



Cabinet Member for Policing and Equalities

Time and Date

9.00 am on Thursday, 20th April, 2023

Place

Diamond Room 1 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 6)
 - (a) To agree the minutes of the Cabinet Member (Policing and Equalities) meeting held on 16th March 2023
 - (b) Matters arising
4. **Revised Equality, Diversity & Inclusion Commitment** (Pages 7 - 34)
Report of the Director of Public Health
5. **Outstanding Issues**
There are no outstanding issues
6. **Any Other Business**
To consider any other items of business which the Cabinet Member decides to take as a matter of urgency because of the special circumstances involved.

Private Business

Nil

Julie Newman, Chief Legal Officer, Council House, Coventry

Wednesday, 12 April 2023

Note: The person to contact about the agenda and documents for this meeting is Usha Patel Email: usha.patel@coventry.gov.uk

Membership: Councillors P Akhtar (Deputy Cabinet Member), AS Khan (Cabinet

Member)

By invitation Councillor P Male (Shadow Cabinet Member)

Public Access

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

Usha Patel

Email: usha.patel@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Cabinet Member for Policing and Equalities held at 9.30
am on Thursday, 16 March 2023

Present:

Members: Councillor AS Khan (Chair)
Councillor P Akhtar (Deputy Cabinet Member)
Councillor G Ridley (Substitute for Councillor P Male, Shadow Cabinet Member)

Employees Present:

Law and Governance S Harriot, J Newman, U Patel

Apologies: Councillor P Male

Public Business

25. Declarations of Interest

There were no declarations of interest.

26. Minutes

The minutes of the meeting held on 2 February 2023 were agreed and signed as a true record. There were no matters arising.

27. Proposed Changes to the Constitution

The Cabinet Member considered a report of the Chief Legal Officer which proposed changes to the Council's Constitution.

The Council's Constitution sets out how the Council carries out its business and makes decisions. It is a living document and needed to be updated from time to time to ensure that it reflects changes in practices within the Council.

The Constitutional Advisory Panel at its meeting held on 22 February 2023 considered and agreed the following proposed changes to the Constitution:

- (a) Amendments to the membership of the Health and Wellbeing Board
- (b) Amendments to the Member /Officer Protocol
- (c) Recommendations in respect of the Audit Committee and Functions of Council in respect of Severance Payments

Amendments to the Membership Health and Wellbeing Board

(i) The Membership of the Health and Wellbeing Board (HWBB) had to be reviewed following the establishment of the Integrated Care Board. This amalgamated the two Coventry and Warwickshire Clinical Commissioning Group seats with one for Coventry and Warwickshire Integrated Care System.

(ii) In addition, two seats were allocated to the voluntary and community sector, and rather than have a standing invite, it was now considered more appropriate to invite their representatives to the meeting based on the relevance of agenda items.

(iii) The Cabinet Member for Adult Services was currently a member of HWBB as “one additional Councillor nominated by the Leader” and it was recommended that this allocation be amended to the “Cabinet Member for Adult Services” to bring it in line with other similar meetings.

(iv) The Constitution currently allows the HWBB to appoint additional persons as appropriate. It was now recommended that this be amended to give the Board the ability to amend the non-statutory or non-elected member appointments. This would enable the Board to be responsive to organisational changes. The current membership and the recommended amendments were detailed in the report.

Amendments to the Member/Officer Protocol

Following observations made at the Standards Hearing held in July 2022 in respect of elected members, the Ethics Committee proposed revisions to the Member/Officer Protocol, more specifically when they are dealing with matters that relate to their own personal interests that need to be raised with the Council and recommended to the Constitutional Advisory Panel that additional wording be inserted to Part 4D – Member /Officer Protocol, to afford greater clarity to Members.

The protocol offers guidance on some of the issues which most commonly arose in relation to Member/Officer relationships. The protocol is partly a statement of current practice and convention and in some respects, it seeks to promote greater clarity and certainty. In particular, it covers the behaviour that would be expected between Members and Officers. The protocol gives guidance only, but it may be taken into account if there was a complaint about a Member or an Officer.

The Advisory Panel recommended that the Cabinet Member recommend to Council that additional wording is added to the Protocol at paragraph 3.2(j) under the heading of “Expectations” as per the following:

“Members may occasionally find that they have a personal interest in a matter that needs to be raised with Officers. Members should be clear about their personal interest and use appropriate and formal language when contacting Officers in this instance. Close personal familiarity between individual Members and Officers can damage the relationship of mutual respect and prove embarrassing to Members and Officers. Members and Officers are encouraged to contact the Monitoring Officer for advice if they are concerned about this.”

Severance Payments

The Department for Levelling Up, Housing and Communities has issued statutory guidance under the Local Government Act 1999 on Special Severance Payments (SSPs). SSPs are payments made to employees, office holders, workers, contractors and others outside of statutory, contractual or other requirements

when leaving employment in public service. Employers may sometimes consider making such a payments in situations where the individual concerned resigns, is dismissed, or agrees a termination of contract. Which types of payments are SSPs would vary according to an employee's particular circumstances.

The Government expects that any SSPs should be approved according to the following process;

- Payments of £100,000 and above must be approved by a vote of full council
- Payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment
- Payments below £20,000 must be approved according to the local authority's scheme of delegation

Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest, it was expected that the payment should be approved by a panel including at least 2 independent persons.

It was proposed that these additional delegations are included within the Constitution with the payments below £20,000 being delegated to the Chief People Officer.

RESOLVED that the Cabinet Member recommends that Council approves recommendations (1) to (3) below with immediate effect and authorises the Chief Legal Officer to make any necessary amendments to the Constitution:

- (1) Amendments to Constitution in respect of the Health and Wellbeing Board to:**
 - (a) Update the Membership of the Board as outlined in Table 1 of the report and;**
 - (b) Enable the Health and Wellbeing Board to approve the removal of members as well as appoint additional persons as appropriate.**
- (2) Amendments to the Officer/Member Protocol as detailed in paragraph 2.18 of the report to assist Members when they are dealing with matters that relate to their own personal interests, to raise concerns over these with the Council; and**
- (3) Amendments to the delegations in the Constitution in respect of Severance Sums as detailed in paragraph 2.22 of the report in line with the Department for Levelling Up, Housing and Communities' Statutory Guidance, published in May 2022.**

28. Outstanding Issues

There were no outstanding issues.

