), ICT Final Business Case (Jul 2010), School project Final Business Cases (Feb 2011- Mar 2012)	x																	
Place	PICS (MIS data system) for ACL, ERDF and Learn4Work	x																	
Place	outline business case and the developing Final Business Case	x																	
Place	ERDF Enterprise Coaching returns	x																	
Place	Cabinet Report School Transformation (Feb 2008), Statutory notices to close/redesignate schools (2009), Academy Expressions of Interest (2009)		x																
Place	CEO reports, Learner surveys, JETS support action plans.		x																
Place	On-line EIAs		x																
Place	outline business case (OBC) and final business case (FBC)		x																
Place	Friends of Group constitutions, meeting minutes and agendas. Meetings and email correspondence with partner organisations.		x																
Place	Individual School Strategy for Change, Control Option Designs, Contractor Proposals, Design & Build contract schedules, ICT Specification			x															
Place	Self-assessment report			x															
Place	Draft report to Development Management Policy group			x															
Place	Report in production Jan 2013			x															
Place	supply and demand mapping for older people			x															
Place	ERDF Enterprise Coaching returns			x															
Place	Individual School Strategy for Change, Control Option Designs, Design & Build Contract schedules (including (KPIs for local spend and apprenticeships), ICT Specification, Community Use Agreements, School Travel Plans				x														
Place	ACL learner support database. L4W support database, JETS customer action plans. Quality Improvement Plan				x														
Place	Green Door briefing notes and Big Lottery application forms				x														
Place	Consultation tracker and Comms plan				x														

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Directorate	Document Name	Criteria Met																	
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5	
Place	Individual School Strategy for Change, Control Option Designs, Design & Build Contract schedules (including (KPIs for local spend and apprenticeships), ICT Specification, Community Use Agreements, School Travel Plans					x													
Place	Provider profile, Service Level Agreements, JET Contractors, Ofsted report					x													
Place	Report templates requiring assessment of E&D implications					x													
Place	EIAs						x												
Place	EIAs						x												
Place	On-line EIAs						x												
Place	EIA						x												
Place	Various documents eg budget reduction for reactive maintenance found at: http://www.stoke.gov.uk/ccm/navigation/community-and-living/equality-and-diversity/						x												
Place	EIA assessment The future of Greenhouse 2000						x												
Place	EIAs, as loaded on the Council's web-pages.						x												
Place	Cabinet reports, Design & Build Contract schedules, ICT specification							x											
Place	Learner handbooks, JET handbooks, Ofsted Report, L4W and JETS induction process, E&D Champions, SAR							x											
Place	Report templates requiring assessment of E&D implications							x											
Place	EIA Review of Parks Maintainance, EIA Review of Public Open Space maintenance, EIA Review of Grounds Cleansing regimes							x											
Place	Any ERDF, ESF or other funding bids.							x											
Place	Mandate for Change							x											
Place	Outline Business Case, Our City articles, BSF Board papers, Cabinet reports								x										
Place	SAR is available to Ofsted and the SFA.JETS project reports to DWP. L4W public access QSR reports								x										
Place	Mandate for Change								x										
Place	Annual budget consultations								x										
Place	School Transformation consultation document; BSF Vision; Strategy for Change Part 1 and 2; Informal and Statutory Consultation literature and public notices; Contractor presentations to schools and local communities to inform planning applications; Meet the Buyer events with local supply chain companies (2010 and 2011)									x									
Place	CMS Systems. Facebook									x									
Place	PFI marketing leaflets and documents									x									
Place	Presentations used in various forums									x									
Place	Previous Disabled Parking User Group Minutes.									x									
Place	Friends of Group constitutions, meeting minutes and agendas. Meetings and email correspondence with partner organisations.									x									
Place	No documents as such. However, there are invitations, agendas, minutes etc pointing to a wide range of venues.									x									
Place	EIAs										x								
Place	EIA guidance document										x								
Place	Report templates requiring assessment of E & D implications										x								
Place	EIA for Shopmobility, CCTV and the ECU										x								
Place	Various documents eg Ceasing of seasonal organic collections found on line										x								
Place	EIAs, as loaded on the Council's web-pages.										x								
Place	Delegated Decision Template / Cabinet Report Template										x								

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Directorate	Document Name	Criteria Met																
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	3.1	4.1	4.2	4.3	5.1	5.2	5.3	5.4	5.5
Place	Individual School Strategy for Change, Control Option Designs, Design & Build Contract schedules, ICT Specification, Community Use Agreements, School Travel Plans											x						
Place	Enrolment form. Jobcentre Plus forms. On-line course interest system. Apprenticeship initial assessments. Disability Support Database											x						
Place	Green Door consultation											x						
Place	Previous Disabled Parking User Group Minutes.											x						
Place	DL3/DATA/HENS/Environmental/Waste&Fleet/General/											x						
Place	BSF Board reports, Cabinet reports, Scrutiny Committee and Task and Finish Group minutes, QBR reports, Project Hub progress reports												x					
Place	DMT meeting minutes												x					
Place	Board reports, HCA reporting returns												x					
Place	QBR Reporting Template												x					
Place	Service Delivery Planning Document												x					
Place	HR data records													x				
Place	PSe management system (Yourself Module)													x				
Place	HR data													x				
Place	Recruitment adverts, job descriptions and person specifications														x			
Place	PDRs															x		
Place	PDRs uploaded on the yourself module															x		
Place	PDRs, attendance certificates																x	
Place	Guide to Quality Teaching and Learning. L4W initiative for E&D differentiation in teaching. Training database																x	
Place	attendance certificates for the interactive diversity theatre. Tracy Kirtons team dementia awareness training																x	
Place	https://jobsonline.stoke.gov.uk/internetrecruitment/Default.asp?Section=Registration																x	
Place	Staff PDRs identify where inter-active diversity workshops have been completed.																x	
Place	PDR template																x	
Place	Council HR policy and procedure guidance																	x
Place	E&D and Safeguarding log																	x
Place	http://stokeinside/ccm/content/employment-jobs-and-careers/employment-relations/bullying-and-harassment.en																	x
Total Documentary Evidence for each criteria:		20	25	20	12	13	19	24	13	31	14	30	15	8	5	9	15	10

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Appendix 5
Action Plan 2012/13

The actions identified below will address a number of equality and diversity priorities linked to our Equality & Diversity Objectives 2012-16.

Key: HR – Human Resources, OD – Organisational Development, PR – PR & Communications, BI – Business Intelligence

Code	Key Area	Action Required	Target completion
A1 & W6*	OD / BI: Data Analysis, Strategy	Analyse city profile with workforce profile data: Develop strategic links from city profile and workforce data to address and narrow any equality gaps identified to ensure our workforce reflects our diverse city and its communities.	April 2014
A2	All – via Leads and Support Group	Use of equality data: All services to ensure that when proposing changes to services or developing priorities for the city, they access relevant data sources available to them e.g. JSNA, city and workforce profile data.	Ongoing
A3	All – via Leads and Support Group	Equality Impact Assessments: All services to ensure that when proposing changes to services or developing priorities for the city, EIA's are carried out and effective consultation takes place so that those who are potentially affected (employees, service users, etc) are involved at the outset. EIAs to be published on stoke.gov.uk	Ongoing
A4	All – via Leads and Support Group	Consistent collection and analysis of monitoring information to allow comparisons with census / workforce data. Gaps in equality information to be identified and actions put in place to address these.	Ongoing

*links to the actions identified in the Workforce Equality Information report 2011/12