

Equality Journal

April 2016 – March 2017

The City of Lincoln Council's Annual
Equality Journal



CITY OF
Lincoln
COUNCIL

Together, let's deliver
Lincoln's ambitious future



Table of Contents

	Section	Page Number
1.	Introduction	7
2.	Our Strategic Equality Objectives	8
	2.1 Our services are more accessible and do not discriminate on any unjustifiable grounds	8
	2.2 Local communities and stakeholders are empowered to influence the way our services are provided to them	10
	2.3 Equality and Diversity is at the heart of decision making at all levels within the council	12
	2.4 Our workforce at all levels reflects the make-up of the local community	13
	2.5 Equalities, Social Inclusion and Community Cohesion have all improved within our communities	15
3.	Lincoln Demographics	19
4.	Workforce Demographics	22
5.	Lincoln versus Workforce Demographics	25
6.	Looking ahead towards 2017 and 2018	28
	Appendix A	29
	Contact details	31

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1. Introduction

The purpose of this Equality Journal is to provide an update on what the City of Lincoln Council has done, between 1st April 2016 and 31st March 2017, towards achieving the council's Strategic Equality Objectives, and to provide in one place, up to date equality information. It is in effect the council's Equality and Diversity Annual Report.

In 2016, following an overwhelming response, it was agreed the five Strategic Equality Objectives, originally in place for four years from 2012, continued to be fit for purpose and should remain in place until 2020.

The underlying Equality Objectives Action Plan for 2016-17 measures progress against the five Strategic Objectives. All of the actions in the plan were identified by service areas with support from the Principal Policy Officer. The plan uses a traffic light system to indicate where we are in terms of achieving progress against specific actions, who is responsible, what part of the service plan it relates to, the deadline, how it is measured and so on. The action plan is very much a 'living' document', with new actions added as required.

The Corporate Policy Unit continues to retain responsibility for monitoring the Equality Action Plan, ensuring Equality Objectives are reviewed appropriately, and providing overall equality information for the council in this annual journal. Human Resources continue to manage staff training in respect of Equality and Diversity, whilst legal advice continues to be provided by the Legal team.

This Journal provides an overview of our major projects, achievements and targets to date within each of the five Equality Objectives and Action Plan, which reflects the council's commitment to the Equality Act 2010 and the Public Sector Equality Duty.

The council's five year Strategic Equality Objectives continuing to 2020 are to ensure:

1. Our services are more accessible and do not discriminate on any unjustifiable grounds
2. Local communities and stakeholders are empowered to influence the way our services are provided to them
3. Equality and Diversity is at the heart of decision making at all levels within the council
4. Our workforce at all levels reflects the make-up of the local community
5. Equalities, Social Inclusion and Community Cohesion have all improved within our communities

In this Equality Journal and in the Equality Action Plan, evidence of how we have worked towards the five strategic objectives is provided. This Equality Journal also includes information on the City of Lincoln Council's workforce demographics, and Lincoln's resident demographics, both of which are used to inform decision making.

The five strategic objectives outline what the City of Lincoln Council is seeking to achieve in order to meet the three aims outlined in the Equality Act (2010) and the Public Sector Equality Duty. These are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- 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

The nine protected characteristics are:

- Age
- Disability
- Race
- Sexual orientation
- Gender
- Pregnancy and maternity
- Religion and belief
- Gender reassignment
- Marriage and civil partnership

In January 2017, the City of Lincoln Council launched the new Vision 2020 Strategic Plan, of which one of the key strategic priorities is 'Let's reduce inequality'. In order to ensure the council meets this priority, a range of projects will be delivered over the next three years to further help reduce inequality in the city. Progress towards meeting this strategic priority, alongside the other strategic priorities in the plan, will be monitored directly by CMT.

This report is produced by the Corporate Policy Unit.

2. Our Strategic Equality Objectives

Listed below are the key activities completed between April 2016 and March 2017 towards meeting each of the Strategic Equality Objectives. A summary of the action plan is attached as Appendix A, showing completed and ongoing actions. The action plan has been monitored on a regular basis by the Equality and Diversity Group, with new actions being added as identified. Over the period 2016-2017, the plan has included 51 actions. Of these, 42 (79%) were completed, seven (14%) were delayed, and two (4%) were overdue.

Below are more details of some of the key actions under each objective.

2.1 Our services are more accessible and do not discriminate on any unjustifiable grounds.

We continue to look at ways of making our services more accessible. Examples of how we have done this over the year 2016/17 include:

City People

The intranet 'City People' continues to be a key resource for providing guidance on branding, styles and alternative formats and languages, together with guidance on broadcasting messages to the community. A special page dedicated to this area has continued to be developed and maintained on City People throughout 2016/17 (<http://citypeople/staff-essentials/equality-and-diversity>).

Promoting the use of Social Media

Over the past two years, the use of social media, including Facebook and Twitter, has proven to be a key tool for raising awareness with minority groups, and includes promotion of community cohesion events and associated news stories in the city. Social media has also acted as an effective tool for listening to, discussing and influencing our community, and continues to be a particularly effective tool for communicating with the younger residents, including students. The 'City of Welcome' Facebook page is also a resource for communicating with our residents, with the number of 'likes' on this page continuing to rise.

Your Lincoln

We have continued to publish Equality and Diversity and Community Cohesion articles within the council's resident's magazine 'Your Lincoln'. During the 2016/17 period some of these articles included:

- Celebrating Community Champions through the Neighbourhood Awards Ceremony
- World Hello Day
- 'In Bloom' Neighbourhood Competition
- Let's stamp out Hate Crime
- Transformation of City Hall to house five key services under one roof
- City Centre Celebration event hosted by Lincoln's Muslim community to celebrate Eid Al-Adha

Staff Training

Between April 2016 and March 2017 the following Equality & Diversity related training sessions and courses were provided to City of Lincoln Council employees:

- Equality & Diversity for new starters (online)
- Hate Crime Awareness
- Safeguarding
- Recruitment
- Sickness management
- Capability

The following Equality & Diversity related training courses were made available by Unison between April 2016 and March 2017:

- Autism Awareness
- Deaf Awareness and Sign Language
- Dementia Awareness Training
- FGM Awareness
- Unconscious Bias Course (Exploring Hate Crime)
- Exploring migrant workers and disabled workers under threat of redundancy

The following Equality & Diversity related training courses were delivered in customer services early morning briefing sessions between April 16 and March 17:

- Age UK Wellbeing
- Safeguarding
- Equality & Diversity
- Hate Crime Awareness
- Deafness Awareness
- Transgender

In compliance with the 'Prevent' duty, staff members who are in contact with the public have also been required to complete online or face to face 'Prevent' training. This training forms part of the government's counter-terrorism strategy to identify people who might be vulnerable to radicalisation and violent extremism, and helps to re-direct them to the support they require.