29. Any Other Business

There were no other items of public business.

(Meeting closed at 9.40 am)



Public report Cabinet Member report

Cabinet Member for Policing and Equalities

20 April 2023

Name of Cabinet Member:

Cabinet Member for Policing and Equalities – Councillor A S Khan

Director approving submission of the report:

Director of Public Health

Ward(s) affected:

All

Title:

Revised Equality, Diversity & Inclusion Commitment

Is this a key decision?

No - although the proposals affect more than two electoral wards, the impact is not expected to be significant.

Executive summary:

As a public authority, Coventry City Council is committed to meeting its responsibilities under the Public Sector Equality Duty. At the forefront of this commitment is how due regard is paid to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations between those who share protected characteristics. The Equality, Diversity and Inclusion Commitment sets out the Council's intentions to meet the Public Sector Equality Duty and to go beyond this and reflect the needs of the diverse communities in the city through delivery of services and as an employer.

The current Equality, Diversity and Inclusion Commitment is being revised to reflect recent developments with the equality, diversity and inclusion agenda at the Council – and also in response to the feedback received during the recent engagement on the One Coventry Plan. This report seeks approval for the revised Equality, Diversity and Inclusion Commitment.

Recommendations:

The Cabinet Member for Policing and Equalities is recommended to:

- 1) Approve the formal adoption of the revised Equality, Diversity & Inclusion Commitment

List of Appendices included:

The following appendices are attached to the report:

Appendix 1 – Revised Equality, Diversity & Inclusion Commitment
Appendix 2 – Equality Impact Assessment

Background papers:

None

Other useful documents

Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

Equality Act 2010: specific duties to support the Equality Duty. What do I need to know? A quick start guide for public sector organisations

<http://www.homeoffice.gov.uk/publications/equalities/equality-act-publications/equality-act-guidance/specific-duties>

Has it or will it be considered by scrutiny?

No

Has it or will it be considered by any other council committee, advisory panel or other body?

No

Will this report go to Council?

No

Report title: Revised Equality, Diversity & Inclusion (EDI) Commitment

1. Context (or background)

- 1.1 As a public authority, Coventry City Council is committed to meeting its responsibilities under the Public Sector Equality Duty (PSED). This duty is comprised of the general duty and specific duties.
- 1.2 The general duty requires the Council to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and those who do not
- 1.3 The Council's current EDI Commitment was produced in 2019 as the organisation's key strategic document in relation to meeting this public sector duty requirement – but also, as an over-arching vision statement on the promotion of diversity and inclusion as an employer, and the promotion of good relations between communities in the city.
- 1.4 The EDI Commitment is being reviewed to reflect recent organisational developments in the delivery of the equality, diversity and inclusion agenda and as a response to the feedback received during the engagement on the One Coventry Plan in late 2022.

2. Options considered and recommended proposal

- 2.1. There have been significant developments in the Council's work on equality, diversity and inclusion since the EDI Commitment was first launched in 2019.
 - 2.1.1 The Council has published a revised set of equality objectives in 2022 for a period of 3 years and these objectives include both foundational and direct equality objectives, in order to meet requirements under the Public Sector Equality Duty.
 - 2.1.2 In addition to our work on equality objectives, the Council has an Equality Impact Assessment (EIA) process which supports the Council's aim to provide fair, accessible services and facilities which meet the diverse needs of all communities. An Equality Impact Assessment is completed for every new or review of any policy, strategy and project. The EIA allows the evaluation of impact on groups protected by equality legislation, as well as considering the important elements of health inequality and digital inclusion. Where potentially negative impact is identified, the process allows actions to be put in place to mitigate against this.
 - 2.1.3 The Council continues to actively pursue improved accessibility and inclusion for people with disabilities; since 2021 the Council has successfully been awarded over a quarter of a million pounds by the Department for Levelling Up, Housing and Communities in two rounds of a funding programme for the installation of Changing Places Toilets in the city. This will see an additional 5 of these facilities installed in the city by 2024.
 - 2.1.4 There have been significant developments in the workforce diversity and inclusion agenda over the last couple of years. The Council's Workforce Diversity & Inclusion Strategy was launched in 2021 following the Council's first Talent, Inclusion, Diversity & Evaluation (TIDE) assessment. The actions within the strategy are aligned with the headings which sit within the TIDE D&I Assessment Framework. A review against actions was conducted in December 2022 and puts Coventry at the 'Embed' stage of the TIDE Road Map. Due to the significant

progress made as part of the Council's diversity & inclusion work, the ENEI announced in November 2022, that Coventry City Council should be awarded a Silver Award Standard.

- 2.1.5 The Council's commitment to becoming an anti-racist organisation has been reflected by its early adoption of the Race Equality Code. The actions set out as part of delivering on the Race Equality Code will sit alongside the actions within the Council's Workforce Diversity & Inclusion Strategy and will be monitored as part of an integrated process.
- 2.2. Feedback received during the One Coventry Plan engagement on the priority 'Improving outcomes and tackling inequalities within our communities' has been analysed and actively used to inform the amendments to the Council's EDI Commitment. These include:
 - Reflecting the Council's status as a Marmot city and re-iterating the commitment to tackling health inequalities across a range of policy areas, to improve the life chances of the most disadvantaged groups
 - A new section on how the One Coventry approach – working collaboratively to make improvements to the services the Council delivers – will be used to drive forward the Council's diversity and inclusion work in order to make the biggest impact on the lives of local people.
 - Additional commitments on social value and sustainability – to show the importance the Council places on its procurement processes and contracts with third parties. These can help challenge inequality, promote inclusion, support the local economy and work with local communities.
 - More information on the work being delivered to improve the diversity of the workforce and to create an inclusive workplace culture.
- 2.3 Cabinet Member is recommended to support approval of the revised EDI Commitment as part of the organisation's continuing development of diversity and inclusion across all areas.

