Portsmouth
CITY COUNCIL

NOTICE OF MEETING

CABINET MEMBER FOR RESOURCES

TUESDAY, 22 JANUARY 2019 AT 10.00 AM

THE EXECUTIVE MEETING ROOM - THIRD FLOOR, THE GUILDHALL

Telephone enquiries to Vicki Plytas 023 9283 4058
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If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

CABINET MEMBER FOR RESOURCES
Councillor Jeanette Smith (Liberal Democrat)

Group Spokespersons

Councillor Yahiya Chowdhury, Labour
Councillor Scott Payter-Harris, Conservative

(NB   This Agenda should be retained for future reference with the minutes of this meeting.)

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A G E N D A

1   **Apologies for Absence**

2   **Declaration of Members' Interests**

3   **Equality & diversity strategy 2019-22** (Pages 3 - 72)

The purpose of the report is to seek adoption of the Equality & diversity strategy 2019-22.

RECOMMENDED that the Cabinet member for Resources

   (1)   adopts the Equality & diversity strategy 2019-22, (Appendix 3)

(2)   notes the update from the Equality & diversity strategy 2014-17 (Appendix 1)

4   Provision of Community Funerals (Pages 73 - 88)

The purpose of the report is to provide clarity in respect to Portsmouth City Council's (the Council) Community Funeral procedural framework.

RECOMMENDED that the Cabinet Member for Resources:

i.   **Approves the manner in which community funerals are delivered, as outlined in Section 13 of this report.**

ii.   **Notes the financial pressures placed upon the community funerals service, as set out in Section 17 of this report.**

5   Monitoring of the Second Quarter 2018/19 Revenue Cash Limits and Capital Programme (Pages 89 - 98)

The purpose of the report is to inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.

- The forecast capital expenditure against the revised capital programme for the Resources portfolio

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Agenda Item 3

Portsmouth
CITY COUNCIL

Title of meeting: Resources Portfolio

Date of meeting: 22 January 2019

Subject: Equality & diversity strategy 2019-22

Report by: Director of Community and Communications

Wards affected: All

Key decision: No

Full Council decision: No

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1. Purpose of report

The purpose of the report is to seek adoption of the Equality & diversity strategy 2019-22

2. Recommendations
2.1. It is recommended that the Cabinet member for Resources
(1) adopts the Equality & diversity strategy 2019-22, (Appendix 3)
(2) notes the update from the Equality & diversity strategy 2014-17 (Appendix 1)

3. Background

3.1. The council has legal obligations under the Equalities legislation to eliminate unlawful discrimination, and to take account of the needs of our staff, residents and visitors in our day-to-day work with respect to their age, sex, disability, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, and marriage and civil partnership.

3.2. The Equality & diversity strategy has equality objectives with 5 key areas that have been consulted on with protected characteristics groups and residents of Portsmouth. This ensures the council complies with the specific duties of the Equality Act 2010 but also helps towards eliminating discrimination that protected groups may experience.

3.3. Portsmouth City Council's Equality & Diversity Strategy needed to be refreshed to update the equality objectives. Although there is no statutory duty to provide a strategy document we still need to demonstrate how we will comply with the Equality Act 2010 legislation so our strategy provides us with a framework on how we will achieve this.

www.portsmouth.gov.uk

4. Refreshed Draft Equality & Diversity Strategy 2019-22

4.1. Process used in the revision of the current strategy
- Taking account of the developments in the legislative and policy framework.
- Looking at changes in Portsmouth's demographics.
- Checking on the effectiveness of our current strategy and on the progress made against the actions under the Equality & diversity action plan.
- The consultation of the strategy started in August 2018 and finished on 2 November to allow plenty of time for people to respond and give their feedback and suggestions for the action plan that they considered relevant.

4.2. The content of the refreshed Equality & Diversity Strategy for 2019-22

4.2.1. Legislative context
The refreshed strategy sets out the council's current statutory duties relating to equality and diversity and how we meet these under the Equality Act 2010 including our specific duties as an employer.

4.2.2. Equality & diversity at Portsmouth City Council
This outlines our approach to equality and diversity that primarily focuses on our customers and their needs, to ensure that we serve all of our communities in the city.

4.2.3. Workforce diversity and management
We have outlined the work that is currently being undertaken by the council to ensure equal opportunities for and diversity of our workforce, such as looking at the Gender pay gap and employee surveys. We have also set out the key equality & diversity monitoring data of our staff.

4.2.4. Priorities & Action Plan
The draft document explains the equality issues we have identified in Portsmouth and what action we will take to tackle them. Our Equality objectives underpin our five key priority areas. Those main priorities are:

1. Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination
2. Leaderships and partnerships
3. Employment & training
4. Service delivery & access
5. Promoting community & the voluntary sector

Summary

Despite the number of respondents and therefore, the consultation results shown in Appendix 2 not being statistically valid or demographically representative, some really useful qualitative information and feedback has been obtained. Particular themes have

been identified from the comments received which will help steer our future work in the Equality & Diversity field.

From existing information and data collected from the consultation it shows that the strategy priorities still remain relevant to our staff and customers. **Priority 1** - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination was still ranked the highest followed by **Priority 4** - Service delivery & access-Ensure access, information and advice is available / accessible to all.

Therefore, we have not made any changes to our overall equality objectives. However, we have revised our actions under the key headings to make it more focused on tackling specific inequalities and disadvantage that our service areas have identified, and on actions that can demonstrate measurable progress. The plan is expected to be a living document and a progress of the actions within it will be monitored and published on at least an annual basis.

6. **Reasons for recommendations**
   To ensure that the council takes a strategic approach to complying with its legislative duties under the Equality Act 2010. Those legal duties require the council to ensure that equalities are part of everything that we do. Moreover, many equality issues can be identified and dealt with through joint work of the services and the voluntary and community sector.

7. **Equality impact assessment**
   A full EIA has been completed (attached as Appendix 4) which gives a picture of the issues that impact on the protected groups across the city although the strategy in itself will not negatively impact on the protected characteristic groups.

8. **Legal implications**
   The report clearly considers the applicable Public Sector Equality Duty to the extent that the report along with the attachments demonstrate engagement and consideration of impact-there are no further legal comments required.

9. **Director of Finance's comments**
   There are no financial implications arising from the recommendations in this report. The cost of any actions contained within the revised plan will be met from existing budgets

………………………………………………
Signed by:

Appendices: **Appendix 1 -** Update from the Equality & diversity strategy 2014-17
Appendix 2 - Consultation results
Appendix 3 - Equality & diversity strategy 2019-22
Appendix 4 - Full EIA form

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ………………………… on ………………………………

…………………………………………………
Signed by:

Updates from the Equality & diversity strategy 2014-17

There were many actions on the plan which have all been worked on by officers across the authority. Some have been progressed further than others while other actions are ongoing and will continue to be worked on as services change, new policies are introduced or services are being provided in a different way that could impact on various protected groups.

1.1. **Tackling and prosecuting Blue Badge fraud and abuse**
Blue badge fraud is on the increase due to the pressures of parking in the city. The authority is very proactive in ensuring that people that legitimately have a disability with a blue badge are able to park when undertaking their day to day activities and that they are not put at a disadvantage. For the lifetime of the strategy there has been 60 successful prosecutions for Blue badge fraud.

1.2. **Ensure Equality impact assessments (EIA) are carried out and their actions are integrated into service plans**
A new EIA process has been embedded across the authority. Any decision making reports going to committee are required to have an EIA attached. This is to make sure any potential impacts the recommendations could potentially have on protected groups and are taken into account and where possible remove, minimise barriers or mitigation put in place.

Using this process ensures members have the information on any potential impacts and can make an informed decision on the recommendations that are proposed. This process also provides a mechanism for members to continuously scrutinise at point of decision.

1.3. **Complete a review of disabled access to polling station venues in the city**

1.4. Stations are as accessible as possible. We have ramps for each location where we are aware these are required. All Polling Stations are visited on the day by our Inspectors. Tablets were introduced which allows the Inspectors to photograph each station and upload back to the Elections Office for review. Presiding Officers at each Polling Station also complete a log regarding any access issues and these are monitored and actioned for future elections as necessary.

We have also incorporated a specialised element of training for poll clerks and presiding officers relating to people that are blind or have a visual impairment to ensure these individuals have the help required for them to

vote as there had been issues in the past. We also undertook a mystery shopper exercise where a number of people with a visual impairment went into their polling station to report back any issues. There was only positive feedback received from the individuals and no one had any problems voting.

1.5.   Expansion of shared lives through promotion of recruitment of shared lives carers
This is to enable people to be more independent and have less institutional models of support. The service has been part of a NHS England project looking at the expansion of Shared Lives for people with health - related care and support needs.

We have increased the promotion and publicity for the service and worked with teams in Health and Social Care to raise awareness.

We currently have 34 Shared Lives households supporting 40 people with support needs.

1.6.   Development of prepaid cards
In 2013 there was a pilot to introduce prepaid cards. This proved successful so individuals that are eligible for funding for their care prepaid cards have now been implemented fully.

1.7.   The 4U project
The 4U Youth Group exists and continues to grow in the city to support young people between the ages of 11 and 19yrs who identify as lesbian, gay, bisexual, transgender, gender variant, any other minority sexuality or gender identity, or those who are questioning their gender identity / sexuality. At present there are 37 young people that attend this group but numbers are expected to rise in the following years due to more awareness of this topic.

They have an experienced, skilled youth team who offer a weekly youth group. They meet in a safe, secure and supportive environment. Each week they run activities which are designed to help to improve self-esteem, give young people a social outlet in which to make new friends and to provide information to support them as they grow.

1.8.   Ensure our mandatory E&D training reflects new legislation & government
We update our online E & D course annually or more frequently if there are legislative changes. We have also run ad hoc training courses on the completing Equality Impact assessments and the reasons we undertake EIAs for staff and members.

1.9. **Monitor staff perceptions of equality via staff surveys and values at work.**

Since the start of staff surveys we have incorporated questions on carers as we know there are a lot of staff that have caring responsibilities. We want to ensure we are supporting those individuals which could include flexible working to enable the individuals to continue to work.

These surveys are completed on an annual basis that includes equality monitoring information although more work needs to be done on this as the workforce data does not reflect the diverse workforce that we have or the community we serve.

1.10. **Increase the number of fully accessible bus stops and super low floor buses**

In 2016 all bus stops were fully accessible and all buses, First Bus and Stagecoach in Portsmouth are SLF/accessible to disabled people.