Improve disabled toilet facilities at City Hall

In August 2016, additional disabled toilet facilities were installed on the fourth floor of City Hall. The installation of these facilities has ensured all City of Lincoln Council and Department for Work and Pensions staff can easily access disabled toilets. These additional facilities complement the disabled toilet facilities already available on floors zero, one and two at City Hall.

Disabled access ramp to the new DWP Medical Assessment Centre

Working in collaboration with the Department for Work and Pensions, a new disabled ramp was installed at City Hall during summer 2016. The ramp provides access to the new DWP Medical Assessment Centre located on the ground floor, which forms part of the new Public Sector Hub.

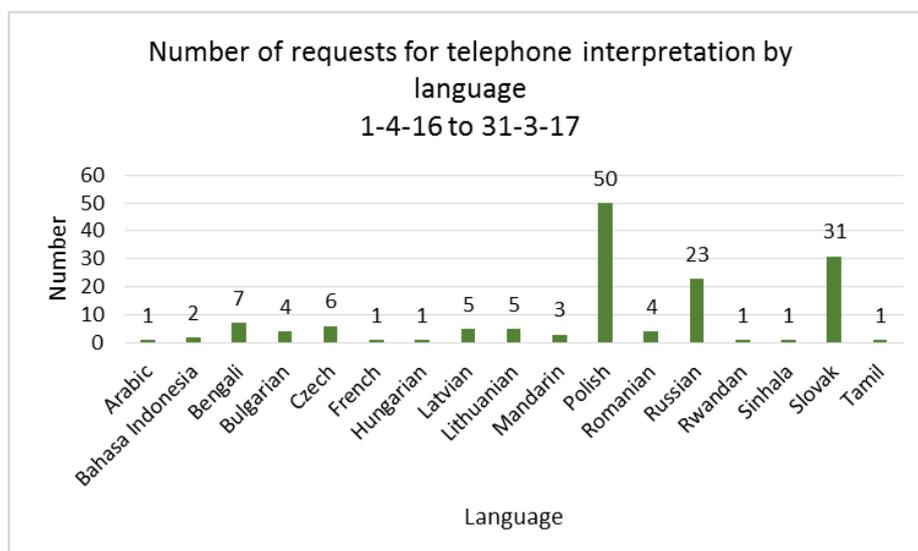
Incorporate equality consideration when undertaking Fire Risk Assessments

In 2016/17, 18 Fire Risk Assessments have been undertaken on City of Lincoln Council owned buildings. As part of the assessment process, the ability for a disabled person to escape each site was assessed to ensure all users could safely and quickly evacuate the premises in the event of a fire.

2.2 Local communities and stakeholders are empowered to influence the way our services are provided to them.

Translation and interpretation

Our policy is generally not to translate or interpret unless required. However, we do monitor carefully where requests for interpretation have been made. Details of which are provided in the chart below.



A short guide, Living in Lincoln, is available in several of the most requested languages and provides key contact information for new arrivals to the city.

New arrivals

Lincoln has an increasingly diverse population, with new arrivals to the city coming from Europe and elsewhere. Many new arrivals settle first in Park and Abbey wards where there is a large amount of cheap rented accommodation. The focus has, therefore, been to work in these communities to encourage integration, not only with long term residents of the city, but also with each other. Throughout 2016/17, both the Central Neighbourhood Working Team and Community Cohesion Officer worked with other agencies to develop community activity in the area which brings people together from different backgrounds. During 2016/17, initiatives such as World Hello Day, The Big Lunch, International Women's Day, Holocaust Memorial Day and Hate Crime Awareness Week, have all been promoted by the council.

Lincoln Against Poverty Conference 2017

The City of Lincoln Council hosted a Lincoln Against Poverty Conference in March 2017. Whilst not directly linked to Equality and Diversity, many of those in poverty in the city identify with one or more of the protected characteristics, and a key theme of this conference was supporting older people. The focus of the conference was to agree the actions for the Lincoln Against Poverty Action Plan for the year 2017/18, and was attended by 29 organisation from across the city. The conference also reviewed the progress made towards the Lincoln Living Wage Campaign. As of March 2017, 28 organisations in the city had registered with the council as paying the Voluntary Living Wage. This campaign continues to be steered by the Lincoln Living Wage Forum, which is made up of representatives from the public, private, voluntary, trade union and education sectors.

E&D training for Lincoln Tenant Panel Members

Equality and Diversity training for Lincoln Tenant Panel representatives took place on 8th February 2017. The training helped to raise awareness of the importance of Equality & Diversity in local communities, and provided an overview of Equality and Diversity activities undertaken by the council.

Citizens Panel Refresh

The City of Lincoln Council refreshed its citizen's panel member list in Autumn 2016, with the aim of ensuring the panel was representative of the population of the city. To encourage younger residents to join the panel, a City of Lincoln Council representative attended fresher's fayres at both University of Lincoln and Bishop Grosseteste University in September 2016. An external company was also used to encourage residents from all backgrounds to join the panel. Work will continue to ensure the panel remains representative over the coming year, and remains an effective tool for gathering feedback from all resident groups on the services we deliver.

2.3 Equality and Diversity is at the heart of decision making at all levels within the council.

Decision making process and equality analyses

The council's decision making process is set out in a document available on the Equality and Diversity page on the council's intranet. All decisions need to be carefully considered as to how much emphasis needs to be placed on all requirements of law, and the document specifically mentions the Equality Act 2010 and Public Sector Equality Duty.

In order to assist with assessing the impact on equality of proposed changes to policies, procedures and services, the council has an Equality Analysis Toolkit which must be considered. It is recognised that a full equality analysis is not always required, but officers are encouraged to refer to the toolkit in order to determine the best way to ensure full consideration of Equality and Diversity issues.

Equality analyses were undertaken on the following policies and projects between 1st April 2016 and 31st March 2017:

- Powers held under Animal Welfare Act
- Charging for Public Toilets
- Council Tax Penalties
- Reduction in funding for Lincoln Drill Hall
- Expansion of the Resident Parking Scheme
- Flexible Working Hours Policy
- Introduction of Fixed Penalty Notices for fly tipping offences
- Review of the Health, Safety and Welfare Policy
- New Housing Strategy for Lincoln
- Review of Job Evaluation Policy
- Review of Noise Nuisance Policy
- Temporary Bus Station Disabled Access
- Trusted Landlord Scheme
- Withdrawal of Healthy Lifestyles Team
- Review of Neighbourhood Working
- Waitrose Park and Ride

All Executive and Scrutiny papers are reviewed to ensure proper consideration of equality analyses has taken place in advance of decisions being taken.

