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3 June 2013

## **S U M M O N S**

**MEETING:** Overview and Scrutiny Committee  
**DATE:** 11 June 2013  
**TIME:** 6.00 pm  
**PLACE:** Committee Room 1, Town Hall, Gosport  
**Democratic Services contact:** Chris Wrein

LINDA EDWARDS  
BOROUGH SOLICITOR

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### **MEMBERS OF THE COMMITTEE**

Councillor Mrs Cully (Chairman)  
Councillor Farr (Vice-Chairman)

Councillor Forder	Councillor Jacobs
Councillor Foster-Reed	Councillor Jessop
Councillor Geddes	Councillor Kimber
Councillor Gill	Councillor Mrs Morgan
Councillor Hylands	Councillor Scard

### **FIRE PRECAUTIONS**

(To be read from the Chair if members of the public are present)

**In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**IMPORTANT NOTICE:**

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

**NOTE:** Please note that mobile phones should be switched off for the duration of the meeting.

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

*All Members present are reminded to declare, at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest in any item(s) being considered at this meeting.*

### **3. MINUTES**

*To confirm the Minutes of the meetings of the Committee held on 14 March and 16 May 2013 (attached).*

### **4. REPORTS TO BE RECEIVED**

#### **(i) SINGLE EQUALITY SCHEME ANNUAL REPORT**

*To report progress of the Council's Single Equality Scheme and Action Plan and to note progress of the Council's corporate equality work in response to recent statutory changes.*

#### **(ii) EDUCATION WORKING GROUP**

*Verbal report (Councillor Gill) following the visit to Bridgemary School on 14 May 2013.*

### **5. DEVELOPMENT OF A WORK PROGRAMME**

#### **A) REQUESTS FOR SCRUTINY**

*To consider any requests for scrutiny received by the Borough Solicitor. A copy of the Scrutiny Work Plan Prioritisation Aid is attached.*

#### **B) WORK PROGRAMME**

*To consider the work programme (attached) for the Committee and any suggestions from Members for issues to be scrutinised and to discuss the forthcoming visit of Members of the Committee to Portchester Crematorium on 17 June 2013 at 5pm.*

#### **C) OTHER SUGGESTIONS FOR SCRUTINY**

### **6. ANY OTHER BUSINESS**

GOSPORT BOROUGH COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

11th June 2013

**ITEM FOR DISCUSSION**

**TITLE: SINGLE EQUALITY SCHEME ANNUAL REPORT**

**AUTHOR: HEAD OF CORPORATE POLICY AND COMMUNITY SAFETY**

**1.0 PURPOSE:**

To report progress of the Council's Single Equality Scheme and Action Plan two years after implementation and to note progress of the Council's corporate equality work in response to the latest statutory guidance.

**2.0 BACKGROUND:**

- 2.1 The Single Equality Scheme and Action Plan 2011-2014 was formally adopted in May 2011 to set out how the Council intended to fulfil its duties under the Equality Act 2010.
- 2.2 The Council developed a single scheme and action plan to encompass all of the areas under the Act in which a person can be protected against discrimination. It demonstrates the Council's commitment to the new legal duty on statutory bodies to consider the needs of all of these groups when designing and delivering public services.
- 2.3 Prior to the Act, the Council met its statutory equality duties by producing and monitoring separate schemes and action plans for race, disability and gender equality.

**3.0 REPORT:**

- 3.1 The Scheme reflected the requirements, as then known, of the new Public Sector Equality Duty (PSED) which came into effect on 5 April 2011 and set out how the Council planned to meet the general and specific duties within it.
- 3.2 Under the general duty public bodies must have due regard to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

- 3.3 The general duty is underpinned by a number of specific duties which provide a framework to help public bodies meet the general duty. Most public bodies such as local authorities must meet both the general duty and the specific duties.
- 3.4 The Scheme and Action Plan demonstrates the Council's compliance with the legislation and charts improvements made in four priority areas of equality and diversity work established through research and consultation with key stakeholder groups during development of the Scheme.
- 3.5 Since the launch of the Scheme two years ago, the Government has revised its initial guidance to public bodies about the compliance requirements for the specific duties. Guidance was issued in late 2011 with a deadline on Councils to publish an array of equality information by 31 January 2012 and to publish at least one equality objective by 6 April.
- 3.6 The Council met these specific duties largely because of the work already done to develop its Single Equality Scheme. Information gathered to develop the Scheme was used in our published reports and three specific and measurable equality objectives were identified from the priority areas for equality improvement described in the Scheme.
- 3.7 In May 2012, the Government announced significant reforms to the role of the Equality and Human Rights Commission (EHRC) and that a full review of the PSED would take place. Results of this review have been significantly delayed, but new Technical Guidance on the Public Sector Equality Duty was issued in January 2013 providing more practical guidance on applying the PSED. The Council's Equality and Diversity Steering Group (EDSG) has reviewed this guidance alongside our corporate equality practices to ensure the Council is complying with the latest requirements and demonstrating good practices. The Scheme is reviewed annually by EDSG and will be updated as needed.