1.11. **English National concessionary travel pass and scheme**

The National concessionary travel pass was introduced in 2014. From 2014-2017 22,838 travel passes were issued on age grounds and 5,347 travel passes were issued on disability grounds which equates to 28,185 travel passes that were issued to enable disabled people and older people to get around the city.

1.12. **Deliver adaptions under Disability facilities Grants (DFG)**

Since 2014-17, 649 grants have been given under this scheme to improve the accessibility of housing for disabled people. Each year there has been a year on year increase in DFGs although from 2016-2017 there was only an increase of 5% compared to 2014-15 where there was a 17% increase.

1.13. **Develop the Telecare service to enable more people to benefit from assistive technology**

In 2016 there were 307 people that received Telecare and 369 people in 2017 which is an increase of 17%.

1.14. **Improve methods of consultation to understand customers and their needs and give feedback**

The consultation process has been improved by ensuring before any consultation goes forward the Portfolio holder needs to agree this first to ensure they are kept informed on what is happening and pointless consultations are not undertaken.

A Citizens panel has been created so we can inform them what consultations are available and invite them to participate. Although, we do

not know the demographics of this group so this will need to be revised so we can develop a more diverse group to be able to use as a consultative body and ensure they are representative of the city where possible.

1.15. **Develop opportunities for awareness of funding streams (internal & external) for community groups and endorse them conditionally on groups evidencing their commitment to equalities**
The city council introduced the Portsmouth Lottery in 2016 in response to the increasing pressures on local authorities' community funding budgets. The lottery was established to offer a new way to help the Voluntary and Community Sector (VCS), in the city, particularly smaller organisations, to gain access to new funding streams.

Portsmouth City Council residents are the main recipients of the funding and organisations who apply for funding must operate within the Portsmouth city limits, providing facilities, activities or services for the benefit of Portsmouth residents. Organisations can apply for grants of up to £2,000.

Since January 2017, 38 local organisations have received funding totalling £58,846. The Lottery panel has a good understanding of needs within the city and is particularly keen to support smaller groups in the city, where relatively modest amounts of funding can help to make a tremendous difference. Some of these groups have never applied for funding before and may not have all the procedures and structures in place that are required to enable them to be eligible to apply. In these situations the panel will offer advice about how to strengthen their applications and groups are supported in developing their policies and procedures. This not only enables them to be eligible for Portsmouth Lottery Funding, it also ensures that they are compliant with the relevant legislation, operating appropriately and being in a stronger position to apply for other funding.

1.16. **Alleviate poverty and break the cycle of deprivation**
1.16.1. A full needs assessment for tackling poverty in Portsmouth was completed by PCC and published in January 2015

1.16.2. A refreshed Tackling Poverty Strategy for Portsmouth (2015-20) was approved by the Health and Wellbeing Board in September 2015

1.16.3. Portsmouth's full Equalities Impact Assessment process includes a requirement to have regard to the Tackling Poverty Needs Assessment and Strategy and the impact a policy could have on those vulnerable to poverty

1.16.4. The Holiday Lunch Club was launched in 2016 as a partnership to provide free meals to children at PCC's Adventure Playgrounds and has been developed into the

Holiday Food and Fun project

1.16.5. Multi-agency work led by PCC to engage and support families affected by the reduced Household Benefit Cap in 2016

1.16.6. PCC supported a partnership bid to the Big Lottery Fund by Advice Portsmouth, Roberts Centre and King's Church, to deliver the Circles of Support project 2016-21, which places outreach workers in foodbank settings to help people resolve their crisis situation and increase their social network to prevent future crises

1.16.7. The Local Energy Advice Partnership was launched in January 2017, offering free home energy visits to residents at risk of fuel poverty, helping people to make their homes more energy efficient and reduce the amount they spend on energy

1.16.8. Street Support Portsmouth was launched in October 2017 to provide a platform for any agency supporting homeless people in Portsmouth to promote the help they offer, and inform the public how they can help

1.17. Equality impact assessments
The council has a well-established Equality Impact Assessment (EIA) process which assists compliance with the Equality Duty. The process requires that a preliminary EIA, if relevant, should be undertaken at the initial stage of (re)design / development of a policy, strategy, project or service. If the preliminary EIA identifies a potential negative impact on any of the groups protected under the Equality Act 2010, a full EIA should be undertaken before any final decision is made. The full EIA should take into account results of any public consultation and any other relevant local and national information available, including any effects of similar initiatives elsewhere in the UK.

1.18. In 2018, 86 Equality impact assessments were completed, 79 were preliminary, 6 full and 1 was a preliminary EIA that was going onto a full EIA. A full list of the EIAs that were completed are in Appendix 1.

1.19. EIAs that were not part of a committee report will be published on the council's website.

2. Summary

A lot of good work has been achieved through the lifetime of the strategy. We know there is much more to do to enable people from all protected characteristics to access our services, improve the accessibility of the environment and ensuring our staff are informed about our diverse city and training given so they can deal with our customers in an appropriate manner.

The embedded EIA process has proved successful and will continue to be the

mechanism to scrutinise decisions being made and ensure equality analysis is undertaken.

The Equality & diversity strategy 2019-22 has been refreshed and consultation has been undertaken, this will be presented to the Resources decision making committee to be adopted for the next 4 years in line with our equality objectives.

Appendix 2 - Report on results of the Equality & Diversity Strategy consultation

1. Introduction

Portsmouth City Council's Equality & Diversity Strategy 2014-17 expired so the Equality & Diversity Team has therefore been working on refreshing the current strategy in order to keep it in line with its legal duties and current policy and to ensure that its focus is still relevant and important to Portsmouth residents, visitors and council staff. The revised strategy will be launched in January 2019.

A consultation on the refreshed strategy took place from 13 August 2018 - 02 November 2018

2. Methodology

The consultation was aimed at all Portsmouth residents as the strategy covers people protected under the Equality Act 2010 because of their age, sex, disability race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marriage and civil partnership.

- The Access & equality advisor met with various groups and individuals regarding the strategy. These included, Portsmouth disability forum (PDF), Visual impaired action group (VIAG), Empowering children's and families forum (ECAF), the chair of Kroma (LGBT organisation) and Portsmouth deaf association (PDA).

- An email was sent to a number of diverse community groups inviting them to take part in the consultation including: Portsmouth Disability Forum, Portsmouth parent voice, Health & wellbeing team.

- An on-line survey was created, paper copies were available. A work version was also created to ensure compatibility with people using assistive technology, including screen readers.

- Respondents could provide their views via email to equalities@portsmouthcc.gov.uk or by calling 023 9283 4789

- Information about the consultation was available on the Equality and Diversity pages of the council website.

- The consultation was also publicised through the Voluntary and Community Sector newsletter which is sent to over 800 voluntary and community groups and organisations in the city.

3. Results

3.1. Feedback from service management

We received responses from four service areas, namely from HR and Licensing

Human resources

- In terms of layout, the "objectives" seems to include a mixture of aspirations, objectives and actions. So, for example, "Monitor staff perceptions of equality via staff surveys" is an action, it's not an objective. An objective might be "The council properly understands staff perceptions about equality" - and there will be a number of actions to achieve this, including monitoring results from staff surveys.
- Staff groups - Not opposed in principle to re-establishing these if we have a clear idea of what they will do and how we will use them. Happy to leave the recommendation in there as it clearly states "if demand is evident" but we definitely need to assess that first.
- Data - There doesn't seem to be anything in there about improving our workforce data on equalities. This has always been an issue for the council, as we can't compel people to do it, but it is a big gap in our knowledge
- Procurement - From experience using procurement to promote policy agendas is the wrong approach. It's better to put the emphasis on commissioners rather than procurers, as they need to build in E&D requirements into their decisions about how services should look, how they are provided etc. if it's left to the procurement process, it becomes a tick-box exercise
- Staff surveys - perfectly sensible for this to be in there, also this objective needs to include actions rather than just monitoring
- Actively promote PCC vacancies to diverse community groups - We need to better understand what the issue is we are trying to solve. Modern approaches to recruitment (social media etc) mean that a lot of the old barriers to people accessing jobs no longer exist, but if we have issues with particular groups not wanting to work for PCC, or not feeling able to, we need to understand what they are. Also, any barriers to people applying or attending interviews - e.g. language barriers, access issues etc. With regard to disability, this should be picked up by our disability confident submission. Overall, think the objective should be more around understanding barriers to people accessing jobs and finding solutions to them

Licensing

Can the action in relation to section 167 of the Equality Act 2010 be re-worded from:

To complete section 167 of the Equality Act 2010 - Maintain a list of accessible taxis and PHV's licensed in the city".

As this would require the approval of the Licensing Committee, and that there are pros and cons in relation to the effects of section 167 - can this action be reworded to:

To seek the views of the Licensing Committee in respect of section 167 of the Equality Act 2010 and action any recommendations regarding the maintenance of a list of accessible taxis and PHVs licensed in the city

3.2. Survey

There was a response to the on-line survey of 56 persons who -**chose to provide their views on the future strategy using this method. Proposed actions and improvements were also recorded from the meetings that the Access & equality advisor attended.

3.2.1. Question 1 - What specific actions do you think the council needs to take to achieve Priority 1- Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination?

47 out of 56 (84%) persons answered this question.

Analysing the qualitative date we grouped the answers into themes / topics. The verbatim comments/suggestions are at the end of this section.

Out of the 47 respondents the themes that came out from this question were:

- Provide more support for vulnerable residents 26% (n12)
- Better engagement with minority/protected groups   26% (n12)
- Homeless and rough sleeping   17% (n8)
- Promote faith groups/community work
- Improve accessibility of premises for disabled people also other formats of information for targeted groups i.e. Learning disability, Deaf
                                                       13% (n6)
- Address issues with council housing   13% (n6)
- Equality impact assessments (EIA)   11% (n5)
- Work with private rental sector   11% (n5)
- More work regarding hate crime   11% (n5)
- Tackle unemployment in a better way   2% (n2)
- Lobby for more funding`   2% (n2)
- Improve safety/reduce crime   2% (n2)

The percentages will not equate to 100% as people may have mentioned more than one topic.