Equality and Diversity Tree of Responsibility

The Equality and Diversity Tree of Responsibility was reviewed in March 2017 to include new roles and responsibilities, following structure changes across the council. Staff were notified of the changes through City People and In Brief, which also helped to remind staff that everyone has a duty to be aware of Equality and Diversity in the workplace.

Equality and Diversity Group

The council's Equality and Diversity Group met in September 2016 and again in February 17. Agenda items and topics for discussion included:

- Updates made on the progress towards the Equality and Diversity Action Plan
- Equality Journal 2015/16
- Establishment of a Disabled Access Reference Group

The chair of the E&D Group, Cllr Chris Burke, delivered his annual Equality and Diversity report to Full Council in July 2016.

Equality & Diversity Notice Boards

Within City Hall/Hamilton House there are five Equality and Diversity notice boards. These boards are updated monthly and provide up to date information on Equality and Diversity related matters and events being held at the City of Lincoln Council, and at other organisations across the city. These notice boards are also a key resource for refreshing employee's knowledge around the Equality Objectives of the City of Lincoln Council and the Equality and Diversity responsibilities of each staff member, and provide other useful information on Equality and Diversity.

City People & In Brief

All Equality and Diversity related training sessions are also publicised on the council's intranet 'City People', and through the weekly staff newsletter 'In Brief'. Community Cohesion articles are also regularly published through these communication channels to provide staff with up to date information on Community Cohesion events being held in the city, and also give an insight into the work of a range of inter faith groups in Lincoln.

2.4 Our workforce at all levels reflects the makeup of the local community

Disability Confident Committed Status

The Disability Confident scheme has replaced the Two Ticks scheme, and supports employers to make the most of the talents disabled people can bring to the workplace. The city council has achieved Disability Confident Committed status, building on the 22 years from 1995 that the council held the Two Ticks disability symbol.

Make-up of the workforce

According to data provided in March 2017, the council's workforce stood at 675 staff members. Of this figure, 317 were males and 358 were females. 38 members of the workforce declared a disability and 28 were from a black and ethnic minority group. The largest age group was 50 to 59 years of age, with 179 staff members in this age group. 128 staff declared their religion as Christian and 24 as Atheist. 472 declared they had no religion.

Data provided by the council's iTrent staff self-service system in March 2017 has been analysed in sections four and five of this report. This information includes: age, religion, ethnicity, disability and religion.

The council is required to adopt a Pay Policy Statement. This provides information about senior pay group salaries (top five tiers) as well as differentials between these grades.

Student Placements

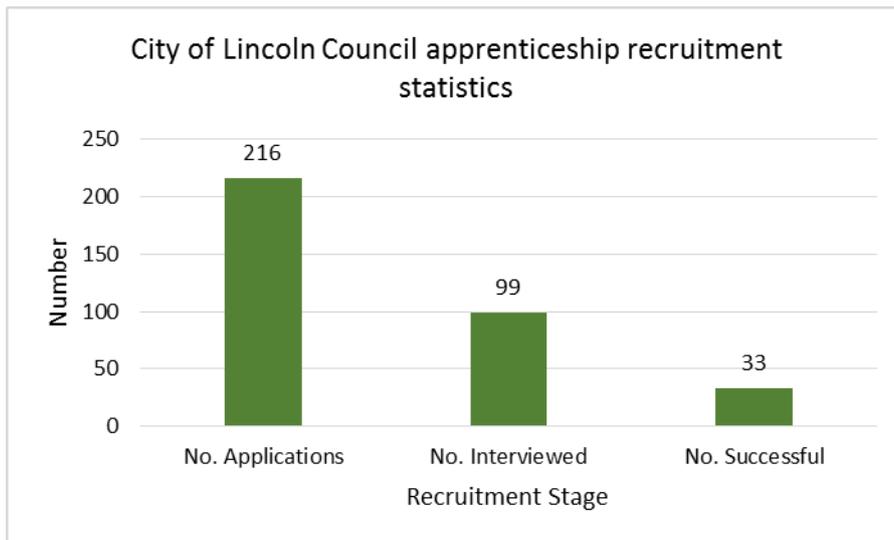
During 2016, the City of Lincoln Council offered three University of Lincoln students the opportunity of a month's work experience placement. These placements were offered in the Corporate Policy Unit, Community Services and in The Network. The placements helped to develop our relationship with the University of Lincoln, as well as providing three students with excellent work experience within a local government setting.

Plans are underway for six University of Lincoln students to undertake work experience during summer 2017.

The council also offers ad hoc work experience for school leavers who wish to gain experience working within a business environment.

Apprenticeship Scheme

The City of Lincoln Council continues to provide a successful apprenticeship scheme. Between April 2016 and March 2017, 216 applications were made to join our apprenticeship scheme. Of these applications, 99 were successful in reaching the interview stage, and 33 were successful in gaining an apprenticeship position. Of those joining the scheme, 32 were aged under 24, seven had a learning difficulty or disability, one was Bangladeshi, two were Lithuanian, and 10 had a religious belief of Atheist. Full details of those recruited to the scheme has been provided below.



	Total	Under 24 – male	Under 24 – female	25 and above - male	25 and above – female	Learning Difficulty or Disability	Race	Religion & Belief
No. applications	216	75	138	1	2	Not collected	Not collected	Not collected
No. Interviewed	99	31	67	0	1	Not collected	Not collected	Not collected
No. Successful	33	13	19	0	1	3 – Asthma 1 – Scoliosis 1 – Dyslexia 1 – Depression 1 - Diabetes	30 - White British 1 – Bangladeshi 2 – White Other - Lithuania	10 – Atheist 3 – Catholic 1 – Christian 12 – Church of England 1 – Muslim 1 - Islam 3 – Non-specific 2 – Prefer not to say

Throughout 2016/17 the council has continued to explore ways to improve the diversity of the workforce through the council's apprenticeship scheme. This work has included: continuing to market the scheme via the council's website, taking part in National Apprenticeship Week, and promoting the scheme via our Neighbourhood Working teams. Existing apprentices have also been encouraged to take the lead on marketing at some open days and job fairs, and have directly engaged with young people in schools to encourage wider participation. The offer of providing work experience has also been rolled out to more schools and potential job seekers. This has resulted in a small increase in applicants of other ethnicities applying for an apprenticeship with the council, and their successful recruitment into positions.