3. Results of consultation undertaken

- 3.1. The Consultation on the revised EDI Commitment ran from 1st March 2023 to 29th March 2023.
- 3.2. The consultation was hosted on the Council's Let's Talk Coventry consultation and engagement platform. The Let's Talk Coventry platform hosts several consultation and engagement exercises and is regularly advertised via email and social media. In particular, the equalities objectives consultation was specifically advertised to a range of internal and external partners and stakeholders.
- 3.3. The consultation can be summarised as follows:
 - 25 respondents took part in the survey on the Let's Talk Coventry platform.
 - Majority of the respondents were Coventry City Council Employees
 - 68% of the respondents 'Agree' or 'Strongly agree' with the revised EDI commitment
 - Main themes of 'Q3 – Have we missed anything?':
 - Support for employees who are also carers
 - Building community cohesion - build understanding between different groups and to build mutual trust and respect by breaking down stereotypes and misconceptions about the 'other'.
 - Protecting vulnerable people especially those from less affluent areas
 - Main themes of 'Q4 – Is there anything else you want to tell us?':
 - Improve communication where there is a perception that the council does not 'listen'.

- Improve cohesion in terms of building a culture where people of different beliefs can develop an understanding of one another. Also, it was noted that Coventry as a city is already well on its way to being an inclusive and welcoming city.
- Positivity was shared about the commitment where respondents felt it was good and a very inclusive document.

The main themes of the consultation, summarised above, will be shared with the relevant services to ensure that they are integrated into delivery of the Council's broader work in these areas.

4. Timetable for implementing this decision

- 4.1. It is intended that the revised EDI Commitment will become operational once the call-in period after the Cabinet Member meeting has expired on 28th April 2023.

5. Comments from Interim Chief Executive (Section 151 Officer) and Chief Legal Officer

5.1. Financial Implications

The cost for delivering on the areas of work identified within the EDI Commitment will be met from within existing resources.

5.2. Legal Implications

This report recommends approval for the Council's revised EDI Commitment, which is the organisation's strategic equality document. This sets out how the Council intends to meet its requirements under the Equality Act (Specific Duties and Public Authorities) Regulations 2017. Any sharing of personal data or special category personal data between Council services will be in compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

6. Other implications

6.1. How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

One of the 3 priorities in the One Coventry Plan is 'Improving outcomes and tackling inequalities within our communities'. This priority is inextricably linked to the delivery of the equality, diversity and inclusion agenda of the organisation. In the One Coventry Plan, the Council commits to:

- ongoing customer monitoring, satisfaction, and engagement approaches, through which the Council will strengthen and utilise growing evidence bases at both corporate and service levels to identify the differential experiences of individual groups in Coventry accessing Council services, and proactively respond to make these as fair and equitable as possible.
- strengthening the methodology and governance around the approach to undertaking Equality Impact Assessments (EIAs), ensuring that all Council functions are engaging with, and assessing the impact of their services for Coventry's communities as appropriate, as well as considering any potential health inequalities on these communities.
- continuing to monitor progress against the Council's equality objectives; these are the identified equality priorities for the Council which will help deliver improvements on policy-making, service delivery and employment.

6.2. How is risk being managed?

The management of risk associated with the delivery of the revised EDI Commitment will be identified and monitored through the Council's performance management framework.

6.3. What is the impact on the organisation?

As a key strategic document for the Council, the revised EDI Commitment will impact across all areas of the Council's work.

6.4. Equalities / EIA?

An EIA has been completed as part of the process of revising the Council's EDI Commitment and can be found at Appendix 2.

6.5. Implications for (or impact on) climate change and the environment?

None

6.6. Implications for partner organisations?

Delivering on the key areas of work under the revised EDI Commitment will enable the Council to demonstrate clear leadership and accountability for meeting statutory equality obligations as well as pursuing an ambitious level of growth for diversity and inclusion for the organisation. Strong and effective collaboration with key partners in the city from different sectors will be critical to ensuring success.

Report author(s):

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Title: Strategic Lead (Equality & Diversity)

Service: Insight Team, Public Health

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Enquiries should be directed to the above person

| Contributor/approver name | Title | Service Area | Date doc sent out | Date response received or approved |
|---------------------------|------------------------------------|---------------------------------|-------------------|------------------------------------|
| Contributors: | | | | |
| Mamta Kumar | Equality & Diversity Assistant | Insight, Public Health | 20.03.23 | 20.03.23 |
| Valerie De Souza | Public Health Consultant (Insight) | Insight, Public Health | 15.03.23 | 20.03.23 |
| Grace Haynes | Head of People and Culture | Human Resources | 22.03.23 | 23.03.23 |
| Susanna Newing | Chief People Officer | Human Resources | 22.03.23 | 23.03.23 |
| Debbie Horton-Raynor | Programme Manager | Transformation & Major Projects | 03.04.23 | 03.04.23 |
| Usha Patel | Governance Services Officer | Governance Services | 20.03.23 | 24.03.23 |

| | | | | |
|---|--|--------------------|----------|----------|
| Names of approvers for submission: (officers and members) | | | | |
| Finance: Ewan Dewar | Lead Accountant (Business Partner) | Finance | 20.03.23 | 20.03.23 |
| Legal: Gill Carter | Regulatory Team Leader | Law and Governance | 20.03.23 | 23.03.23 |
| Director: Allison Duggal | Director of Public Health & Wellbeing | - | 15.03.23 | 16.03.23 |
| Members: Cllr Abdul S Khan | Cabinet Member for Policing and Equalities | - | 20.03.23 | 20.03.23 |

This report is published on the council's website: www.coventry.gov.uk/meetings

Coventry City Council
Equality, Diversity & Inclusion Commitment

Coventry City Council is committed to:

- Its continuing duty as a public authority to have due regard to the need to eliminate discrimination, harassment, and any other conduct prohibited under the Equality Act 2010
- Recognising and celebrating diversity, and ensuring equality of opportunity both as a provider and commissioner of services and as a large employer
- Developing a culture that embeds the effective management of equality, diversity and inclusion in our day-to-day practices, policies, procedures, and through our external relationships

Coventry City Council recognises that people still experience inequality because of their background. The Council will therefore lead by example and challenge discrimination, harassment and victimisation on the grounds of:

- Age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Coventry City Council is also committed, as a Marmot City, to reducing health inequalities. We will do this by acting across a range of policy areas to address environmental, social, cultural and economic factors - with a specific focus on the impacts to disadvantaged groups and deprived areas.