These are the verbatim comments/suggestions that came from the survey results for question 1:

- Provide BSL signers for deaf people
- Engage with minority groups about services the council provide
- Ensure Council services target highest risk groups.
- Use of socio-demographic data should be available/considered at delivery level."
- Tackle discrimination targeted against minority groups.
- Support the public library service, which provides the disadvantaged with access to information, literature, computers and the internet necessary for them to expand their horizons, understand themselves and the world better, identify their strengths and opportunities, feel more connected to the rest of society, and finally work their way out of poverty.
- Facilitate appropriate and meaningful work experience and employment opportunities for the unemployed, rather than 'shoe-horning' people into unsuitable and demeaning work for the sake of minimising the numbers on benefits."
- Assess continued entitlement to council housing - how do you know/check that people who have been living in council housing for some time are still in fact in need of it / aren't just benefitting from cheap rent when there may be more people more needy waiting for accommodation?
- "Develop a 'fast-track' system for rough sleepers to be able to access mental health services.
- Promote faith groups which aim to facilitate inter-faith dialogue and engagement with community issues."
- Produce a lot more council literature in an easy read format, making it accessible to people with a learning disability
- Reduce the number of unoccupied properties in Portsmouth. Ensure private landlords treat tenants fairly and maintain their properties to acceptable standards. Ensure council tenants are not exploiting vulnerable family by subletting.
- Publicity to combat hate crime
- I actually question some of these priorities at all.... I would not support a situation where people are actively employed based on their race, religion, gender or sexual preferences... I.e. "positive discrimination". I do believe education is key to breaking the cycle of poverty. I do agree there should be support for vulnerable rough sleepers who want to be supported to re-join the community.
- Ensure that Hate Crime is reduced and not tolerated within Portsmouth
- Be more inclusive of staff over 55 years in selection processes i.e. giving a weighting score for experience.

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- Promote policies have reinforce personal responsibility i.e. the council will try to help people to help themselves.
- Provide accommodation and support for rough sleepers. Set up support to help people navigate the benefits systems, especially the change-over. Set up link people in various local communities: it is not just about publicising vacancies but about how people from different communities communicate. (For example some communities communicate best via word or mouth). Make sure that the council offers a range of placements for teenagers wanting work experience. Lobby to stop cuts to Council budgets - they increase deprivation and poverty.
- Give more training to staff to enable them to understand the complex needs of disabled people.
- Make sure policies have been assessed for impacts on disadvantaged people
- More scrutiny over Equality impact assessments
- Ensure that proper EIAs are conducted at the outset, and published.
- Include actions related to gender that can disadvantage women (for example), should also include transgender
- I thought this was an equality/diversity strategy. Where's LGBT? Gender identity? Race? I can't comment until I see how these items are also considered.
- "Rough sleeping reduction must include NRPF homelessness.
- More done to help new refugees find work quickly.
- Portsmouth to become a city of sanctuary."
- "Include a range of stakeholders in the equality impact assessments from organisations external to the one(s) in which the assessments are taking place in order to ensure impartiality and objectivity in the process.
- Promote council job vacancies through, for example, offline posting in libraries, schools, community associations and parent groups in order to reach those who do not or may not be able to access the job listings in the manner(s) typically expected."
- I think the council need to consider all BME minority groups and all vulnerable groups in order to promote fairness.
- Ensure more stable homes are available within the private renting. Educate the landlord and estate agent about equality especially, financial discrimination against Housing Benefit recipients.
- Ensure flexible working is available and does not discriminate against working mums
- Promote services that tackle hate crime and make sure community members know how and where to report it
- Ensure accessibility to all public areas. The number of (Wheelchair) Inaccessible new builds (cafes, restaurants, shops etc) is increasing in Portsmouth!

- "Rough sleeping is only the final viable result of people in crisis. Homelessness should be included in this to capture those with a permanent roof over their heads.
- "Ensure it's recruitment practices are fair and equitable.
- Promote positive inter community relations. "
- Stop hate crimes
- equal access to premises for disabled people
- "Earlier intervention for children on the edge of care
- Practical Support for all children in care
- Practical Support for all care leavers (not just a select few)
- More specific goals. (with timings) Ensure adequate support for those victims of domestic violence.
- More Sure Start Centres
- Reduce rough sleeping
- Implement some kind of domestic rent cap because rents are far too high in this city and it is usually the lowest paid people who are in rented accommodation and 2) Build some clean and safe homeless shelters so that rough sleepers can go there for the night when waiting for accommodation 3) Build more council properties instead of allowing the University of Portsmouth to build endless blocks of student accommodation.
- The council should a) try to implement a cap on domestic rents charged across the city as currently they are much too high b) build more council houses instead of allowing the University of Portsmouth to build endless blocks of student accommodation.
- Help singles get housing we still have children living at home because they cannot afford private accommodation
- Make sure the homeless can find homes
- Safety. Making sure that Portsmouth residents feel safe. People who follow all the rules seem to be at the bottom of the pile.
- Tackling the problem of the high cost of rent in Portsmouth and build more council properties instead of allowing the University of Portsmouth to build endless blocks of student accommodation.
- Promote more interaction with different community groups, to lessen the "Us and Them" attitude. I heard on the radio how one extreme right wing man had changed his views after being invited into a mosque for a cup of tea and meeting Muslims that engaged with him. It made him wonder why they bothered with him as he had such extreme views.
- Work more closely with voluntary organisations.
- Need to be able to produce a strategy to define clearly the GENUINE need of those who fit these definitions.
- Give as much support to events and activities organised by community groups that promote underrepresented minorities, for example Portsmouth

Pride for the LGBT+ community, Urbond for the BME community.

3.2.2. **Question 2 -** What specific actions do you think the council needs to take to achieve **Priority 2 - Leadership and partnerships?**

32 out of 56 (57%) persons answered this question.

Out of the 47 respondents the themes that came out from this question were:

- Streamlining of council process to enable the sharing of staff resources
  26% (n12)
- Religious groups and minority groups   23% (n11)
- Community engagement/voluntary sector   15% (n7)
- More approachable leaders and better advertising of services in places where people visit like supermarkets   11% (n5)
  - Better steering groups that listen to minority groups with meaningful engagement in form of an E&D forum   11% (n5)
  - Support protected characteristic groups   9% (n9)
- Better communication between protected groups and the council
  6% (n3)

For Question two, the majority of responses focussed on the need to streamline our processes and available services - (over 37% of respondents).

Participants in the survey also feel it is important to continue working with outside bodies and religious groups already working with protected groups (34%)

In addition to the above, there was also an emphasis on involving the community and voluntary sector, seeking outside/impartial advice and providing better feedback regarding our policies and achievements.

These are the verbatim comments/suggestions that came from the survey results for question 2:

- Engagement with members
- The above work streams would need to reach directorates which aren't necessarily directly involved.
- Staff resources are stretched - therefore this needs to be incorporated within pre-existing activity rather than becoming a demand in itself
- Actively promote working partnerships to Portsmouth residences, and other organisations that may be able to take part/support such partnership activities
- Ensure representatives of all minority groups, including LGBTQI groups and non-mainstream religious minorities have representatives and clear and

well-advertised channels of communication to voice their concerns to and through their representatives and receive feedback from the representatives and the steering group as a whole.

- Create and EMBED equality champions and steering groups which promote meaningful engagement with the communities they represent. It's not enough to just create these groups, they have to have a purpose and vision.
- Was not aware of the member equality champions, would like this to be better advertised and linked into groups who advocate for hard to reach groups
- I find it difficult to answer this question as I have not seen any facts and figures which prove this type work has a positive impact. Based on the information on this page alone it all just seems beurocratic and a questionable use of resources during a time of austerity and cut backs.... I'm not saying I don't agree I just don't feel I am able to make an informed contribution.
- Ensuring that Leaders are people friendly.
- Ask disabled people their opinions and their experiences of life with a disability and the discrimination that comes with it.
- More outreach work with groups in the community
- Create a better network for minority groups and communities
- Work with different protected characteristic groups- before EIAs are complete.
- Work with different protected characteristic groups across the city " - please provide examples of what kind of work with which groups.
- Engage local groups supporting members with a specific protected characteristic, or intersections of specific protected characteristics, through social media. Demonstrate, to these, a rigorous, effective and transparent process that proves Portsmouth City Council's commitment to supporting them in all areas of their lives, where these are impacted upon by the Council. Respond immediately and directly to feedback from these groups, and sustain a committed and consistent response that addresses issues as well as putting in place measures to prevent reoccurrence.
- As far it is possible, joint working with Voluntary working needs to be as equitable as possible. The City Council with its people infrastructure, is always going to have more 'power' than Vol Sector groups, and it is easy - though not intended - for an inequality/imbalance to develop. For instance I was trying today to find out what the latest was with the Compact, and whether that was still applied, or did it go with the demise of Action Portsmouth. Especial relevance here is with the commitment for Full Cost Recovery for say Meeting Room Hire from Vol Sector buildings. It is a real challenge to cover costs, when funding is tight from other areas as well.

- Make sure members of staff with protected characteristics are represented in leadership positions
- Get a commissioning advisory board together, including members from non-funded organisations to make a real difference- otherwise it is just lip service
- The idea of champions and an internal steering group is inward facing with no real challenge. There should be a Diversity Advisory Group that is made up of independent non-political representatives who should be involved in reviews strategic policies and activities including this strategy. This should include director level membership to ensure it has the recognition and ability to properly challenge and is not just a talking shop.
- Consult widely with and listen to the views of communities
- Identify someone to work with ethnic minorities
- Effectively following up on designated actions at meetings regarding the above, to progress the agenda
- More specific (e.g. mental health services have been cut so that both young people and adults with no funds cannot access counselling) Review funding for charities. Review statutory responsibilities.
- Work in schools
- Engage with churches in the city of Portsmouth. Get them to help disseminate information and maybe have discussions with them about using their facilities for helping homeless/disabled/disadvantaged people. There are lots of churches/church halls that are empty most of the time and it is such a waste. Churches would benefit from this too as they would be actively engaging with the community as a whole.
- Wider dissemination of information of our services across the city. Not everyone has access to the internet. I think elderly people in particular need to be thought about here. Maybe set up information points in supermarkets throughout the city - not necessarily manned desks but places where there could be a range of leaflets. Far more people visit (e.g.) Tesco than the Civic Offices.
- No political moment just pure genuine help
- Get on and do things not just talk about it
- All the different groups should be under one umbrella, with so many individual charities all chasing the same money pot, to many options possible less effective. Pooling resources may be an option
- Become more aware and more supportive to the small organisations and passionate individuals who are already working with hard to reach people. Give them respect
- To ensure that those really in need are not dependant on too many different opinions from different groups. Too many meeting times. Too costly. Often resulting in action plans that are not viable in today's economic and demographic areas.