Human Resource Activity

Following a review of the council's recruitment, grievance, capability, disciplinary, sickness and leave policies in 2015/16, a review of the remaining four HR policies took place between April and June 2016, with the aim of reviewing each with regard to Equality, Diversity and Human Rights considerations. The 2015 and 2016 reviews have ensured each policy has been updated in line with legislative changes, had clear responsibilities, and were consistent with each other. The four policies reviewed between April 2016 and March 2017 were: Homeworking Policy, Annual Leave Policy, Stress Policy and Subsistence Policy.

2.5 Equalities, Social Inclusion and Community Cohesion have all improved within our communities

Hate Crime Awareness Week

Hate Crime Awareness Week 2016 took place between 8th October and 15th October. Throughout the week, a number of events took place across the city to help raise awareness of Hate Crime and the huge negative impact this can have on those that are subject to the abuse, their families and by the community as a whole. The week also included a briefing session at City Hall to all customer services staff to help raise awareness of this type of crime, together with how to report this. Hate Crime posters were displayed at City Hall and at locations around the city throughout the week to raise further awareness.

Community Cohesion Strategy

The council's Community Cohesion Strategy, first adopted in 2013, supports three key areas of work;

- Ensuring development of the new mosque goes smoothly
- Helping to improve student and long term resident relations
- Supporting the integration of new arrivals into the life of the city

The strategy also has a citywide strand and together the work around community has helped the council meet its Public Sector Equality Duty to foster good relations between people from different backgrounds.

To help with this work, a Community Cohesion Officer was appointed in July 2015 for a fixed term until March 2017. Between these dates the Community Cohesion Officer worked closely with other officers at City Hall, as well as with the three Neighbourhood Working teams in the city. An update on each key area of work has been provided below.

- Development of the mosque

Planning permission for a new mosque in the city was granted five years ago in 2012, with development starting on site in April 2015. The mosque is now in its final stages of development, with works expected to be finished winter 2017. Meetings continue to be held between the Police, the Islamic Association and the City of Lincoln Council, as well as with the Boultham Park Residents Association. All groups have been working closely to keep each other informed on progress of the build, helping to ensure this goes as smoothly as possible and without disruption. Once completed, the mosque will be available for use by the local community.

- Working with students

In September 2016, the City of Lincoln Council co-ordinated a programme during Fresher's Week to encourage students to get on with their neighbours. Officers from the City of Lincoln Council attended both the University of Lincoln and Bishop Grosseteste Fresher's Fairs. A range of information on local services was made available to the students attending these fairs. Shush notepads, pens, wristbands, sweets, 'Be a good neighbour' leaflets, 'Shush' leaflets and also cards encouraging students to register in local elections was also provided.

- City Wide - World Hello Day

The World Hello Day event in 2016 was the fourth time the day had been celebrated in the city. The 2016 event attracted more than 25 different organisations to take part in a range of activities. In total 20 activities were undertaken between 19th and 26th November. The Mayor and Portfolio Holder for Social Inclusion and Community Cohesion, together managed to take part in a range of activities and say 'hello' to members of the community. Some of the events delivered across these days also attracted media interest from Radio Lincolnshire, Look North, The Lincolnite and Lincoln City Radio. Twitter and Facebook were also used to promote the day, and the range of activities on offer. Press releases were also issued in advance of the day, and radio interviews undertaken to help promote World Hello Day and its associated events.

Older People

Our work with older people is undertaken in partnership with Lincolnshire County Council, and in particular Public Health. This work, together with the achievements, are outlined in the Joint Health and Wellbeing Strategy with mid-term review. One of the specific themes in the strategy is 'Improving the health and wellbeing of older people', which is led by the Excellent Ageing Advisory Group. Priorities are to make sure older people have more choice and control, receive the help they need and are valued and respected within their communities.

Young people

The role of the City of Lincoln Council in working with young people falls under the responsibilities of a range of teams across the authority, and does not fall under a single team, cutting across both work under the Social Inclusion and Community Cohesion portfolio remit, together with the work of other portfolios. Work involving young people under the remit of the Social Inclusion and Community Cohesion portfolio holder during 2016/17 included:

- Delivering food in the school holidays pilot project in Bracebridge (Anti-Poverty)
- Surviving the school holidays events for young people and their parents (Anti-Poverty)
- The council also appoints a councillor annually to be a Children and Young People's Champion.

In May 2016 the council began working with partners to look at Lincoln working towards the UNICEF Child Friendly City initiative.

Poverty and Low Income

The City of Lincoln Council does not include socio-economic and low income consideration in its equality analysis methodology, however, as these areas of work are included within the council's new strategic plan, Vision 2020, the council's work towards reducing poverty has been included within this journal. Further information on each of the completed actions below, together with information on other actions delivered as part of the Lincoln Against Poverty Strategy 2014-2020, can be found in the Lincoln Anti-Poverty Action Plan 2016/17 Annual Report, reported to Performance Scrutiny Committee on 23rd March 2017.

- Furniture Recycling

In April 2016, a new advice leaflet was created to promote furniture recycling charities in the city to new council tenants, with the aim of assisting those on low or no income to furnish their homes. To date, the leaflet has been included in 385 new council tenant packs.

- Surviving the School Holiday Events

In July 2016, a series of 'Surviving the School Holiday' events took place in areas of deprivation in Lincoln, showcasing the support available for families during the six week break. Each session provided the opportunity for adults to gain advice from partners on a number of topics, including debt, welfare and careers advice.

- Lincolnshire Energy Switch

An intensive campaign to promote the Lincolnshire Energy Switch scheme to Lincoln residents was undertaken between August and October 2016. The campaign resulted in 268 residents registering with the scheme to receive a no obligation personal energy quote.

- **Christmas Anti Loan Shark Campaign**

During December 2016 and January 2017, an anti-loan shark campaign, designed to raise awareness of the dangers of loan sharks during the festive period, was delivered in the city. A range of communication routes were used to promote the campaign to both residents and partners.

- **Localised Council Tax Reduction Scheme**

For the financial years 2013/14-2016/17, the City of Lincoln Council maintained pre-existing levels of support for the Localised Council Tax Reduction Scheme, despite a decrease in funding from government. Including both working age residents and pensioners, 9,335 people in the city benefitted from this scheme.