One Coventry

The One Coventry approach is all about working collaboratively together to make the best improvements we can to the services we deliver and make the biggest impact that we can on the lives of local people.

One of the 3 priorities in the One Coventry Plan is 'Improving outcomes and tackling inequalities within our communities'. Our commitment to equality, diversity and inclusion is also underpinned by our One Coventry Values.

- We will continue to ensure that the Council meets its obligations under the Public Sector Equality Duty, building on our successes at fostering good relations between Coventry's communities of identity and maintaining fair and equal access to Council functions.
- Through ongoing customer monitoring, satisfaction, and engagement approaches, we will strengthen and utilise our growing evidence bases at both corporate and

service levels to identify the differential experiences of individual groups in Coventry accessing Council services, and proactively respond to make these as fair and equitable as possible.

- We will strengthen the methodology and governance around our approach to undertaking Equality Impact Assessments (EIAs), ensuring that all Council functions are engaging with, and assessing the impact of their services for Coventry's communities as appropriate, as well as considering any potential health inequalities on these communities.
- We will also continue to monitor progress against the Council's equality objectives; these are the identified equality priorities for the Council and the areas which we believe will help deliver improvements on policy-making, service delivery and employment.

Social Value and Sustainability

Coventry City Council recognises the potential and impact of embedding Social Value in our procurement processes and contracts with third parties, as well as in our work with partner organisations and communities.

Implementation of the Social Value and Sustainability Policy will enable us to challenge inequalities and promote inclusion, deliver sustainability, support the local economy and work with the local community; this is an integral part of the Council delivering on its commitments to equality, diversity and inclusion

Employment

Coventry City Council believes in the importance of the principles of Diversity and Inclusion by having a workforce that is representative of the communities we serve. As an employer we have gained the EDEI Silver Award in recognition of our Workforce Diversity & Inclusion progress, and we have also become early adopters of the Race Equality Code. Our commitment to workforce diversity and inclusion is outlined in our [Workforce Diversity & Inclusion Policy](#) and is put into practice through our Workforce Diversity and Inclusion Strategy.

- We view diversity as a strength to be harnessed and aim to create an inclusive workplace culture that respects and values difference.
- We aim to promote diversity, equity and inclusion as an employer to enable all employees within our workforce to develop and maximise their true and full potential.
- We recognise that individuals still experience discrimination and inequality in our society and therefore as an employer we will take a pro-active approach to identifying and redressing this within the workplace.
- We are clear that we will not tolerate harassment, bullying, discrimination and victimisation of any kind and will regard this behaviour as misconduct which may

lead to disciplinary action, including dismissal as appropriate where breaches amount to gross misconduct.

Accountability

The Cabinet Member whose portfolio covers equalities issues will be responsible for monitoring the effectiveness of this policy and the progress made towards delivering against the Public Sector Equality Duty and the commitments contained in this Statement.

The Chief Executive will hold Directors accountable for taking steps to ensure that this Commitment is promoted, understood and implemented by Council employees.

All employees of the Council are accountable and responsible for taking steps to promote our equality, diversity and inclusion commitment in their day-to-day work.

Version Number: 1

Date reviewed: March 2023

Issued By: Insight Team, Public Health

Appendix 1 – Organisational Position Statements

Anti-Racism Position Statement

Coventry City Council is committed to becoming an anti-racist organisation, showing that we are aware of both direct discrimination and systemic inequalities that colleagues from minority-ethnic backgrounds may experience. Commitment to anti-racism is an active position of reflection, education, and interrogation, with the goal of equity for all.

During 2022, Coventry City Council became early adopters of the Race Equality Code. As part of this code, and alongside our One Coventry values and Workforce Diversity and Inclusion strategy, we are committed to:

1. A zero tolerance of racism, harassment, and bullying
2. Recognising that racism may impact the physical, mental, emotional, economic, social, and spiritual health of our workforce and community
3. Eradicating all forms of racism in the workplace, such as direct discrimination, microaggressions and systemic racism
4. Encouraging our workforce to stand up and speak out against racism and discrimination
5. Providing a safe reporting system and responding to all reports of racism and discrimination
6. Recognising the lived experience of our minority-ethnic colleagues
7. Having clear expectations that all employees are aligned with our One Coventry Values and anti-racism position
8. Providing specific anti-racism training, alongside our mandatory Diversity and Inclusion training
9. Building a workforce that is representative of the diverse population we serve
10. Measuring and monitoring the outcomes of our actions in how they reduce the impact of racism

Gender Diversity Position Statement

Coventry City Council supports and welcomes employees who identify as transgender, non-binary and gender fluid and will take all reasonable measures to ensure they feel valued and welcome.

We will not tolerate discrimination, victimisation, or harassment based on a person's gender identity, gender expression or trans status. We recognise that trans, non-binary and gender fluid employees contribute a wealth and variety of experience to the Council. By both protecting and working with trans, non-binary and gender fluid communities, this has a positive impact on our organisational priorities and values. We seek to provide a supportive environment for employees who are trans, non-binary or gender fluid and to create a culture and environment where employees can thrive and are well supported during any process of transition.

Pronouns

Coventry City Council supports all colleagues sharing their pronouns at work. Everyone deserves to have their identity respected and using correct pronouns is a sign of mutual respect and courtesy.