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- Create an E&D forum or get-together, where different groups can meet and find ways to work together, as well as in partnership with the Council

3.2.3. Question 3 - What specific actions do you think the council needs to take to achieve **Priority 3 - Employment and training?**

37 out of 56 (66%) persons answered this question.

Out of the 37 respondents the themes that came out from this question were:

- Employment for minority groups especially disabled people and take positive action for job vacancies   30% (n11)
- PCC HR training   27% (n10)
- Better engagement   24% (n9)
- Improve support for staff from protected groups   14% (n5)
- Improve workforce including data   8% (n3)
- PCC HR policies e.g. bullying   5% (n2)
- Accessibility of workplaces   5% (n2)
- EIAs   3% (n1)

The key points raise relate to promoting diversity within PCC and monitoring our HR procedures to ensure that disabled and protected groups are supported.

A number of comments also refer to the need for staff to be able to comment anonymously regarding E&D matters.

Respondents felt that we should concentrate our efforts into liaising more closely with local organisations representing protected and hard to reach groups.

These are the verbatim comments/suggestions that came from the survey results for question 3:

- Council to do more to help deaf people get paid employment
- Provide better support for BAME & disabled employees at the council, not lip service
- Promotion of PCC role vacancies can effectively reach minority groups
- Ensure a presence in local schools/colleges targeting specific groups to make them aware of employment and training opportunities at a young age. Actively monitor this and act upon any gaps in statistics including minority groups that are often considered to be doing well as they may in fact be

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missing out (e.g., girls from black Caribbean and African groups; south and south East Asian young people).

- Focus groups carried out by neutral third parties will almost certainly be more effective than surveys alone.
- Publicise / promote the excellent range of training by the Independence and Wellbeing Team
- Make equality, diversity and inclusion training a core element of induction and appraisal processes.
- Yes, monitor staff perceptions of equality via staff surveys - and use survey information to get accurate information about diversity within the workforce

- "Again, I feel like it should be the best candidate should get the job, priority should not give because of a disability quoted which is how I am reading this page.... basic training should be given to all employees in every organisation regarding Equality. Is the suggestion Members are unaware of how to treat people as individuals? Why do they specifically require additional training? There is an undertone to this that they're a bunch of white privileged middle aged men making decisions to benefit themselves and are not in touch with their community?!
- Are there lots of complaints about Council staff regarding "equality" if there are complaints then yes it should be monitored, if there aren't then why does it need to be "monitored" and who pays for this? Is it a good use or resources?
- Ensure that positive perceptions, with regards to gender and sexual identities, are positively and actively promoted above and beyond current legislation, to all staff and the community to promote a more inclusive and diverse community
- All good. Broaden to include sexism, racism, homophobia, as well as disability. Monitor bullying in the Council. If the NHS has 25% of staff bullied by other staff, what are the Council's figures?
- Employ more disabled people and make more jobs/workplaces more accessible.
- Endless meetings paying lip service are not the same thing.
- Help disabled people with getting work
- HR to create staff groups
- Robust training of Councillors essential. Especially on how to publicly be seen to use EIA's in reaching key PCC decisions.
- Staff survey must be external and anonymous, not in house.
- ALL staff to undergo E&D training
- Enable group discussions for staff from different groups to share their experiences of equality in the workplace, and their perceptions of how equality and diversity policies and practices impact them and their colleagues. This foments an active and transparent environment in which

colleagues feel free to discuss these matters openly and outside their 'echo chambers' or 'silos

- Open up more jobs to all communities as per the Equality Act.
- Make the Equality Act 2010 training as a compulsory to all the staff of the City Council and partnership organisations.
- Support and promote apprenticeship schemes to community members with protected characteristics
- Promote jobs to diverse groups
- Monitor employment and career progression for employees with protected characteristics"
- It is not enough to provide training on Equality Act only- staff need to be trained on areas on appropriate Etiquette and language....
- "Do not just think staff - also include volunteers
- This strategy talks of increasing apprenticeships - which I am not sure does anything regarding the objectives - should it not be more about looking at the number of staff and volunteers that have a disability - if we want to show that we are a disability confident employer/leader.
- Agree the need for a proper for the employee supported volunteering policy, linked to PDR's that enables staff to understand the issues facing disables and disadvantages ion our communities."
- Hold career fairs for people with disabilities
- All staff working with disabled people should have the right training to do so. + Make it easier for people with physical disabilities to park a practical distance from their place of work, including people who are returning to work after recovering from physical injuries being able to park under the Civic Offices without a high charge to themselves or the service they work for.
- Encourage more employment opportunities generally in Portsmouth
- Have an email address similar to the Why Don't We inbox which could be monitored. I am not suggesting that there should be any prizes but simply that people could send an email to that email address immediately they notice something or think of an idea. This could be in addition to the staff survey not a replacement. I just think that people might think of something and then forget about it by the time the next staff survey came out.
- Maybe set up an email account similar to the Why Don't We one where people can write in with their observations/ideas for improvement as they see it. There would be no reward at the end though but it would be more effective than just having occasional staff surveys as staff could report stuff immediately whilst it was fresh in their minds.
- For someone to be there if anyone needs extra help and maybe to embraced to ask
- Stop talking and actually do something

- PCC should be a champion for Equality & Diversity confident employer/leader for all .Not just a disability employer/leader, as stated in point 2
- Working alongside/collaboratively with people who are perceived as different.
- Make sure that the members of hard to reach groups are part of the process
- Emphasise common sense: these areas are often confused by government mantras and do not transfer to those dealing in situations that the rules apply.
- Provide materials for employers (especially SMEs) in the city to have, on a voluntary basis that enables them to promote equalities in the workplace.

3.2.4. **Question 4 -** What specific actions do you think the council needs to take to achieve **Priority 4 - Service delivery & access-Ensure access, information and advice is available / accessible to all**

28 out of 56 (50%) persons answered this question.

Out of the 28 respondents the themes that came out from this question were:

- Obtain feedback / liaise with protected groups   11% (n5)
- Provide sites/access to IT and other channels to contact council
                                              11% (n5)
- Improve physical and virtual accessibility for disabled people
                                            9% (n4)
- Monitor services and applications regularly to ensure effectiveness
                                            9% (n4)
- Procurement   9% (n4)
- Support for ESOL customers/translations   6% (n3)
- Budget   4% (n2)
- Improve awareness and training of LGBT issues   2% (n1)
- Communication to advertise services using a range of media
                                            2% (n1)

Key concerns re Q4 are the need to improve accessibility for service users, monitor the effectiveness of the services we provide and provide better information regarding availability.

Responses indicate that we need to ensure service users feel involved and listened to with regard to the services we offer.

Suggestions for improvement include offering alternative sites for information such as supermarkets or community cafes for those users not attending Civic Offices.

These are the verbatim comments/suggestions that came from the survey results for question 4:

- To make sure staff understand the difficulties that deaf people have accessing council services and provide deaf awareness training.
- Make council areas accessible for disabled people not just wheelchairs
- Accessible (e.g., low cost/free) transport options for people from 'impoverished' backgrounds as well as those in the disabled category.
- Conduct an audit into the challenges, barriers and use of translators and interpreters
- Ensure "mystery" monitors check the effectiveness of services and the actual application on a regular basis
- I agree with any help for people to find employment or creating more employment opportunities. I strongly agree the Council should ensure all the people are able to access Services if they have any kind of disability or support need. I question if an "audit of all services" is required because all I think about is where is the money coming from to fund it when the council seems to be cutting Services left right and centre!
- "Ensure gender and sexual identities training has been achieved to all licensees and security before their licenses are renewed.
- Ensure that 'LGBT+ in Schools' advice, resources and support is available for all staff and students"
- Ensure regular updates are sent to ALL recipients. Provide coffee mornings/open days to get feedback from people experiencing disability/hardship daily and not some well-meaning employee who has no idea of their situation.
- I feel a bit cynical about this one. Due to cuts, we have lost many services. How does equality of access when there are huge gaps in provision work?!
- Make sure commissioned services collect equality data
- Make the website accessible for people using screen readers
- Mainstream equality in procurement.
- Ability to raise access issues from the public efficiently.
- Engage the services of translators and interpreters to ensure all information is available in all languages, and to then ensure this is made accessible across all channels - including those affected by diverse accessibility measures.
- Is there a place for providing/enabling IT access in accessible, but not PCC, buildings? With the advent of Universal Credit et al, there is going to be a rise in this need - especially for those who don't have mobile phones, or

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can't afford the monthly telephone/Wi-Fi costs. Putting computers out in Community Cafes and other places where people will go, will go some way for enabling information and advice to be available for all.

- Make sure people can still communicate with service in person/by phone and not just by digital means
- With regards to procurement- it would be great if smaller organisations would get a chance as well to tender.....
- Listen to and develop/ improve practice based on the above
- English lessons.
- Ensure that staff who have a disability which needs specialist equipment to enable them to use the PC get this in a timely way and receive adequate training, for example those with dyslexia, so that they are not subject to performance management when they haven't been given the correct equipment to enable them to do their jobs.
- Better explanation to all about how to access these opportunities
- Have access points in supermarkets throughout the city with a range of leaflets. These could be monitored so we could see what the biggest take up of leaflets was and they could be replenished on a regular basis. Far more people visit their local (e.g.) Tesco than visit the Civic Offices and not everyone has access to the internet - especially elderly people.
- As I stated earlier, have information points in supermarkets - a range of leaflets about what help/services were available and these could be regularly monitored so PCC could see what information leaflets were being taken most.
- Training to be in layman's term not language we don't understand
- Actually do some thing
- Consult with people who live with discrimination and face challenges. Don't assume that you know how we feel.
- Try basic "how to" for elderly people using basic technology. Such people could be helped voluntarily by those within their age bracket who have self-taught!

3.2.5. **Question 5 -** What specific actions do you think the council needs to take to achieve **Priority 5 - Promoting community and the voluntary sector?**

28 out of 56 (50%) persons answered this question.

Out of the 28 respondents the themes that came out from this question were:

- More engagement with protected groups   26% (n12)
- Funding   15% (n7)
- Improved engagement with the voluntary sector   13% (n6)

- Volunteering   9% (n4)
- More promotion of the minority/Vol orgs/social groups
                                                       4% (n2)
- Improve E&D in PCC workforce   2% (n1)
- Communication   2% (n1)

Responses to Question 5 have mainly focused on the need for us to continue working with minority groups. The responses show that we need to be clear regarding the sources of our information and to demonstrate our involvement and engagement with local organisations and groups working with minorities and protected characteristics.