3. Lincoln Demographics

Total Population
97,795

ONS Mid-Year (2016) Population Estimates

Gender	Number
Male	48,313
Female	49,482

ONS Mid-Year (2016) Population Estimates

Age	Number
0-14	15,475
15 - 19	7,094
20 – 29	20,735
30 – 39	12,933
40 – 49	11,003
50 – 59	11,313
60 - 64	4,561
65+	14,681

ONS Mid-Year (2016) Population Estimates

Ethnicity	Number
White British (England, Northern Ireland, Scotland, Wales)	83,653
White Irish	719
White Gypsy or Irish Traveller	80

ONS Census 2011

Sexual Orientation	Percentage
Gay / Lesbian	1.2%
Bi-sexual	0.5%
Heterosexual	92.7%
Other	0.3%
Don't know / Refusal	3.9%
No response	1.5%

ONS Integrated Household Survey 2013

Religion or Belief	Number
Buddhist	303
Christian	54,265
Hindu	335
Muslim	902
Jewish	63
Sikh	73

ONS Census 2011

Disability	Number
Day-to-day activities limited a lot	8,012
Day-to-day activities limited a little	9,254
Day-to-day activities not limited	76,275
No data	N/A

ONS Census 2011

Migrant workers

Total Migrant Workers Entering Lincoln – 2002/3 to 2016/17	
Financial Year	Total
2002/3	345
2003/4	450
2004/5	1057
2005/6	1280
2006/7	1311
2007/8	1184
2008/9	875
2009/10	754
2010/11	1128
2011/12	906
2012/13	976
2013/14	1002
2014/15	1164
2015/16	1514
2016/17	1592

DWP Stat Explore

National Insurance Registrations to Adult Overseas Nationals Entering the UK by Local Authority - Lincoln – Dec 2015 to Dec 2016	
World Region	Numbers
European Union	1,439
Non-European Union (Other Europe)	20
Asia	91
Rest of the World	46

DWP (2016) National Insurance Number (NiNo) Registrations to Adult Overseas Nationals Entering the UK (GOV.UK)

Population of Lincoln that can speak English well by profession				
Occupation	Main language is English	Main language is not English	Main language is not English: Can speak English well or very well	Main language is not English: Cannot speak English or cannot speak English well
1. Managers, directors and senior officials	4,523	162	138	24
2. Professional occupations	7,731	460	430	30
3. Associate professional and technical occupations	6,197	214	193	21
4. Administrative and secretarial occupations	7,305	175	149	26
5. Skilled trades occupations	7,380	393	269	124
6. Caring, leisure and other service occupations	6,910	334	295	39
7. Sales and customer service occupations	9,350	187	162	25
8. Process, plant and machine operatives	5,949	1,182	801	381
9. Elementary (entry level/basic skills) occupations	12,331	1,200	764	436

ONS Census 2011

Population of Lincoln that can speak English well by ward				
Area	Main language is English	Main language is not English	Main language is not English: Can speak English well or very well	Main language is not English: Cannot speak English or cannot speak English well
Lincoln	67,676	4,307	3,201	1,106
Abbey	7,582	1,192	868	324
Birchwood	5,911	259	198	61
Boultham	5,567	283	199	84
Bracebridge / Witham	5,530	119	86	33
Carholme	10,904	667	556	111
Castle	5,761	188	151	37
Glebe	4,843	366	259	107
Hartsholme	5,092	105	90	15
Minster	5,388	137	109	28
Moorland	5,355	144	100	44
Park	5,743	847	585	262

ONS Census 2011

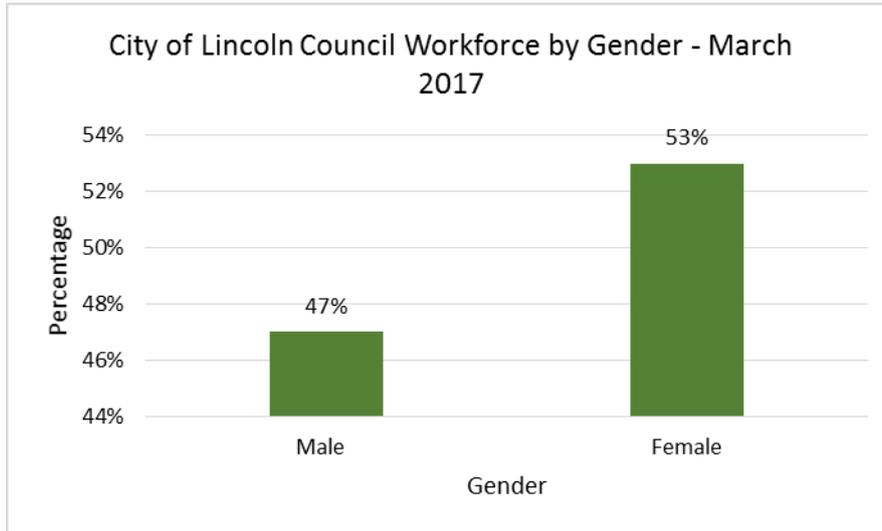
4. Workforce Demographics

Please note, it is not compulsory for employees to provide all of the data below, therefore, in some cases data may not be complete.

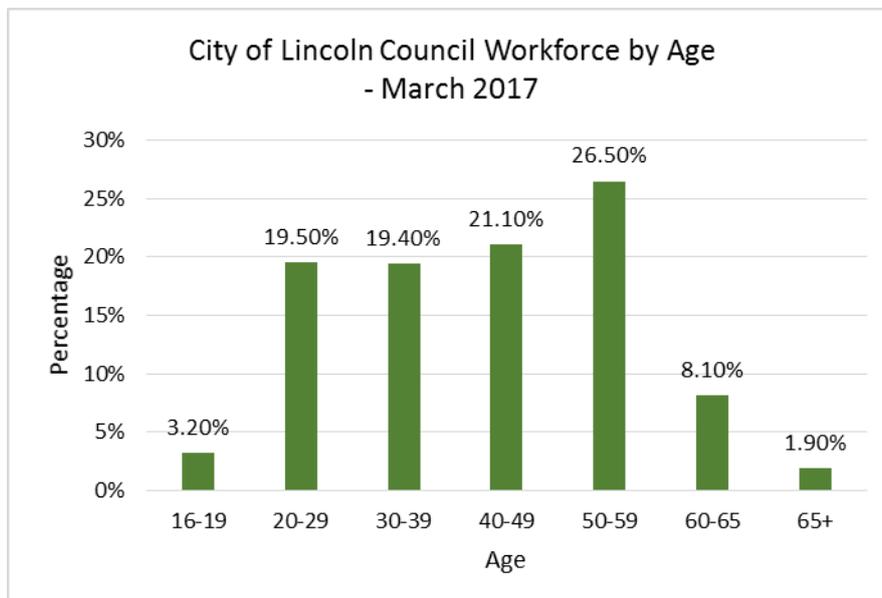
All data provided by Human Resources - March 2017.