We have a responsibility to reflect the diverse communities we serve. Providing colleagues with the option to display their pronouns is important because it encourages allyship towards transgender and non-binary colleagues and citizens. The Council is committed to creating an inclusive workplace through simple, everyday actions that allow all colleagues to thrive and be their authentic selves.

Menopause

Coventry City Council aims to create an open and supportive culture that normalises discussion about menopause at work. The Council has created a Workforce Menopause Pledge that commits to the following:

- ***Offering menopause training to all managers and employees***
- ***Holding forums for open, positive, and respectful conversation about menopause support in the workplace, including menopause cafés and lunch & learn events***
- ***Offering support via Occupational Health Safety and Wellbeing Service, which includes the menopause clinic***
- ***Keeping menopause on the agenda all year round with communication on support options, resources, and menopause education for all***
- ***Recognising the impact menopause can have on transgender and non-binary colleagues and providing support through an intersectional lens***

Halo Code

Coventry City Council champions the right of staff to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black employees' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We celebrate Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.

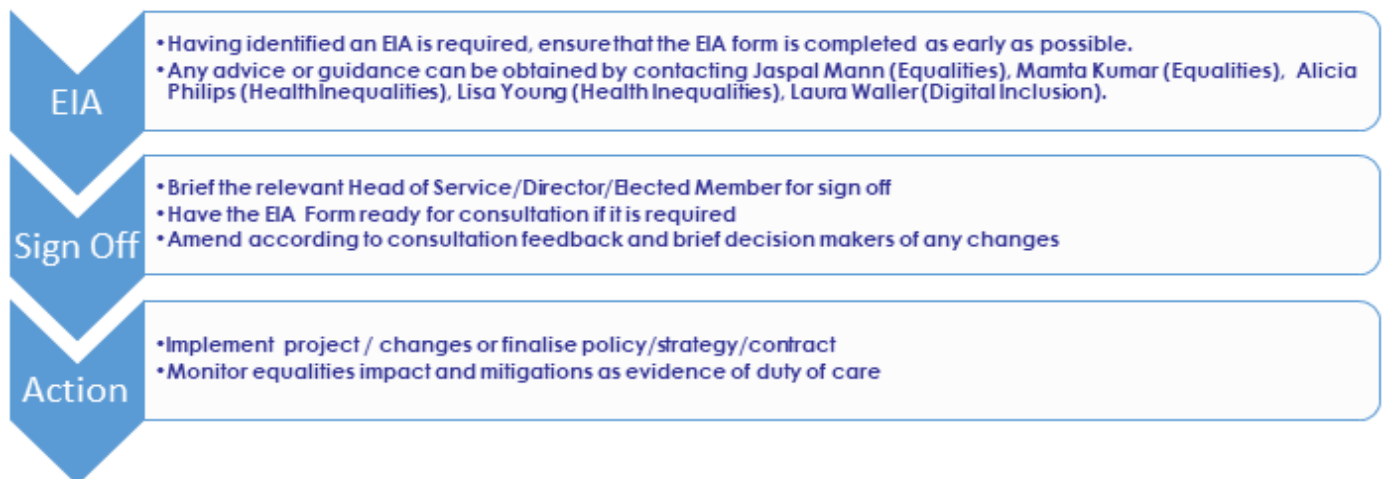
At Coventry, we recognise and celebrate our colleagues' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on an employee's ability to succeed.

The Council has adopted The Halo Code.

EQUALITY IMPACT ASSESSMENT (EIA)



| | | |
|------------------------|--------------------|---|
| Title of EIA | | Draft Equality, Diversity and Inclusion Commitment |
| EIA Author | Name | Mamta Kumar |
| | Position | Equality and Diversity Assistant |
| | Date of completion | March 2023 |
| Head of Service | Name | Alison Duggal |
| | Position | Director of Public Health |
| Cabinet Member | Name | Abdul Khan |
| | Portfolio | Cabinet Member (Policing & Equalities) |



PLEASE REFER TO [EIA GUIDANCE](#) FOR ADVICE ON COMPLETING THIS FORM

SECTION 1 – Context & Background

1.1 Please tick one of the following options:

This EIA is being carried out on:

New policy / strategy
 New service
 Review of policy / strategy
 Review of service
 Commissioning

Other project (*please give details*)

1.2 In summary, what is the background to this EIA?

Engagement on the One Coventry Plan took place between February and September 2022. See figure 1 below.



Figure 1

The feedback gathered 250 people's views on various aspects of external facing equality and diversity work. After reviewing the feedback, the Council's [Equality, Diversity and Inclusion Commitment](#) has been revised.

Detailed below are the changes that are proposed to the Commitment:

1. A section on the One Coventry approach - this details how Coventry City Council is working collaboratively to make improvements to the services we deliver. This approach will be used to drive forward our diversity and inclusion work, so that the biggest impact can be made on the lives of local people.
2. Inclusion of social value and sustainability - This section details the importance the Council places on its procurement processes and contracts with third parties. These can help challenge inequality, promote inclusion, support the local economy and work with local communities.
3. Section on reducing health inequalities - Coventry became a Marmot City 2013. This allows Coventry City Council to work with colleagues from the Institute of Health Equity (IHE) to be part of a Marmot programme of work with the aim of reducing health inequalities and embedding the Marmot principles, which are:
 - Give every child the best start in life
 - Enable all children, young people and adults to maximise their capabilities and have control over their lives
 - Create fair employment and good work for all
 - Ensure healthy standard of living for all



- Create and develop healthy and sustainable places and communities
 - Strengthen the role and impact of ill health prevention
 - Tackle discrimination, racism and their outcomes
 - Pursue environmental sustainability and health equity together
4. Increased detailed around the work we are doing to improve the diversity of our workforce and create an inclusive workplace culture.

1.3 Who are the main stakeholders involved? Who will be affected?

A range of internal and external stakeholders will need to be engaged as part of this process. This includes:

- senior management
- employees
- trade unions
- public sector partners
- voluntary and community organisations
- residents of the city.