A number of responses have indicated the need for us to make more use of voluntary services but also to provide support with funding and making the services on offer more co-ordinated and easier to access.

These are the verbatim comments/suggestions that came from the survey results for question 5:

- Engage with deaf clubs
- Have events that include minority groups that are missing at the moment
- An action plan to specifically target engagement through existing PCC delivery services.
- Improve equality and diversity in your workforce. People respond better when they have the opportunity to work with leaders who look like them, particularly young people.
- Try and encourage engagement with smaller community / VCSE groups as well as the bigger / better known organisations
- It is important that all people feel included and their ideas are heard. Inclusivity is a positive view for the Council to have.
- Contact GP surgeries and ask them to refer patients with a disability/long term condition for their opinion/help/knowledge.
- Prioritise funding for voluntary sector projects which help those in most need, and which support struggling services such as the NHS, SS, police, etc.
- More help for smaller groups to get funding
- Better networks in the voluntary sector.
- Make clear which groups/orgs are being consulted. Not all of them are a force for good or effective.
- Fund and support community based events like other councils do, PRIDE, BHM events, Multicultural events. They all seem such a struggle to get any sort of support. And yes I am afraid sometimes these do need money

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- To request contributions to equality monitoring from minority and marginalised communities themselves.
- To ensure that support will be available for the minority groups to stay stable organisation.
- Support minority groups and organisations to carry out their own projects
- A commissioning board, made up of all minority groups should be involved from the start (planning etc.).
- Link with having an employee supported volunteering policy that enables both the council to learn and lead by example
- Officers/ members need to go put to groups at times and venues which suit them rather than organising meetings in the civic offices during the working day.
- Work with VCO to ensure they have the capacity/ knowledge to compete for contract alongside larger groups/ organisations.
- Ensure local knowledge and experience valued by making it an essential requirement in tenders.
- To put a workable support structure for the voluntary sector in place.
- To ensure that all Portsmouth residents are aware of the wide range of volunteering opportunities within the city, that's it's not just about volunteering in a charity shop (although that is a very good thing too).
- To promote the volunteering opportunities with elderly/vulnerable/isolated people within the city."
- SPEND MORE MONEY AND DON'T RELY ON SELF SELECTING VOLUNTEERS OR VOLUNTEER GROUPS
- Maybe have articles on the council website and in Flagship focusing on different minority/voluntary/social groups
- May be help from someone who has been homeless or in the same situation not someone who has read up on it
- Easy access to all local groups i.e. web sites and phone numbers, when and where they meet, what they do.
- Stop talking and make some decisions
- Take equality seriously. Not just a tick box exercise. Seek out minority groups and listen with respect.
- To ensure these groups and organisations really represent the type of help their members need.

3.2.6. **Question 6- Please let us know if you think there is anything else that should be included into the strategy or any comments you would like to make**

17 out of 56 (30%) persons answered this question.

Out of the 17 respondents the themes that came out from this question were:

- More support for vulnerable groups   18% (n3)
- Schools & young people   12% (n2)
- Interpretation & translation   12% (n2)
- Complaints   12% (n2)
- LGBT Safe Space - promote and provide   6% (n1)
- Toilet facilities   6% (n1)
- Improve E&D in PCC workforce   6% (n1)
- Communication   6% (n1)
- Affordable housing   6% (n1)
- Only actioned due to legal requirement   6% (n1)

Suggestions in Q6 include more equalities education in schools and support for young people to find employment and not be limited by disability.

Again there is a need to support the vulnerable and provide information which can be trusted to be impartial regarding monitoring and measuring our progress.

These are the verbatim comments/suggestions that came from the survey results for question 6:

- It's disappointing that you lead on the fact that it is your legal requirement to take this strategy forward. It can imply that they only reason you are doing this is that you are obliged to do so, but you do not actually care about the incredibly important reasons behind needing such a strategy.
- Providing/promoting the use of safe spaces via 'A Safe Space' window sticker across all communities.
- Do not waste money on translating
- There are thousands of people living in this city which have become invisible and are excluded from a normal working life as there are too many obstacles preventing them from either social interaction or a working life. Please help them to feel less isolated and on the point of giving up.
- Greater clarity. It's really hard to comment on anything here as there simply isn't enough information.
- There should be an easy to access complaints process available and it should be monitored - ideally by a third party. Much more education about the Equality Act 2010 should be available to the community in general (schools / pupils / students, teachers, parents, emergency services, local business owners etc.).
- Toilets - please make sure there are toilets available for everyone who needs them. If someone is not registered as disabled, but has a chronic illness which means they require the toilet (quickly) how can they access one when toilets are closing/locked?

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- I think there is an issue of trust with the Council after several cuts to funding. You don't need to just talk about working together, but have actions which show your support and that you value the work that local charities do.
- More genuinely affordable housing in the city
- Maybe PCC should engage with schools more to talk about all these issues. After all, Portsmouth school children are the future of this city and, in some cases, future employees of PCC and will have to carry through these ideas and bring them to fruition in the future.
- Make sure true people are helping in the right sector
- Do something
- More provision is needed to assist young people into employment who have learning difficulties or disabilities. I work with this group and know that a lot of young people with LDD have low or no aspirations. I feel they have been let down by the system with the emphasis being put on ticking boxes rather than finding out what they are good at and how they could use those skills in employment. I see them with no confidence or belief in themselves.
- Ensure all groups minority or not are included
- Respect. Willingness to listen and try and understand.
- Not to lose sight of objectives through too many channels of diversity, organisation, lack of communication.

3.2.7. Question 7 - Do you agree or disagree the following priorities still reflect the needs of people in Portsmouth?

48 out of 56 (86%) persons answered this question.

Priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination
90% of people that answered this question said they either agreed or strongly agreed with this priority, 6% of people gave a neutral answer of neither agreed or disagreed while only 4% either disagreed or strongly disagreed with priority 1.

Priority 2 - Leadership and partnerships?
79% of people that answered this question said they either agreed or strongly agreed with this priority, 19% of people gave a neutral answer of neither agreed or disagreed while only 2% either disagreed or strongly disagreed with priority 2.

Priority 3 - Employment and training?
89% of people that answered this question said they either agreed or strongly agreed with this priority, 9% of people gave a neutral answer of

neither agreed or disagreed while only 2% either disagreed or strongly disagreed with priority 3.

Priority 4 - Service delivery & access-Ensure access, information and advice is available / accessible to all
92% of people that answered this question said they either agreed or strongly agreed with this priority, 6% of people gave a neutral answer of neither agreed or disagreed while only 2% either disagreed or strongly disagreed with priority 4.

Priority 5 - Promoting community and the voluntary sector?
88% of people that answered this question said they either agreed or strongly agreed with this priority, 8% of people gave a neutral answer of neither agreed or disagreed while only 4% either disagreed or strongly disagreed with priority 5.

From this is shows that Priority 4 - Service delivery & access-Ensure access, information and advice is available / accessible to all is still the most important to the people that answered this question closely followed by Priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination

3.2.8. Question 8 - Are these priorities important to you as an individual?

48 out of 56 (86%) persons answered this question.

Priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination
90% of people that answered this question said that priority 1 was important to them as an individual while 4% of people said this priority was not important.

Priority 2 - Leadership and partnerships
63% of people that answered this question said that priority 2 was important to them as an individual while 37% of people said this priority was not important.

Priority 3 - Employment and training
75% of people that answered this question said that priority 3 was important to them as an individual while 25% of people said this priority was not important.

Priority 4 - Service delivery & access-Ensure access, information and advice is available / accessible to all
88% of people that answered this question said that priority 4 was important

to them as an individual while 12% of people said this priority was not important.

Priority 5 - Promoting community and the voluntary sector
83% of people that answered this question said that priority 5 was important to them as an individual while 12% of people said this priority was not important.

3.2.9. Question 9 - Can you rank the priorities in order of importance to you?

48 out of 56 (86%) persons answered this question.

We asked people to rank the priorities in order of importance the following results were:

Ranked 1 was Priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination

Ranked 2 was Priority 4 - Service delivery & access-Ensure access, information and advice is available / accessible to all

Ranked 3 was Priority 3 - Employment and training

Ranked 4 was Priority 5 - Promoting community and the voluntary sector

Ranked 5 was Priority 2 - Leadership and partnerships

3.2.10. Demographics of people answering the equality questions

48 out of 56 (86%) persons answered this question relating to sex.
58% (n28) stated their sex was female, while 35% (n17) stated their sex as male and 6% (n3) preferred not to say.

48 out of 56 (86%) persons answered this question relating to their age. When asked about their ages the majority were from age range of 55-64 which equates to 27% (n13), there was no one aged 24 or under that answered this question. 50% (n24) of people were aged 25-54 which does tend to mirror other surveys that have been undertaken, 15% (n7) were aged 65-74 and 2% (n1) were aged over 75. 6% (n3) preferred not to say.

48 out of 56 (86%) persons answered this question relating to ethnicity. 70% (n32) of the people that asked this question declared their ethnicity as White, 11% (n5) were from the mixed/multiple ethnic groups, 7% (3) were from Asian/Asian British ethnic, 2% (n1) were from a Black/African/Caribbean/Black British background which also mirrored other ethnic groups. 9% of people preferred not to answer this question.

48 out of 56 (86%) persons answered this question relating to a disability. 27% (n13) people declared themselves as having a disability while 65% (n31) did not declare a disability and 8% (n4) declined to answer this question.

We asked if people what the nature of their disability was and the highest disability was mobility at 31% (n4), 23% (n3) said they had a physical disability and the same number had a hearing impairment (23%). No one declared they had a learning disability or visual impairment, 38% (n5) answered the category of other disability and 15% (n2) preferred not to say. The percentage does not equate to 100% because some people will have ticked that they had more than one disability.

Out of the 44 responses regarding their postcode 27% (n12) were from PO4 which was the largest number of people from that area that answered the survey, the other postcode were:

18% (n8)	PO1
7% (n3)	PO2
18% (n8)	PO3
27% (n12)	PO4
11% (n5)	PO5
11% (n5)	PO6
2% (n1)	PO13
2% (n1)	PO16
2% (n1)	SO50

3.3. Email

We received the following comments and suggestions for improvements to our draft Equality & Diversity Strategy via an email dated 01 October 2018:

Introduction
The individual queried why the strategy is refreshed every 3 years and not 4 years to coincide with the objectives as stated under the Equality Act 2010.