Number of Employees

675



Gender	Number/Percentage
Male	317 (47%)
Female	358 (53%)

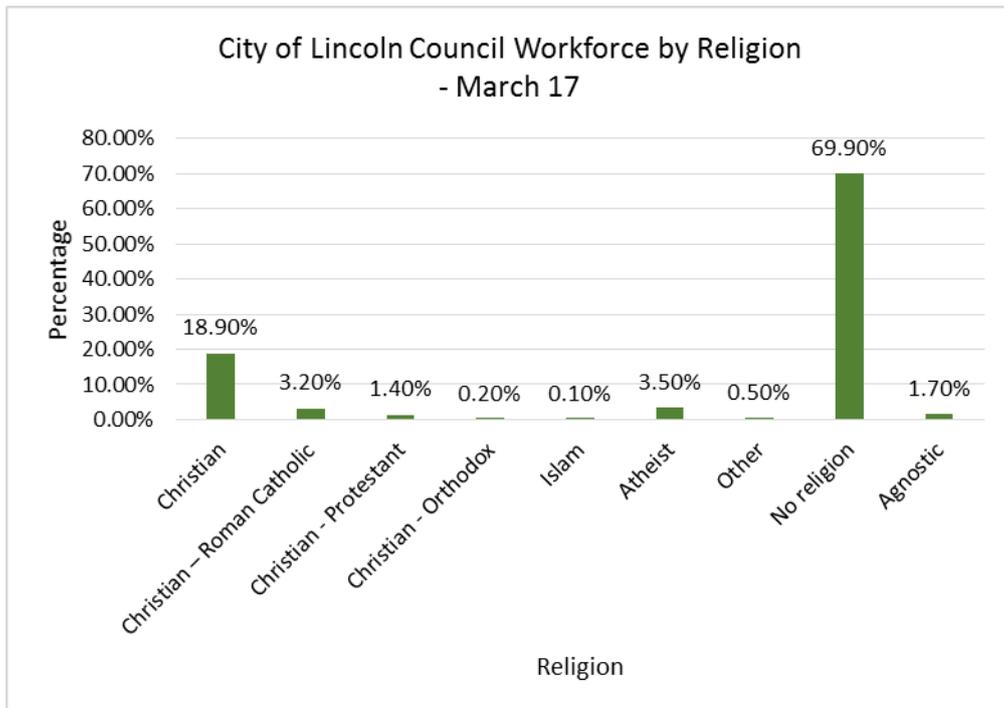


Age	Number/Percentage
16-19	22 (3.2%)
20-29	132 (19.5%)
30-39	131 (19.4%)
40-49	143 (21.1%)
50-59	179 (26.5%)
60-65	55 (8.1%)
65+	13 (1.9%)

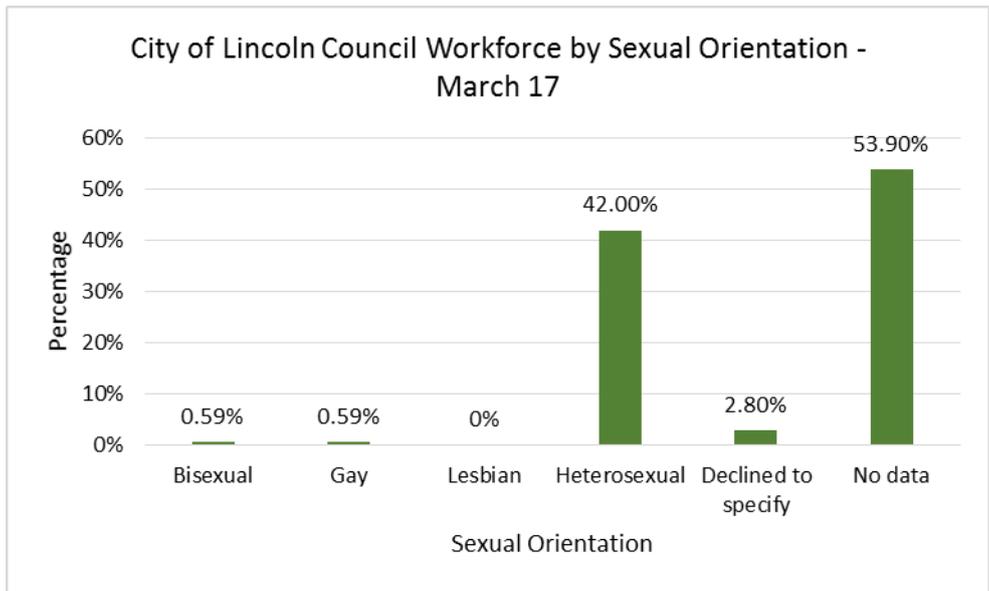
Green Book Employees		
	Female	Male
0 - S6 (Inc. apprentices)	275	159
SO1 - SO2	32	35
PO1A - PO2D	41	49
Above	5	5
Pay Protection	3	5

Above shows those employees employed under the Green Book terms and conditions as at the end of March 2017. A further 66 employees were employed under the Red Book terms and conditions, which applies mainly to staff at Hamilton House. Of those employed under the Red Book terms and conditions, there were no females (with the exception of one female apprentice).

Ethnicity	Number
White and/or British	587
BME	28
No data	60



Religion	Number/Percentage
Christian	128 (18.9%)
Christian – Roman Catholic	22 (3.2%)
Christian - Protestant	10 (1.4%)
Christian - Orthodox	2 (0.2%)
Islam	1 (0.1%)
Atheist	24 (3.5%)
Other	4 (0.5%)
No religion	472 (69.9%)
Agnostic	12 (1.7%)



Sexual Orientation	Number/Percentage
Bisexual	4 (0.59%)
Gay	4 (0.59%)
Lesbian	0 (0%)
Heterosexual	284 (42.0%)
Declined to specify	19 (2.8%)
No data	364 (53.9)

Staff with a disability
38

5. Lincoln versus Workforce Demographics

The City of Lincoln Council aspires to be representative of the population of Lincoln. However, there are incidences where this is not possible, particularly in the case of age and disability. In terms of age, Lincoln has a large student population, with 11,193 residents in Lincoln aged 16-74 being full-time students. Of these, 6,181 are economically inactive. In terms of disability, estimates suggest there are 3,990 working age disabled people living in Lincoln. It is recognised therefore that the City of Lincoln Council's workforce can only be representative of those residents available to work. Therefore, the analysis in this section only includes those who are deemed economically active for both age and disability. Working age population has, for this purpose, been classified as 16-64, given the propensity for people to retire from work at the age of 65.