#### **4.0 CONCLUSION:**

- 4.1 Two years on, the Single Equality Scheme is still a useful tool for the coordination and further development of the Council's equality and diversity work in response to a new and still shifting legislative landscape as the result of the Equality Act 2010.
- 4.2 The Action Plan, reviewed every six months, provides a "broad brush" identification of progress made against the four priority areas for further

equality work identified in the Scheme.

***Supporting Information***

<b>Financial implications:</b>	None
<b>Legal implications:</b>	None
<b>Risk Assessment:</b>	An equality scheme is not a statutory requirement. However, compliance with all anti-discrimination legislation is required and failure to comply could invite possible enforcement action from the EHRC or legal challenges from groups and individuals against the Council on equality grounds.
<b>Background papers including previous reports:</b>	The Single Equality Scheme 2011-2014, adopted May 2011; The 2011-2014 Single Equality Scheme, revised May 2012
<b>Enclosures/Appendices:</b>	Appendix A: The Single Equality Scheme 2011-14 Action Plan, updated May 2013
<b>Contact name &amp; tel. no.</b>	Julie Petty, 023 9254 5381

## Single Equality Scheme Action Plan 2011-14

Key Abbreviations	
CMT – Council Management Team	EDSG – Equality and Diversity Steering Group
O&S – Overview and Scrutiny	GAG – Gosport Access Group
HIOWLA – Hampshire and Isle of Wight Local Authorities	GVA – Gosport Voluntary Action
PRENO – Portsmouth Race Equality Network	LDG – Learning and Development Group
CPCS – Corporate Policy and Community Safety Section	C3 – Customer Care and Communication
CSP – Community Safety Partnership	BME - Black and Minority Ethnic
EIA- Equality Impact Assessment	PB- Participatory Budgeting

Progress noted as at end April 2013

Priority 1: Understanding and responding to the diverse needs of customers				
Action	How will it be measured	By Whom	By When	Comments
1.a. Ensure continued compliance with the Disability Audit recommendations for the Town Hall in line with the Disability Discrimination Act 2005(DDA)	Progress updates to GAG and EDSG	Access Officer and GAG	04-11✓ 04-12✓ 04-13✓	No breaches of the DDA found during weekly checks by Access officer.
1.b. Ensure reception areas of the Town Hall remain safe and accessible for all customers	Access Officer record of actions resulting from customer and staff suggestions and feedback	Service Unit managers in liaison with Access Officer, GAG and other groups	Updates reported at GAG and EDSG	Reception areas monitored for accessibility weekly by Access Officer. No further actions

				required.
1.c. Section Heads review their equality monitoring practices annually to ensure compliance to Council Equality Monitoring Framework	Percentage completion rate of compliance statements	Section Heads	12-11✓ 12-12✓ 12-13	100% reviews completed
1.d. Section Lead officers complete EIAs assigned to them for new and existing policies, strategies and functions in line with the corporate timeline.	EIA completion rate monitored by CPPS as part of quarterly review	EDSG	03-12✓ 03-13✓ 03-14	82% scheduled EIAs completed, 4 deferred until later in 2013
1.e Publish completed EIAs on the Council's web site after review by EDSG	No. published	CPPS	06-12✓ 06-13 06-14	Only EIAs completed within last 2 years are published. Older EIAs are removed from website, but kept on file.
1.f. Annually review of the Customer Care Handbook to ensure it provides up-to-date information and best practice guidance	Completion of review and revisions made	C3 Group	06-11✓ 06-12✓ 06-13	Review completed and revised handbook in preparation.
1.g. Liaise with local BME groups and forums to discuss new	Record of contact and any actions identified for action plan	CPPS	09-11✓ 09-12✓ 09-13	BME trends and needs checked via members of the