Equality Objectives
Why name the officer simply state the post title

Employment and training

- this strategy needs to have targets to increase the diversity of the workforce in every department and at every level of seniority if you are truly going to make in-roads into diversity and inclusion.
- employee resource groups should be put in place, a demand driven employee network should not be an option to have, you are more likely to create an inclusive environment if you allow staff to engage and engage across protected characteristics
- how are you making provision for access to services in terms of communications when English is not the first language of the public member

Promoting community and the voluntary sector

- strategy policy ought to list all those organisations you will be liaising with and how new organisations can access and engage in the future - a proactive register …?

3.4. Individual sessions

Individual sessions were on offer throughout the consultation period. Groups and organisations were encouraged to contact us to express an interest in organising sessions at times and locations most suited to them, where specific issues could be explored.

The Access & equality advisor attended meetings with the following organisations:

3.4.1. Portsmouth Disability Forum (PDF)

The future strategy was discussed at PDF meeting in October 2018. One of the main issues was cyclists riding their bikes in pedestrian areas and that disabled people felt vulnerable because of the speed of some cyclists and worried that there would be a collision.

They suggested that the Police and the council run regular operations in partnership in catching people and fining cyclists if caught riding their bike in these areas.

3.4.2. Portsmouth deaf association
The main thing that came out of the meeting was that they felt council staff did not have an awareness of deaf people and how they communicate when trying to access services.

Many of the deaf have given up contacting the council due to a lack of communication.

3.4.3. Empowering children and families (Portsmouth parent voice)
This group of parents are very active campaigning for children with disabilities and many issues and comments were raised during the meeting.

One of the issues raised was when there is no accessible housing in the area, parents are forced to live on the outskirts of the city. Often these properties have higher rents and council tax bands and   because of this, parents are forced into financial difficulties trying to find the extra money each month. What they suggested was, if parents had to live outside of Portsmouth, the council should allow them to pay the same amount of rent and council tax due to the lack of accessible housing in the city.

They wanted to make sure the strategy linked in with the Autism and SEND strategy to tackle issues relating to children and young people with a disability, address the issues their parent's and carers have as a result of this and show what the council are going to do to improve outcomes for these children and young people.

The group asked if the actions; where possible; could be SMART and show what the council are going to do to achieve these over the next four years.

One of the actions was to audit the council's access points, for example wheelchair access, induction loops and other access requirements for people to be able to access services the council provides. The group asked whether the audit could also include issues that people with autism experience when accessing our buildings. The suggestion was to co-produce an audit form that covers all disabilities and have a graded system like bronze, silver and gold award depending on the access provided. The group also questioned whether the audit could be checked using young people with autism, from the Dynamite group, as inspectors to ensure its suitability for these individuals.

3.4.4. Kroma

The Access & equality advisor met with the chair of Kroma, the important issue here was safety of people from the LGBT community. It was stressed that a lot of the community feel unsafe in the Portsmouth area and this needs to be addressed. One suggestion was to ensure all licensed premises and their staff, including security / door stewards, have additional training regarding gender and sexual identities.

That Portsmouth provide/promote the use of safe spaces via 'A Safe Space' window sticker across all communities

3.4.5. Visual impaired access group (VIAG)

The main issue that this group raised was the lack of awareness from cyclists regarding people with a visual impairment. There is a constant issue with cyclists in pedestrianised areas but also the shared cycle routes.

Visual impaired people feel very vulnerable and are worried about being tripped over and possibly, injured.

Another area of concern was visual impaired people with guide dogs being refused by taxi drivers.

4. Conclusion

Despite the number of respondents and therefore, the consultation results not being statistically valid or demographically representative, some really useful qualitative information and feedback has been obtained. Particular themes have been identified from the comments received which will help steer our future work in the Equality & Diversity field.

Clearly more engagement and work need to be done with Portsmouth's LGBT community to better understand the issues they face and develop actions to tackle them.

Hate crime also needs more work to be done to address this issue which impacts on many protected groups. More joined up working with the Police is necessary and maybe we should also look at 3rd party reporting to encourage people to report hate crime they experience.

A lot of the suggestions tell us we need to do more to engage with minority/protected groups and not just disability, there also needs to be more support for the voluntary and community sector.

The results show that the council needs to improve training for staff to raise their awareness of all the protected characteristics, not just disability.

The subject of Employment features quite highly in the results, respondents felt that council employees from protected groups should get more support and that there should also be the correct core training in place for all staff to enable them to interact with our customers appropriately.

As we already realise our workforce is not as diverse as the community we serve, a more proactive approach needs to be taken to support applications from minority groups and help them to gain employment within Portsmouth city council.

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Portsmouth
CITY COUNCIL

Equality
and
Diversity
Strategy
2019-22

Appendix 3

Foreword

I am delighted as portfolio holder for resources to present our Equality & Diversity strategy for 2019 - 2022.

Along with all our staff at Portsmouth City Council, I am committed to ensuring we deliver high quality services for all our residents. At the same time Portsmouth City Council seeks to be an employer of choice attracting and developing staff to reach their full potential and deliver services which are fair, personal and diverse.

The vision of Portsmouth City Council is to achieve equality, celebrate diversity and advance inclusion in Portsmouth and in line with public sector general equality duty.

We shall show leadership and will help to embed fairness into the cultures and behaviors by:-

- Championing and advancing equality, diversity and inclusion

- In partnership with local providers identify local needs and priorities, particular those at risk of disadvantage and discrimination to help reduce local inequalities

- In partnership with local providers seek the engagement of everyone in shaping local services to meet individual needs and achieve better outcomes for local people

- Helping and supporting staff to understand the importance of fairness and diversity in planning and delivering services.

- Acknowledge and valuing all our local partners who help to deliver fairness and equality

Together we can achieve a more balanced vision and ensure that everyone counts.

Councillor Jeanette Smith
Portfolio Holder for Resources

This document sets out Portsmouth City Council's approach to equality and diversity issues over the next four years (2019–2022).

The purpose of the Council's equality and diversity strategy is to set out our vision, approach, key activities and monitoring arrangements in relation to tacking inequalities in Portsmouth.

The strategy has been informed by research and data, as well as gathering information from various protected characteristic groups across the city and analysing the type of corporate complaints that have been received by the council.

We have re-visited our equalities objectives from for the council and for the city, based on:

- actions from the previous action plan

- a review of the latest data on outcomes for communities in the city;

- the results of a range of surveys and consultations;

- changes in the diverse population of Portsmouth; and,

- changes in the legislative context and policy framework.

This document also outlines what equality objectives we are going to progress over the next 4 years based on our five key priorities that were supported by council officers, the residents of Portsmouth and various protected groups across the city, as well as providing a summary of the council's workforce diversity.

This document has been prepared as an PDF (portable document format) to enable the reader to access key facts and figures and get an overview of Portsmouth's growing diversity and related equality issues.

This document is available in alternative formats on request from 023 9283 4789 or by emailing equalities@portsmouthcc.gov.uk

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Our commitment

Our commitment to equalities remains the strong and we will endeavour to ensure this commitment is embedded into the organisation through training, awareness of the protected characteristics described by the Equality Act 2010, we will also aim to make our services and policies accessible and meet the needs of the residents of Portsmouth.

'Portsmouth City Council's approach to equality and diversity primarily focuses on our customers to ensure that our services meet people's needs, both now and in the future. For us, this means all our customers in all our communities. We are working towards making our services more accessible by planning ahead and taking action based on listening to and involving our communities.

Our aim is to have a workforce that is reflective of the communities in Portsmouth, and is open to new ideas, ways of working and diversity. We are raising awareness on equality and diversity with our staff through an improved training programme that focuses on mainstreaming these principles into all of our work.

Our improved Equality Impact Assessment (EIA) process works across all our services and functions. This EIA process helps us to meet our legal requirements under equalities legislation, as well as helping us to measure the impact of our services on all of us in relation to age, disability, sex, transgender, race, sexual orientation, religion or belief, pregnancy and maternity as well as in relation to community cohesion'.

Our Equality objectives (previously Equality & Diversity Action Plan) works alongside this refreshed equality & diversity strategy and has been developed in line with identified needs and priorities. The relating Equality objectives will ensure that equality and diversity issues are at the forefront of the plans that we make, services we develop and actions we take.

Our priorities

Our Equality objectives underpin our five key priority areas. They are:

1   Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination

Inequalities and disadvantage occur in many different settings, depending on the issue, and vary between the equality strands on the same basis. Therefore, Priority 1 requires a whole range of actions – some corporate in nature that look at issues holistically, and some service-specific actions that will improve particular outcomes for communities.

2   Leadership and partnerships

The council has a role in shaping the communities it serves as well as simply commissioning and providing public services. The council cannot achieve its aims in isolation and we will continue to work to 'identify local needs and to address these at a strategic level'.

3   Employment and training

Access to employment opportunities and training services are vital in addressing socio-economic deprivation. Our research shows that people from diverse communities in the city may be more likely to suffer deprivation than the wider population, with some communities feeling that discrimination remains an issue when applying for jobs. The council's role as an employer is one area where it can take very direct action on this issue. The council is one of the largest employers in Portsmouth and as such can do a great deal to break down barriers and tackle discrimination. We continue to improve work opportunities at the council by providing work placements and apprenticeships.

4   Service delivery and access

All of Portsmouth's residents have the right to expect to be able to easily access services, advice, and information provided or funded by the council. The equality act places additional duties on the council to consider the needs of all of its communities in the design and delivery of services.

5   Promoting community and the voluntary sector

Delivering on all of the priorities in this strategy and addressing entrenched inequalities cannot be delivered by the council alone, but will be best achieved by involving and engaging communities in the decision-making process, in service design, and in developing our future plans.