Where there is 'no data' for employees, these have been excluded from this section. This is to make the workforce data comparable with the city data.

There is a lack of data in regard to some protected characteristics. As a result, these have not been included in this section.

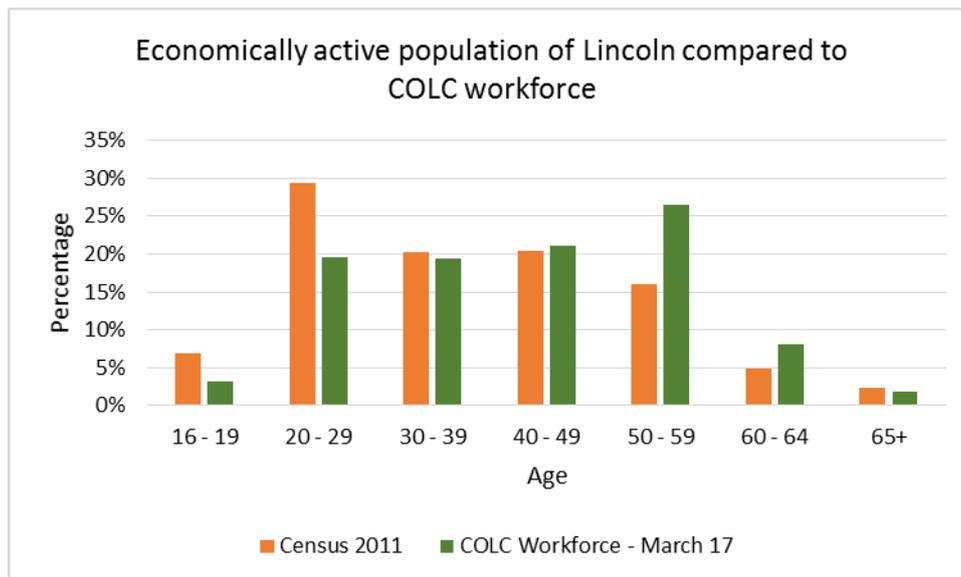
Gender

In Lincoln, females make up 51% of the population, and males make up 49% of the population. Data shows that females make up 53% of the City of Lincoln Council workforce, with males making up the remaining 47%. This makes the council representative of the resident population in regard to gender.

Age

The age profile of the council's workforce is under-represented amongst 16-19 year olds, who account for only 3% of the council's workforce, compared to 6.9% of the economically active city population. There is also an under-representation amongst people aged 20-29, who make up 20% of the council's workforce, but 29% of the economically active resident population.

The council continues to promote and deliver its apprenticeship scheme to provide young people in the city with the opportunity of working within a local government environment. In 2016/17, 32 young people were recruited to the council under this scheme. As part of a new skills agenda, further opportunities for young people in the city will be investigated to help identify how the council can further support young people into work in the city. It is intended this will also help increase the number of young people working for the authority.



Age Range	Economically active population of Lincoln (Census 2011)	Workforce (ITrent March 16)
16 - 19	3,407 (6.9%)	22 (3.2%)
20 - 29	14,570 (29.3 %)	132 (19.5%)
30 - 39	10,082 (20.3%)	131 (19.4%)
40 - 49	10,164 (20.4%)	143 (21.1%)
50 - 59	7,954 (16.0%)	179 (26.5%)
60 - 64	2,380 (4.8%)	55 (8.1%)
65+	1,150 (2.3%)	13 (1.9%)
Total	49,707	675

Ethnicity

Lincoln's population is becoming increasingly diverse, with the 2011 Census showing residents from black and minority ethnic groups now account for 11% of the city's population. In comparison, people from black and minority ethnic groups only make up 5% of the council's workforce.

To help increase the number of candidates being recruited to the council from black and minority groups, the council's Equality and Diversity Group discussed in February 2017 options to help increase the number of employees from black and minority ethnic groups being recruited to the council. In addition to already removing all ethnicity data from application forms during the shortlisting stage, the group suggested to also remove candidate names from application forms for a trial period. Partly as a result of this suggestion it has been agreed we will review the entire application form. Whilst there is no evidence of discrimination, this review will help to ensure all recruitment is fair and there is no opportunity for discrimination during the recruitment process.

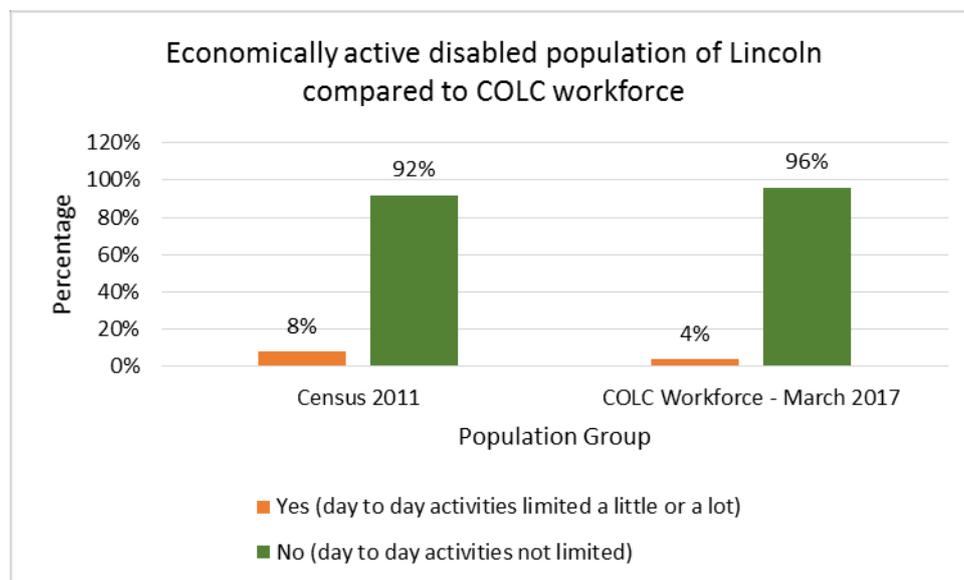
Disability

2011 Census data shows there were 3,990 economically active working age people living in Lincoln who were disabled, accounting for 8% of the city's working age economically active

population. In contrast, disabled people account for 4% of the workforce, showing a marginal under-representation of disabled people working at the council.

In 2016/17 the council has achieved Disability Confident Committed Status, building on the 22 years the council held the Two Ticks disability symbol. We are working to ensure this new status is promoted on letterheads and all council job advertisements to encourage applicants with disabilities to apply for vacancies at the council. The council also undertakes work place assessments to ensure all staff are comfortable in their work place and any special requirements/adjustments have been considered, including for undeclared disabilities. This helps to retain disabled staff working at the council and encourages people with disabilities to apply for vacant positions.