trends or needs of local BME populations and how to address them				Gosport BME Wellbeing Network which meets 3x per year and includes voluntary and public service providers and . the new Fareham and Gosport Multicultural Society.
1.h. Annually report on the progress of this scheme to CMT and O&S Committee	Submission of annual report	CPPS	CMT: 06-12✓ 05-13✓  O&S: 07-12✓ 06-13✓	Annual report from EDSG with Scheme progress provided at CMT on 21-5-13, O&S Committee Report provided 11-6-13.
1.i. Review annually the Welcome to Gosport Guide and liaise with EU Welcome on suggestions for change	Record of distribution, requests for more copies or requests for alternate languages	CPPS	09-11✓ 09-12✓	Action completed. No need identified from EU Welcome for the last two years.
1.j. Create an internal data portal to include customer insight data and enable sharing of data across Council service units to inform service development and delivery	No. of data sets in portal, no. of site users	Data Working Group	12-12 Council formally joined County Data Hub partnership.	HCC Hub prototype in use and priority data sets being loaded. Partners can access, fully operational by end 2013.
1.k. Review 2011	Additions to the portal	Data Working Group	01-13✓	Reviewing recent

Census data available and determine which would be useful for availability on the data portal				Census data releases and updating current documents. Updated diversity profile for Borough on website.
<b>Priority 2: Valuing its workforce, providing equal opportunities in its employment practices and promoting fair employment practices in the Borough</b>				
Action	How will it be measured	By whom	By when	Comments
2.a. Review staff e-learning equality and diversity modules annually to ensure they reflect current legislation	Annual checkpoint with Cylix to ensure modules reflect current legislative additions or changes	IT Training Officer in liaison with Head of Personnel, EDSG and e-learning contract provider	09-11✓ 09-12✓	E-learning modules updated to reflect new Council SES and Equality Act requirements.
2.b. All Council staff to refresh their equality and diversity training at least every three years through completion of e-learning modules	Quarterly IT training reports on staff completion by unit	Personnel and IT Training Officer	Quarterly updates via EDSG	311 employees had completed refresher training in 2012 with only a few still to complete their required modules.
2.c. All new Council staff to complete their e-learning equality and diversity modules within the first three months of their employment	Quarterly personnel IT Training Officer reports	Personnel IT Training Officer reports	Quarterly updates via EDSG	All new starters completed their training within the first three months of their employment.
2.d. Develop in-house training tools to assist	No. of training aids developed, record of	EDSG with input from LDG and C3 Groups	Quarterly updates via EDSG	Transgender Awareness session

staff in applying their understanding of equality and diversity issues to real life work situations	implementation means, feedback from users		Annual report to CMT: 06-11✓ 06-12✓ 06-13✓	provided by Chrysalis to Unit reps in 2012. Session notes shared on the Infonet. Ongoing- updated equality info and case studies circulated to section heads and posted on Infonet as staff resources.
2.e. Collect post-contract monitoring data from contractors and review annually to assess compliance with the Council's equalities standards	No. of annual reviews held with contractors, no. of reviews of monitoring data completed	The Contracts Core Group	June 2012✓ June 2013✓	Ongoing-E & D policies of Streetscene contractors reviewed, diversity of Housing contractor workforce monitored, customer compliments and complaints monitored as part of all contracts. Core group meets quarterly to discuss any issues with contracts.
2.f. Complete analysis by gender, ethnicity, and disability of applicants for each post and appointments made	Annual report to EDSG/CMT and part of quarterly review of local indicators	Personnel	09-11✓ 09-12✓ 09-13	2013 report being prepared
2.g. Research the use of possible positive		Personnel in liaison with Unison and CMT	11-11✓ 11-12✓	No positive action identified as

actions, if required, in recruitment and training to encourage consideration of all career paths without bias			11-13	necessary in 2011 or 2012 but maintained under review for 2013.
2.h. Collect data to assess the number of employees who are disabled, from a BME group, age ranges, analysis of posts by gender and those occupying senior posts	Reviewed annually as part of local indicators, and three yearly via equal pay audit	Head of Personnel	09-11✓ 09-12✓ 09-13	Equal pay audit completed and data reviewed quarterly
2.i. Analyse workforce data for any equality issues, identify actions needed or make recommendations to EDSG for ways of addressing issues identified	Review by EDSG	Head of Personnel	09-11✓ 09-12✓ 09-13	No issues requiring action identified either by analysis/monitoring or through staff survey. Monitoring continues.
2.j. Review use of medical report forms in line with Equality Act 2010	Implement new procedures for use of medical report forms after offer of employment	Head of Personnel	04-11✓ 04-12✓	Completed and implemented. Head of Personnel has updated EDSG and advised People Managers.
2.k. Complete of an	Completion of audit	Personnel Officer in	9-11 Audit✓	Audit and analysis