1.4 Who will be responsible for implementing the findings of this EIA?

Alison Duggal Director of Public Health and Wellbeing
Jaspal Mann, Strategic Lead (Equality, Diversity & Inclusion)

SECTION 2 – Consideration of Impact

Refer to guidance note for more detailed advice on completing this section.

In order to ensure that we do not discriminate in the way our activities are designed, developed and delivered, we must look at our duty to:

- Eliminate discrimination, harassment, victimisation and any other conflict that is prohibited by the Equality Act 2010
- Advance equality of opportunity between two persons who share a relevant protected characteristic and those who do not



- Foster good relations between persons who share a relevant protected characteristic and those who do not

2.1 Baseline data and information

Please include a summary of data analysis below, using both your own service level management information and also drawing comparisons with local data where necessary (go to

<https://www.coventry.gov.uk/factsaboutcoventry>)

Coventry's population

The population of Coventry has increased by 8.9%, from around 317,000 in 2011 to around 345,300 in 2021. Since the last census in 2011 the overall population in Coventry has increased by a greater percentage than the overall population of both the West Midlands (up by 6.2%) and England (up by 6.6%).

Median age in Coventry

Between the last two census the median age of Coventry has increased to 35 years. The median age is the age of the person in the middle of the group, meaning that one half of the group is younger than that person and the other half is older.

The number of people aged between 50 to 64 years rose by around 8,800, an increase of 18.2%, while the number of residents aged 4 years and under decreased by around 2,000 - which equates to around 9.0%.

Ethnic groups in Coventry

In 2021, 8.9% of Coventry residents identified their ethnic group within the "Black, Black British, Black Welsh, Caribbean or African" category, up from 5.6% in 2011. The 3.3 percentage-point change was the largest increase among high-level ethnic groups in this area.

In 2021, 65.5% of people in Coventry identified their ethnic group within the "White" category (compared with 73.8% in 2011), while 18.5% identified their ethnic group within the "Asian, Asian British or Asian Welsh" category (compared with 16.3% the previous decade).

The percentage of people who identified their ethnic group within the "Other" category ("Arab" or "Any other ethnic group") increased from 1.7% in 2011 to 3.7% in 2021.

There are many factors that may be contributing to the changing ethnic composition of England and Wales, such as differing patterns of ageing, fertility, mortality, and migration. Changes may also be caused by differences in the way individuals chose to self-identify between censuses.

Country of Birth

In the latest census, around 242,100 Coventry residents said they were born in England. This represented 70.1% of Coventry's population. The figure has risen from just over 240,100 in 2011, which at the time represented 75.8% of Coventry's population.



India was the next most represented, with just over 15,600 Coventry residents reporting this country of birth (4.5%). This figure was up from just over 13,400 in 2011, which at the time represented 4.2% of the population of Coventry.

The number of Coventry residents born in Poland rose from around 6,400 in 2011 (2.0% of the local population) to just under 8,900 in 2021 (2.6%).

Religion in Coventry

In 2021, 29.6% of Coventry residents reported having "No religion", up from 23.0% in 2011. The rise of 6.6 percentage points was the largest increase of all broad religious groups in Coventry.

43.9% of people in Coventry described themselves as Christian (down from 53.7%), while 10.4% described themselves as Muslim (up from 7.5% the decade before).

There are many factors that can cause changes to the religious profile of an area, such as a changing age structure or residents relocating for work or education. Changes may also be caused by differences in the way individuals chose to self-identify between censuses. Religious affiliation is the religion with which a person connects or identifies, rather than their beliefs or religious practice.

Gender Identity in Coventry

For the first time, the 2021 census asked residents aged 16 and over about their Gender Identity with one voluntary question.

In Coventry, 91.6% of eligible residents (276,873) indicated that their gender identity was the same as their sex registered at birth, 7.6% did not answer the question and 0.8% that it was different, this is higher than the 0.5% in the West Midlands and England.

2.2 On the basis of evidence, complete the table below to show what the potential impact is for each of the protected groups.

- Positive impact (P),
- Negative impact (N)
- Both positive and negative impacts (PN)
- No impact (NI)
- Insufficient data (ID)

**Any impact on the Council workforce should be included under question 2.6 – not below*

| Protected Characteristic | Impact type P, N, PN, NI or ID | Nature of impact and any mitigations required |
|--------------------------|--------------------------------------|---|
|--------------------------|--------------------------------------|---|

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| | | |
|-----------|---|---|
| Age 0-18 | P | <p>It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. These include:</p> <ul style="list-style-type: none"> • improving employability of young people by supporting young people into apprenticeships • promote the safeguarding and welfare of children and young people • Improving the health and wellbeing for children and young people, and reducing health inequalities, around school readiness, educational attainment and young people's mental health and well-being. |
| Age 19-64 | P | <p>It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. These include:</p> <ul style="list-style-type: none"> • promoting the safeguarding and welfare of young people and vulnerable adults • Improving the health and wellbeing of local residents, and reducing health inequalities • support the creation of jobs, upskill local people and support and empower local people to connect with jobs. • Maximise knowledge, training opportunities, skills & access to employment opportunities via economic growth • A focus on enabling people to remain healthy and independent for longer. |
| Age 65+ | P | <p>It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. These include:</p> <ul style="list-style-type: none"> • promoting the safeguarding and welfare of vulnerable adults • Improving the health and wellbeing of local residents, and reducing health inequalities • A focus on enabling people to remain healthy and independent for longer. • support the creation of jobs, upskill local people and support and empower local people to connect with jobs. • Maximise knowledge, training opportunities, skills & access to employment opportunities via economic growth |