In addition the council has recently adopted a 'Dying to Work Charter' which protects the rights of terminally ill employees.



Disabled	Economically Active population of Lincoln (Census 2011)	Workforce (ITrent - March 16)
Yes (day to day activities limited a lot or a little)	3,990 (8.0%)	28 (4%)
No (day to day activities not limited)	45,717 (92.0%)	647(96%)
Total	49,707	675

Religion or belief

In the 2011 Census, people were given the option to choose 'prefer not to state'. Across Lincoln, 6,666 people selected this option. In the workforce data, people who did not want to state did not record this; instead they just left the option field blank. Where this occurred in the Census, it was replaced in the aggregated data tables with an estimate. This makes it difficult to understand, of the workforce, who chose not to state and who we are missing data for. Therefore, to make the two datasets comparable, 'prefer not to state' entries in the 2011 Census have remained, and 'no data' entries in the workforce data have been included as a valid response.

The 2011 Census shows us the most common religion or belief in the city is Christianity, accounting for 56% of all residents. Workforce data also shows Christianity to be the most common religion or belief, accounting for 19% (128) of the workforce.

The next most common religion or belief in Lincoln is people of 'No Religion' who account for 33% of all residents, but 70% (472) of employees. Other religions make up just 0.5% of the council's workforce, compared to 2% of Lincoln's population.

The council continues to actively promote Community Cohesion in the city. During 2016/17, the council promoted key religious events, such as the Peace Walk and Eid to help increase resident's awareness of different religions and also bring people from different religions together in shared understanding. These events are promoted on the intranet to encourage staff to get involved and gain an appreciation of different religions.

It is important to note the majority of the national data above was collected as part of the 2011 Census, and in some cases this is becoming less comparable. Therefore, in future years we will also produce trended data for workforce demographics to help show how our workforce has changed overtime.

6. Looking ahead towards 2017 and 2018

The City of Lincoln Council will continue to undertake a range of Equality & Diversity activities throughout 2017/18, to help ensure the council continues to meet its five Equality Objectives. In undertaking these activities the council will also strive to reduce inequality in the city, and support its ongoing commitment towards the Vision 2020 Strategic Plan.

Following analysis of data above in section five we have included the following actions in the relevant section of the 2017/18 Equality & Diversity Action Plan 2017/18.

New actions:

- Develop and adopt 'Dying to Work Charter'
- Review the entire job application form to help ensure all recruitment is fair and there is no opportunity for discrimination during the recruitment process
- Include looking at opportunities for younger people as part of the new skills agenda
- Investigate way of further promoting the Disability Confident Employer Scheme

Appendix A

Equality Objectives Actions 2016-17 - Summary		
KEY:	Complete	Ongoing
Objective 1 - Our services are more accessible and do not discriminate on any unjustifiable grounds		
Look at increasing data collection through other methods to improve 'flagging' mechanism on Housing databases to indicate a customer's specific access requirements		
Incorporate equality consideration in undertaking fire risk assessments for corporate stock		
Undertake a post-refurbishment audit of the public areas of City Hall to ensure they are accessible		
Monitor disabled parking facilities at City Hall		
Provide additional disabled toilet facilities on 4th floor		
Work with DWP develop plans for disabled access to a new Medical Assessment Centre		
Improve access to services through ICT Development (as part of the council's Customer Experience Strategy and Channel Shift Delivery Plan)		
Review contract for interpretation and translation		
Objective 2 – Local communities and stakeholders are empowered to influence the way our services are provided to them		
Develop Consultation Guidelines to sit alongside the revised Consultation Strategy		
Provide appropriate information and training on E&D for the Tenants Panel		
Update Citizens Panel ensuring it is representative of the population		
Undertake neighbourhood surveys in Neighbourhood Working areas (Birchwood, Ermine West, Abbey, St Giles, Sincil Bank, Moorland, Bracebridge and Ermine East)		
Facilitate Neighbourhood Boards in each of the 8 neighbourhood areas		
Include articles linked to equality topics in Your Lincoln		
Objective 3 – Equality and diversity is at the heart of decision making at all levels within the city council		
Draft, consult on and gain approval of new equality objectives for the period 2016-20		
Produce and publish annual Equality Journal 2015-16		
Include in the Equality Journal 2015-16 the number of Equality Analyses completed & published to establish compliance with the public sector duty		
Review Executive and Scrutiny papers to ensure proper consideration of equality analyses		
All service plans to include service specific equality and diversity objectives and specified action points		
Provide E&D related information and uploads on City People at least quarterly		
Maintain E&D Notice Boards on monthly basis		
Revise E&D Tree of Responsibility in line with new structure		
Review and publish clear staff guidance on equality monitoring and how/when to monitor for equality		
Run a poster campaign to promote Equality Objectives for 2016-20		
Monitor equality action plan and develop new plan for 2017-18		
Co-ordinate a consultative group whose personal experiences as disabled people could be drawn on by officers as appropriate to assist in assessing impact or identifying issues		

Consider role of equality monitoring in complaints, particularly in respect of potentially indicating hate incidents

Objective 4 – Our workforce at all levels reflects the make-up of the local community

As part of a review of the Recruitment Policy give consideration to ways of diversifying the workforce

Review job application form

Explore ways to improve the diversity of the workforce through the council's Apprenticeship Scheme

Ensure HR training includes consideration of E&D

Review remaining HR policies giving consideration to protected characteristics. These include Homeworking, Annual Leave, Stress, and Subsistence Policies

Explore how to increase engagement with different groups beyond 19-24 year olds

Objective 5 – Equalities, Social inclusion and Community Cohesion have all improved within our communities

Promote hate crime Awareness Week in October

Continue to raise awareness of hate crime

Deliver key strand in Community Cohesion Strategy - support to help integration of migrant communities in Park and Abbey Wards

Deliver key strand in Community Cohesion Strategy - student/long term resident communities in Carholme Ward

Deliver key strand in Community Cohesion Strategy - provide support in run up to opening of the new Mosque

Promote key messages in respect of community cohesion across the city through media releases and articles

Delivery of projects within the Anti-poverty Action Plan

Develop an Enforcement Strategy Action Plan to support the revised Enforcement Policy

Domestic Abuse Policy to be available in alternative languages and formats including Easy Read

Contact details

If you have any questions on the contents of this Equality Journal, or want to know more about how the City of Lincoln Council is working to meet the aims of the Equality Act 2010 and the Equality Duty, please contact:

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