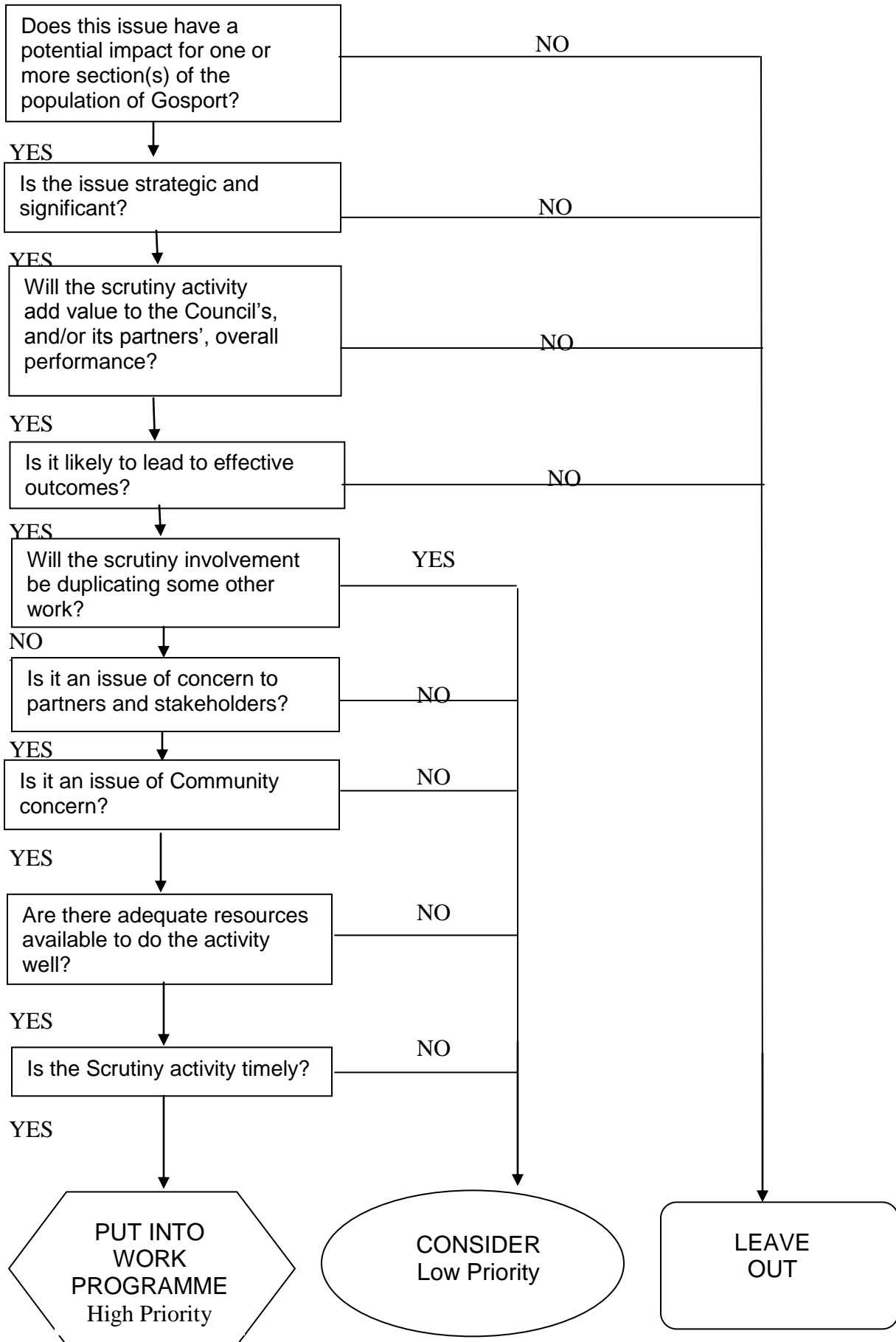
equal pay audit every three years. Analysis of results including comparison with previous years to assess actions needed to address		consultation with Unison Branch Secretary	12-11 Analysis ✓	completed; no equal pay issues identified.
<b>Priority 3: Working with partners to tackle inequalities, disadvantage and discrimination in the Borough</b>				
Action	How will it be measured	By Whom	By When	Comments
3.a. Provide guidance to local businesses and service providers on disability access issues and requirements	No. of articles in Business Information Newsletter and on web site. No. of visits to local businesses to provide access advice	Access Officer with GAG and Economic Prosperity team	6 monthly updates	GAG members continue to monitor accessibility of local businesses and services and advise them on ways to improve as needed.
3.b. Publish a local directory of domestic violence information and support services and support on web site and keep it updated	Information updates by members of the Fareham and Gosport Domestic Abuse Forum. No. of website hits	Antisocial Behaviour Coordinator from Community Safety Team	12-11✓ 12-12✓ 12-13	GBC website links to information and guidance about local domestic abuse services and supports.
3.c. Improve understanding of particular issues Black and Minority Ethnic (BME) people may encounter in accessing local	Feedback from BME people via community networks, local service delivery providers, customer contact, consultation results. and Community	Gosport BME Wellbeing Network members, County Council BME Community Development Officer, GBC officers	Ongoing	Network meeting held. Representatives of the new Fareham & Gosport Multicultural Society regularly attend.