Equality objectives

1. Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination		
Objective	Lead officer	Progress
Ensure Equality impact assessments are carried out on all committee reports where necessary, service reviews, strategies, policies, functions and if services are created or ceases to exist	Report authors Directors Access & Equality Advisor	
Reduce rough sleeping and homelessness in Portsmouth. Produce a strategy of the way forward and the councils approach on how to reduce homelessness and rough sleeping in the city	Homeless & Rough Sleeping Strategic Programme Manager	
Alleviate poverty and break the cycle of deprivation using the 6 priorities in the Tackling Poverty Strategy Action Plan	Acting Tackling Poverty Co-ordinator	
Monitor and act on corporate complaints including complaints that are perceived as harassment or discrimination	Corporate complaints officer	
Review and revise the Equality Impact Assessment forms as appropriate	Access & Equality Advisor	
Actively promote PCC vacancies to diverse community groups	Director of HR, Legal & Performance	
Encourage people to report all types of hate crime, investigate 3rd party reporting training and look at premises/organisations that could be utilised for this purpose	Directors Access & equality advisor	

To ensure Portsmouth is a good place for children and young people with autism and make sure there is high quality education provision and access to health services to improve their physical and mental health	Head of inclusion	Autism strategy
To promote inclusion and improve outcomes for children and young people with special educational needs (SEND) and their families	Head of inclusion	SEND strategy

Equality & Diversity strategy 2019-22

2. Leaderships and partnerships		
Objective	Lead officer	Progress
Joint working with voluntary and statutory organisations	Access & Equality Advisor	
Work with different protected characteristic groups across the city to ensure access to our services is achieved/engagement of groups to tackle inequalities	Access & Equality Advisor Independance & Wellbeing Team	
Work with the Portsmouth Hospital Trust and Patient experience team to ensure joined up working	Access & Equality Advisor	
Create Member equality champions and equalities steering group across political parties and create equality champions across all directorates	Director of Community & Communications	

Equality & Diversity strategy 2019-22

3. Employment and training		
Objective	Lead officer	Progress
Cultural information, guidance and training awareness promoted to staff	Team Manager, Independence & Wellbeing Service	
Monitor staff perceptions of equality via staff surveys and produce actions relating to the outcome of the survey	Director of HR, Legal & Performance	
Through the staff survey and other channels we will look at ways on how we can improve the workforce data so we know who are the employees and how best to support them	Director of HR, Legal & Performance Communications Access & equality advisor	
Ensure mandatory Equality & diversity training reflects new legislation & government guidelines	Director of HR, Legal & Performance	
Portsmouth City Council to be a Disability Confident employer/leader	Director of HR, Legal & Performance	
Provide training to Members on their duties under the Equality Act 2010	Deputy Chief Executive & City Solicitor Director of HR, Legal & Performance	
Support the voluntary sector and partners to provide training for staff regarding the protected characteristics	Access & Equality Advisor	
Re-establish diversity staff groups if demand is evident and ensure the staff have the opportunity to attend in working hours	Director of HR, Legal & Performance	
Review the internal volunteering policy to enable PCC officers to immerse themselves in the community they serve	Director of HR, Legal & Performance	

Equality & Diversity strategy 2019-22

4. Service delivery and access - Ensure access, information and advice is available / accessible to all		
Objective	Lead officer	Progress
Feasibility study and costings on allowing disabled people to use their concessionary bus pass before 9.30am to encourage disabled people to work, and college.	Assistant Director, Transport, Environment & Business Support	
To ensure all digital channels of communication is accessible to all people including those that use assistive technology	Assistant Director of Community & Communications Service Manager, Adult Services	
To make sure all the council access points including partnership and commissioned services can be easily accessed e.g. housing offices, library's. Co-produce an audit form that will include all disabilities including autism and sensory impairments and work with these groups to carry out the audits.	Director of Community & Communications Director of Housing, neighbourhood and Building Services Director of Culture and City Development	
Conduct an audit and assessment of all customer facing policies across the authority	Access & Equality Advisor	
Mainstream equality considerations in procurement to ensure wider social benefits, such as creating training or employment opportunities	Assistant Director of Contracts, Procurement & Commercial	
To seek views of the Licensing committee in respect of Section 167 of the Equality Act 2010-Maintain a list of accessible taxis and PHVs licensed in the city	Licensing Manager	

Equality & Diversity strategy 2019-22

To review and commission disability awareness training for example Blue Lamp to provide this for taxi drivers	Licensing Manager	
Run an awareness campaign for the public regarding the unlawful act of refusing guide and assistance dogs in taxis	Communications Licensing Manager	

Equality & Diversity strategy 2019-22

5. Promoting community and the voluntary sector		
Objective	Lead officer	
To engage with minority communities and their organisations to make sure these voluntary and social enterprise organisations have their say, and have the opportunity to be part of future projects in the city	Voluntary Sector Partnership Manager-	
To work with the voluntary, community and social enterprise sector in the city, working to improve partnership and integration between different groups. This integration and collaboration with diverse and minority groups will work to support our understanding of our communities and their needs.	Voluntary Sector Partnership Manager	
To embed equalities monitoring into our VCSE contracts, grants, this information will support our understanding of our local communities and identify potential gaps in the city	Voluntary Sector Partnership Manager	

Equality & Diversity strategy 2019-22

The Equality Act came into force on 1st October 2010. The act brought together over 116 separate pieces of legislation into one single act. Combined, the act provides a legal framework to protect the rights of individuals and to advance equality of opportunity for all.

The act covers discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The act simplifies and strengthens previous legislation to provide a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The general equality duty (set out in the equality act) places upon public authorities a requirement 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 act explains that having due regard for advancing equality involves:

- Removing or minimising difficulties suffered by people due to their protected characteristics.

- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.

- Encouraging people from protected groups to participate in public life or in other activities where their participation is extremely low.

  Specific Duties were introduced by the Government in September 2011 with an aim of facilitating an efficient and effective compliance of certain public bodies with the general Equality Duty. This includes:

- Publishing information to demonstrate compliance with the general equality duty annually;

  and

- Preparing and publishing one or more equality objectives that will contribute to satisfying the three aims of the general Equality Duty (as above) every four years.

A ban on age discrimination was introduced by the Government in October 2012. The objective of the ban is to eliminate any age-related discriminative practices in the provision of goods, services or facilities, and in the carrying out of public functions. The council has been committed to age equality in the way it provides public services and exercises its functions long before the ban was introduced. However, the law provisions provide us with an

opportunity to closely examine our policies and practises to ensure that our residents are afforded fair treatment, regardless of their age.

In 2013 the Marriage(Same sex Act 2013) was passed which allows couples who are in a same sex relationship to get married rather than just having a civil partnership.

Between 01 January 2017and 01 January 2018, 31 same sex couples were married in Portsmouth.

This Act makes the marriage of same sex couples lawful in England and Wales, while protecting and promoting religious freedom.

For more detailed guidance on the Marriage (same sex couples) Act 2013 visit:

www.equalityhumanrights.com/en/publication-download/marriage-same-sex-couples-act-2013-quick-guide

For more detailed guidance on the Equality Act 2010 visit:
www.gov.uk/equality-act-2010-guidance

For more information on equality and human rights law, visit the Equality and Human Rights Commission website at:
www.equalityhumanrights.com

Consultation

The consultation will take place from 13 August until 02 November 2018.

There will be an online survey as well as a paper copy for people that don't have access to a computer.

The survey will also be distributed to groups across the city and PCC officers will attend meetings to get feedback and suggestions for the proposed actions for the next 4 years.

Equality & Diversity strategy 2019-22

Equality & Diversity at Portsmouth City Council

Our approach to equality and diversity primarily focuses on our customers and their needs, to ensure that we serve all of our communities in the city.

The council's equality diversity work is supported within the Community and communications directorate. It provides support to services and advice on best practice, legislative requirements, monitoring and manages the EIA process.

Equality impact assessments (EIA)
The council has a well established Equality impact assessment process which assists compliance with the Equality Duty, although EIA's are not a legal document in itself. It was decided in 2016 at the Governance and audit and standards committee that preliminary EIA's should be completed on any decision making reports if required. This was a more effective way of assessing any potential adverse impact our decisions they have on protected characteristics as described under the Equality Act 2010.

Initially a preliminary EIA is completed which is a screening process, this should highlight any potential impact the policy, function or service could have on any protected characteristic groups, if there is not enough information to make a decision or there could be adverse impacts a full EIA would be completed.

A full EIA would include consultation with the groups that could potentially be impacted on and where possible mitigation put in place or barrier removed completely.
All EIA's are published with the report it relates to and any additional

significant EIA's that are completed will be published on the Equality and diversity web pages, these will be published on a rolling year.

The council will publish a list of 'Equality Impact Assessments' (EIAs) on proposed, new, changed or terminated services, policies, strategies, projects and functions with a link to the report that the EIA refers too.

This helps to evidence how the duties under the Equality Act 2010 have been considered, and, if necessary, mitigated any discriminative impact on our residents and visitors.

Equality objectives

The Equality objectives are incorporated inj the equality & diversity action plan which provides a list of our objectives. It sets out our key actions on promoting equality with regard to age, disability, sex, gender reassignment, race, religion or belief and sexual orientation, (as well as socio economic deprivation).

We are required to publish equality objectives in response to our specific duties in legislation.

An annual report will be produced to show progress on the Equality objectives and will report to the Governance, Audit and Standards committee.

Workforce Diversity and Management

All Portsmouth City Council's recruitment and human resources policies are designed to be compliant with existing legislation and ensure that discriminatory practices are avoided.

The council ensures that all employees and managers undertake appropriate equalities and diversity training, proportionate to their role and level of responsibility. A range of management development programmes are provided to ensure that all managers have the opportunity to develop effective communication and leadership skills and value diversity within the workplace.

The council supports the wellbeing of its employees and provides information and advice to support the health of the workforce. An employee opinion survey is conducted on an annual basis across the whole workforce to provide feedback on a range of aspects. This is analysed across the protected characteristics of age, sex, ethnicity and disability.

Under Specific Duties introduced in 2011 as part of the Equality Act 2010, the council has a legal obligation to publish equality information relating to its employees on an annual basis. The council currently monitors the diversity of its workforce with relation to age, sex, disability and race as well as gender pay gap.

Sex

The council, like most authorities, has a predominantly female workforce, with 75% female and 25% male employees.

Ethnicity

Data held by the council indicates that 6.5% of our staff are from BME groups - this figure has remained unchanged since the previous strategy. However, this is likely to be an under-estimate, as 18.9% are listed as undisclosed. The BME figure does not reflect the diversity of the city, as the most recent data suggest that 16% of our resident population are from BME groups.

Age of council staff

The council has 38.6% (increase from 3.6% recorded in the previous strategy) of its staff over the age of 50, while only 5.4% are under 25 (up from 5.3% recorded in the previous strategy).