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| Disability | P | <p>It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. These include:</p> <ul style="list-style-type: none"> • Improving the health and wellbeing of local residents, including employees and reducing health inequalities • A focus on enabling people to remain healthy and independent for longer. • Provide opportunities e.g. employment opportunities for all, including the most vulnerable, to make a valuable contribution • Promote the safeguarding and welfare of vulnerable adults • a workforce that is representative of the communities we serve, where relevant and proportionate |
| Gender reassignment | P | <p>It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. These include:</p> <ul style="list-style-type: none"> • a workforce that is representative of the communities we serve, where relevant and proportionate |
| Marriage and Civil Partnership | P | It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. |
| Pregnancy and maternity | P | It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. |
| Race (Including: colour, nationality, citizenship ethnic or national origins) | P | <p>It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly.</p> <p>Disparities in respect of race continue to exist; for example, data shows that pupils with a Black Caribbean ethnic background are amongst the groups that are lower performing at KS2; and there are inequalities in employment, with residents of White British ethnicity having higher employment rates than amongst residents from BME backgrounds overall.</p> |
| Religion and belief | P | It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. |
| Sex | P | It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group indirectly. |
| Sexual orientation | p | It is anticipated that the revised equality diversity and inclusion commitment will have positive impacts on this group |

EQUALITY IMPACT ASSESSMENT (EIA)



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| | | indirectly. LGBTQ+ communities are among some of the most excluded and disadvantaged in society. |
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HEALTH INEQUALITIES

| 2.3 | <p>Health inequalities (HI) are unjust differences in health and wellbeing between different groups of people which arise because of the conditions in which we are born, grow, live, work and age. These conditions influence our opportunities for good health, and result in stark differences in how long we live and how many years we live in good health.</p> <p>Many issues can have an impact: income, unemployment, work conditions, education and skills, our living situation, individual characteristics and experiences, such as age, gender, disability and ethnicity</p> <p>A wide range of services can make a difference to reducing health inequalities. Whether you work with children and young people, design roads or infrastructure, support people into employment or deal with welfare benefits – policy decisions and strategies can help to reduce health inequalities</p> <p>Please answer the questions below to help identify if the area of work will have any impact on health inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Lisa Young (lisa.young@coventry.gov.uk) or Alicia Phillips (Alicia.Phillips@coventry.gov.uk in Public Health for more information. More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p> | |
|--|---|--|
| Question | Issues to consider | |
| 2.3a What HIs exist in relation to your work / plan / strategy | <ul style="list-style-type: none"> • Explore existing data sources on the distribution of health across different population groups (<i>examples of where to find data to be included in support materials</i>) • Consider protected characteristics and different dimensions of HI such as socio-economic status or geographical deprivation | |
| | <p>Response:</p> <p>The proposed changes will ensure that reducing health inequalities and our work as Marmot City is integral to the Councils EDI commitment. We are being supported by Professor Sir Michael Marmots team at University College London</p> | |



| | |
|---|---|
| <p>to help us to measure how our work is helping us to tackle health inequalities in our communities</p> <p>The work of the Coventry’s Health Determinants Research Collaboration (HDRC) will strengthen our work as a Marmot city, enabling Coventry to develop an infrastructure to create an evidence base in addressing health inequalities.</p> <p>We recognise that for some of our residents, life is hard because of issues such as unemployment, homelessness, poor unsuitable housing conditions, insecure housing with high housing and energy costs, poverty, discrimination, and poor health. For some of our residents this may mean they live more years in poor health and that they may not live longer healthier lives in our most deprived wards compared to our most affluent wards.</p> <ul style="list-style-type: none"> • Coventry’s life expectancy at birth for females is 82 years and for males it is 78 years. The West Midlands average of 82.5 for women and 78.5 for men. • Coventry’s population density per square kilometre in is 3,846.0. • Coventry’s Index of Multiple Deprivation (IMD) score is 25.6 • 15.4% of the Coventry population are experiencing deprivation relating to low income. • In 2019, Coventry’s Child Poverty, Income Deprivation Affecting Children Index (IDACI) is 21.8% (number of children aged under 16 (0-15) living in families in relative low income during the year). • In 2020, 23.3% of Coventry households are living in fuel poverty. <p>Reducing health inequalities is a strategic priority in the One Coventry Plan and Coventry strategies.</p> | |
| <p>2.3b How might your work affect HI (positively or negatively).</p> <p>How might your work address the needs of different groups that share protected characteristics</p> | <p>Consider and answer below:</p> <ul style="list-style-type: none"> • Think about whether outcomes vary across groups and who benefits the most and least, for example, the outcome for a woman on a low income may be different to the outcome for a woman a high income • Consider what the unintended consequences of your work might be |
| | <p>Response:</p> <ul style="list-style-type: none"> a. Potential outcomes including impact based on socio-economic status or geographical deprivation |



The work of the Marmot Partnership will impact positively, by working collaboratively across the system to identify things that we can change to reduce health inequalities collectively and influence how these are prioritised across wider systems.

The EDI commitment will impact our work positively by embedding reducing health inequalities using the eight domains' recommendations in the Marmot Review Fair Society, Healthy Lives report and the Institute of Health Equity Building Back Fairer Reports in our strategic priorities, our One Coventry approach and work in our communities. These are:

- Give every child the best start in life
- Enable all children, young people, and adults to maximise their capabilities and have control over their lives
- Create fair employment and good work for all
- Ensure healthy standard of living for all
- Create and develop healthy and sustainable places and communities
- Strengthen the role and impact of ill health prevention
- Tackle racism, discrimination and their outcomes
- Pursue environmental sustainability & health equity

The methodology and governance around our approach to undertaking Equality Impact Assessments (EIAs), will ensure that all Council functions are engaging with, and assessing the impact of their services for Coventry's communities as appropriate, as well as considering any potential health inequalities in these communities. Our approach will impact positively by using data and evidence-based practice to help us to understand what health inequalities exist. And how we can tackle these and increase health equity.

- b. Potential outcomes impact on specific socially excluded or vulnerable groups e.g. people experiencing homelessness, prison leavers, young people leaving care, members of the armed forces community.

We recognise that there are groups of people who are disproportionately impacted by health inequalities; and are at risk of having poorer health and lower life expectancy. Our approach will impact positively by using data and evidence-based practice to help us to understand what health inequalities exist for these groups and how we can use this data to understand their specific needs and improve our services.

The methodology and governance around our approach to undertaking Equality Impact Assessments (EIAs), will ensure that all Council functions are assessing the

EQUALITY IMPACT ASSESSMENT (EIA)



impact of their services for these vulnerable groups ensuring access to services continues and that their specific needs are met.