services	Development Officer and local service providers. Results from Wellbeing Network projects to engage with local BME people			
3.d. Advise on physical access improvements in the development of the Alver Valley to ensure access by disabled people	Consultation feedback and improvements agreed	Access Officer and Countryside Officer in partnership with GAG	12-11✓	No new GAG involvement reported.
3.e. Update the Gosport Sustainability Profile for Gosport Partnership to ensure it reflects the most current demographic range of data for the Borough	Delivery of the annual update to the Board	Officer support from Planning Policy and CPCS	9-11✓ 9-12✓ 9-13	The Gosport Sustainability Profile is still updated and posted on the Council web site.
<b>Priority 4: Supporting local citizen involvement and promoting good relations within and across communities</b>				
Action	How will it be measured	By Whom	By When	Comments
4.a. Host an annual Community Forum conference for community and voluntary sector and statutory members to	Participation numbers and event feedback forms	CPPS in partnership with the Community Forum	11-11✓ 11-12✓ 11-13	Very successful event held in 2012 at HMS Sultan. 2013 event planned there in November.

provide training on topical cross-sector issues				
4.b. Support National Volunteer Week by promoting local volunteering opportunities to staff and supporting annual community volunteer awards	Staff announcements promoting local volunteer vacancies and role of Volunteer Centre, hosting annual awards event	CPCS with Volunteer Centre staff	06-11✓ 06-12✓ 06-13✓	Event planned for 3 June at Town Hall Successful Jubilee themed annual award event held last year at Thorngate Halls.
4.c. Consult with disabled people over design and facilities at the new Holbrook Leisure Centre	Record of Implementation of consultation recommendations	Leisure and Cultural Services in co-operation with the Access Officer	7-11✓ 1-13✓	Two recommendations implemented: Hoist for disabled swimmers in main pool repositioned as per Access Officer guidance, portable 45 degree steps provided for disabled users.
4.d. Promote GADSAD (Gosport and District Sports Association for the Disabled) and adult multi sports sessions locally to increase participation	Participation numbers	Leisure Development Officer	06-11✓ 06-12✓ 01-13✓	A variety of sports sessions continue to be promoted widely.
4.e. Promote existing local sports activities for disabled children	Participation numbers	Leisure Development Officer	07-11✓ 01-12✓ 01-13✓	Various sports sessions continue to be promoted widely.

and young people to increase participation				
4.f. Advise Gosport Submarine Museum on equal access at every stage of an ongoing £5m re-fit of the submarine HMS Alliance	Update from Access Officer	The Heritage Open Days Inclusion Group which includes Access officer	1-13✓ 10-13	Ongoing- The group is advising on refit plans to improve the access and sensory experience of disabled visitors.
4.g. Invite local voluntary and community organisations to consult on Council plans and policies via GVA through its links and databases	No. of consultation announcements sent to GVA	CPCS	06-11✓ 06-12✓	Two consultations- Stokes Bay Play Park facility Oct-Nov. 2012 and on Local Council Tax Support Scheme Oct-Nov. 2012
4.h. Undertake a review of participatory budgeting pilots and make recommendations for future use	Report to the CSP, and record of agreed actions	Head of Community Safety	06-11✓ 06-12✓ 06-13	Planning commenced for Participatory Budgeting event in Autumn 13 Successful event held in 2012 at Thorngate Halls.
4.i. Develop and support neighbourhood forums to address community safety and neighbourhood	Report to CSP	Head of Community Safety	06-11✓ 06-12✓ 06-13	Support and actions are integrated into the Community Safety Plan 2011-2013.

improvement issues				
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**OVERVIEW AND SCRUTINY COMMITTEE: WORK PROGRAMME**

<b>Work Area</b>	<b>Lead Member/Officer</b>	<b>Date to be reported to Committee</b>
Single Equality Bill	Julie Petty	Annually: June 2013
Visit to Portchester Crematorium	Chairman	11 September 2013
Promotion of the Borough (Social Media)	David Eland	11 December 2013
Chairman's Annual Report 2013/14	Chairman	Annually: Mar 2014
Housing Allocations Policy	Corinne Waterfield	April 2014
Work areas: <i>Review at each meeting</i>		