The application of proportionate universalism across services would ensure that resources are allocated across the social gradient, proportionate to need.

2.4 Next steps - What specific actions will you take to address the potential equality impacts and health inequalities identified above?

Equality objectives will be monitored very closely in the form of comments, complaints, from stakeholders and data analysis. This will ensure negative impact is addressed as soon as possible. The Marmot Partnership have produced a draft monitoring tool which contains the programmes of work that take place to reduce health inequalities across the system. The monitoring tool has high level indicators which will measure progress and real life case stories will help us to understand the local impact in communities. The Marmot Partnership will report progress to the Health and Well-being Board.

All Council functions are required to monitor the actions in completed EIA's that have been taken to reduce health inequalities. These actions should be reviewed 12 months after completion.

DIGITAL INCLUSION

2.5 The Covid-19 pandemic accelerated the uptake of digital services nationally, whereby people who are digitally enabled have better financial opportunities, can access new information and are better connected to others (Lloyds Consumer Digital Index, 2021). However, for those who are digitally excluded, the digital divide has grown during the last two years, and without intervention people will be left behind with poorer outcomes across employment, health and wellbeing, education and service access. Some people are more likely to be excluded including: older people, people from lower income households, unemployed people, people living in social housing, disabled people, school leavers before 16 with fewer educational qualifications, those living in rural areas, homeless people, or people who's first language is not English ([NHS Digital.](#))

Some of the barriers to digital inclusion can include lack of:

- **Access** to a device and/or data
- **Digital skills**
- **Motivation** to get online
- **Trust** of online safety

Digital exclusion is not a fixed entity and may look different to different people at different times.

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| <p>Example 1. Person A, has access to a smartphone and monthly data and can access social media apps, however lacks the digital skills and confidence, and appropriate device to create a CV, apply for jobs and attend remote interviews, and/or access educational and skills resources.</p> <p>Example 2. Person B, is digitally confident and has their own laptop, however due a lower household income and other financial priorities, they cannot afford their monthly broadband subscription and can no longer get online to access the services they need to.</p> <p>Example 3. Person C has very little digital experience and has heard negative stories on the news regarding online scams. Despite having the financial resource, they see no benefit of being online and look for alternatives whenever possible. A new council service requires mandatory online registration, therefore they do not access it.</p> <p>It is important that we all consider how we can reduce digital inequalities across our services, and this may look very different depending on the nature of our work.</p> <p>Please answer the questions below to help identify if the area of work will have any impact on digital inequalities, positive or negative.</p> <p>If you need assistance in completing this section please contact: Laura Waller (<i>Digital Services & Inclusion Lead, CCC</i>). More details and worked examples can be found at https://coventrycc.sharepoint.com/Info/Pages/What-is-an-Equality-Impact-Assessment-(EIA).aspx</p> | |
|--|--|
| Question | Issues to consider |
| 2.5 What digital inequalities exist in relation to your work / plan / strategy? | <ul style="list-style-type: none"> • Does your work assume service users have digital access and skills? • Do outcomes vary across groups, for example digitally excluded people benefit the least compared to those who have digital skills and access? • Consider what the unintended consequences of your work might be. |
| | Response: |
| 2.5b How will you mitigate against digital inequalities? | <ul style="list-style-type: none"> • If any digital inequalities are identified how can you reduce these? For e.g. if a new service requires online registration you may work with partner organisations to improve digital skills and ensure equitable processes are available if someone is unable to access online. |
| | Response: |

EQUALITY IMPACT ASSESSMENT (EIA)



2.6 How will you monitor and evaluate the effect of this work?

Equality objectives are formally monitored quarterly and an annual report is produced on the equality impact assessments that have been completed throughout the year.

Progress against the actions on the Workforce D&I Strategy Action Plan are also formally reported on.

2.7 Will there be any potential impacts on Council staff from protected groups?

None

You should only include the following data if this area of work will potentially have an impact on Council staff. This can be obtained from: lucille.buckley@coventry.gov.uk

Headcount:

Sex:

| | |
|--------|------|
| Female | 3237 |
| Male | 1604 |

Disability:

| | |
|---------------------|------|
| Disabled | 288 |
| Not Disabled | 3768 |
| Prefer not to state | 65 |
| Unknown | 720 |

Ethnicity:

Age:

| | |
|-------|------|
| 16-24 | 186 |
| 25-34 | 772 |
| 35-44 | 1010 |
| 45-54 | 1346 |
| 55-64 | 1326 |
| 65+ | 201 |

Religion:

| | |
|-----------|------|
| Any other | 110 |
| Buddhist | 8 |
| Christian | 1507 |
| Hindu | 86 |

EQUALITY IMPACT ASSESSMENT (EIA)



| | |
|-------------------------------|------|
| White | 3374 |
| Black, Asian, Minority Ethnic | 848 |
| Prefer not to state | 28 |
| Unknown | 591 |

| | |
|---------------------|------|
| Jewish | 4 |
| Muslim | 134 |
| No religion | 1111 |
| Sikh | 194 |
| Prefer not to state | 226 |
| Unknown | 1461 |

Sexual Orientation:

| | |
|---------------------|------|
| Heterosexual | 2836 |
| LGBT+ | 132 |
| Prefer not to state | 262 |
| Unknown | 1611 |

3.0 Completion Statement

As the appropriate Head of Service for this area, I confirm that the potential equality impact is as follows:

No impact has been identified for one or more protected groups

Positive impact has been identified for one or more protected groups

Negative impact has been identified for one or more protected groups

Both positive and negative impact has been identified for one or more protected groups

4.0 Approval

| | |
|--|---|
| Signed: Head of Service: Valerie De Souza | Date: 15.03.23 |
| Name of Director: Allison Duggal | Date sent to Director: 15.03.23 |
| Name of Lead Elected Member: Councillor A S Khan | Date sent to Councillor: 20.03.23 |

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Email completed EIA to equality@coventry.gov.uk

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