Disabled staff

1.5% of the council staff have disclosed having a disability. 30.9% are listed as 'undisclosed'; however, this high percentage includes staff who joined the authority prior to the introduction of any monitoring system to collect information on disability. In addition, because this data is captured at the time of recruitment, it does not reflect any staff that become disabled whilst working for the council. As such, this figure is almost certainly an under-estimate of the true position.

Gender Pay Gap

The Gender Pay Gap for Portsmouth City Council was published in September 2017, the report includes school staff.

At the time of the report being published the data was correct for all staff, including school staff in post with PCC who earned their full-pay (relevant employees) At that time , there were 5,873 relevant full pay employees, which is made up of 75% (n4377) of females and

25% (n1496)were males.

The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is 11%.

The average mean hourly rate of pay for a male was £16.84. For a female the average mean hourly rate of pay was£14.93, which results in the mean figure reported above.

The gender pay gap exists within Portsmouth City Council as the significantly larger proportion of female employees at the council work on the lower quartile (out of 20 pay bands) than our male employees – 22% male and 78% female staff.

The percentage of male employees increases throughout the remaining quartiles, from 20% in the lower middle quartile to 33% in the upper quartile.

In direct comparison the percentage of females employees decreases throughout the remaining quartiles from 80% in the lower middle quartile to 67% in the upper quartile.

Clearly, the council's current workforce does not match the profile of Portsmouth, with a large gender imbalance (though this is typical of local government) and under-representation of disabled people and people from BAME communities.

For more information on the Gender Pay Gap at Portsmouth City Council visit:

https://www.portsmouth.gov.uk/ext/the-council/transparency/senior-management-salary-information

Apprenticeships

In Portsmouth City Council we have a successful apprenticeship scheme and look to promote this further especially to the different communities across the city.

The council currently have 74 apprentices-57% females and 43% males

The age of apprentices vary but 62% are aged 19-21 and 11% are aged between 26 and 49.

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NHS Portsmouth Clinical Commissioning Group

Portsmouth City Council

Equality Impact Assessment

Directorate: Community & communication

Service, function: Equality and diversity

Title of policy, service, function, project or strategy (new or old):

Equality & diversity strategy

Type of policy, service, function, project or strategy:

☐ Existing

☐ New / proposed

★ Changed

Lead officer Gina Perryman

People involved with completing the EIA: Gina Perryman
Marguerite Bowers

Introductory information (Optional)

The purpose of the Council's equality and diversity strategy is to set out our vision, approach, key activities and monitoring arrangements in relation to tacking inequalities in Portsmouth.

The strategy has been informed by research and data, as well as gathering information from various protected characteristic groups across the city and analysing the type of corporate complaints that have been received by the council.

Step 1 - Make sure you have clear aims and objectives

What is the aim of your policy, service, function, project or strategy?

The aim of the strategy is to ensure it outlines our approach to equality and diversity and ensure our services are accessible to everyone and people that belong to a protected characteristic do not have barriers or are discriminated against trying to access these.

We will endeavour to ensure the commitment of equality and diversity is embedded into the organisation through training, awareness of the protected characteristics described by the Equality Act 2010, we will also aim to make our services and policies accessible and meet the needs of Portsmouth residents and visitors to the city.

Our aim as a local authority is to encourage people to participate in communities and activities from different minority groups that they may not of done before through our links with the voluntary and community sector and engage them in design/redesign of services.

Through consultation and engagement with protected characteristic groups we want to ensure the 5 priorities are still relevant and important to individuals, we want to give them an opportunity to inform the council on what specific actions they feel should be included in the action plan that would impact positively on their lives to ensure access for all.

Who is the policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

Under the Equality Act 2010, there are nine protected characteristics and we have to ensure these groups are not discriminated against while accessing our services as well as the impact our customer facing policies have on these protected characteristics. The protected characteristics are age, sex, sexual orientation, disability, ethnicity or race, religion or belief, gender reassignment, pregnancy or maternity and marriage and civil partnership.

In Portsmouth we have 213,000 people living in the city, we know that out of this population that the split is roughly a 50:50 split for male and female and that 16% of the population have a long-term health condition that impacts on their day to day activities a lot or impacts on their day to day activities a little.

58% of people either declared they had a religion with Christianity being the largest and 35% of people declared they had no religion.

Official statistics on LGBT communities in the UK are hard to come by, as this data has not been routinely collected in the past. However, the ONS, UK sexual identity survey for 2016 highlighted just over 1 million (2%) of the UK population aged 16 and over identified themselves as lesbian, gay or

bisexual (LGB). If we use that statistic that would equate to approximately 4,300 people that described themselves as LGB.

16% of the population in Portsmouth are from the Black, Asian, Minority Ethnic background, where Bangladeshi are the largest population.

As we know there is a growing number of older people living in the city and this is expected to rise more due to life expectancy. Although the number of people aged 65 and over has slightly declined to 13.% down from 15.4% but the number of very old people aged 85 years and over has increased to 2.2% of the population.

As you can the Equality & diversity strategy can potentially impact on a lot of the Portsmouth population and a lot of these people will have contact with the council in some way or another or use our services. This strategy is intended to aid people to access the council in a way that is appropriate for them and to ensure the council staff have an understanding of the different communities they serve.

Our Equality objectives underpin our five key priority areas. They are:

1. Promoting fairness and diversity by tackling inequalities, disadvantage, and discrimination

Inequalities and disadvantage occur in many different settings, depending on the issue, and vary between the equality strands on the same basis. Therefore, Priority 1 requires a whole range of actions – some corporate in nature that look at issues holistically,and some service-specific actions that will improve particular outcomes for communities.

2. Leaderships and partnerships

The council has a role in shaping the communities it serves as well as simply commissioning and providing public services. The council cannot achieve its aims in isolation and we will continue to work to "identify local needs and to address these at a strategic level".

3. Employment and training

Access to employment opportunities and training services are vital in addressing socio-economic deprivation. Our research shows that people from diverse communities in the city may be more likely to suffer deprivation than the wider population, with some communities feeling that discrimination remains an issue when applying for jobs. The council's role as an employer is one area where it can take very direct action on this issue. The council is one of the largest employers in Portsmouth and as such can do a great deal to break down barriers and tackle discrimination. We continue to improve work opportunities at the council by providing work placements and apprenticeships.

4. Service delivery and access - Ensure access, information and advice is available / accessible to all

All of Portsmouth's residents have the right to expect to be able to easily access services, advice, and information provided or funded by the council. The equality act places additional duties on the council to consider the needs of all of its communities in the design

5. Promoting community and the voluntary sector

Delivering on all of the priorities in this strategy and addressing entrenched inequalities cannot be delivered by the council alone, but will be best achieved by involving and engaging communities in the decision-making process, in service design and in developing our future plans.

What outcomes do you want to achieve?	What barriers are there to achieving these outcomes?
1. To create a strategy that incorporates actions that help our residents to access our services 2. To create our equality objectives that have to be published every 4 years that is specified in the Equality Act 2010 under the specific duties. 3. To ensure that the consultation process meets the needs and reflected the needs of all the residents. 4. Encourage people from protected groups to engage with Portsmouth City Council and to participate in public life or in other activities where their participation is historically extremely low. 5. Effectively address/minimise the difficulties suffered by people due to their specific protected characteristics using services or accessing employment	1. Reluctancy of protected characteristic groups to engage with the council 2. Finding cost effective and practical solutions to address barriers people experience 3. Staff capacity/resource to address the actions assigned to their services 4. Meaningful engagement and buy in from Members and chief officers

Step 2 - Collecting your information

What existing information / data do you have? (Local or national data) look at population profiles, JSNA data, surveys and patient and customer public engagement activity locally that will inform your project, natioinal studies and public engagement.

We have re-visited our equalities objectives for the council and for the city, based on:

• actions from the previous action plan
• a review of the latest data on outcomes for communities in the city;
• the results of a range of surveys and consultations;
• changes in the diverse population of Portsmouth; and,
• changes in the legislative context and policy framework.

Our five key priorities are supported by council officers, the residents of Portsmouth and various protected groups across the city.

We know the population has risen to 214,000 approx which is an increase of 9,000 people from the last census in 2011.

We have to realise that there is a lack of data available, we have to rely on the ONS population estimates. We will need to wait until the 2021 census to give a more accurate picture of the population in Portsmouth.

We have very good links with various protected characteristic groups and the voluntary and community sector.

We have used for reference the following data sources:

State of caring report 2018

Joint strategic needs assessment

Tackling poverty strategy

Hate Crime, England and Wales, 2017/18
Health and Wellbeing Strategy 2018-2021
Street Homeless and Rough Sleeping Partnership Strategy 2018-2020
PCC Staff Profiles
SEND Policy 2016-2019
Autism Strategy for children and young people 0-25 - 2018 - 2021
Portsmouth Carers Strategy 2015-2020

Using your existing data, what does it tell you?

Further work is required to increase the level of input from local groups supporting residents with protected characteristics.

Hate crime for all groups is under reported across the country which is the same locally although the hate crime figures in 2017/18 has gone up 17%.

We have very good links with various protected characteristic groups but there is more work to be done to ensure we hear from groups that we have very little information on regarding any issues they have living or working in Portsmouth.

A more robust monitoring process needs to be put in place to ensure equalities is understood by members and staff of the council making sure its high on the agenda. This will require closer liaison within PCC to track progress of the various departmental objectives we are working towards to ensure we achieve our 5 main aims and priorities.

'Portsmouth City Council's approach to equality and diversity primarily focuses on our customers to ensure that our services meet people's needs, both now and in the future. For us, this means all our customers in all our communities. We are working towards making our services more accessible by planning ahead and taking action based on listening to and involving our communities.

Our aim is to have a workforce that is reflective of the communities in Portsmouth, and is open to new ideas, ways of working and diversity. We are raising awareness on equality and diversity with our staff through an improved training programme that focuses on mainstreaming these principles into all or our work.

Step 3 - Now you need to consult!

Who have you consulted with?

If you haven't consulted yet please list who you are going to consult with

Portsmouth Disability Forum
Kroma
Visual impaired action group
Empowering children and families
Portsmouth Parent Voice
Voluntary sector mail out (Approx 800

We will not be undertaking another consultation exercise but there will be regular meetings and contact with protected characteristic groups to update them on the actions that have been put forward.

organisations)
Portsmouth Deaf Association
Health and wellbeing team as they have regular meetings with BAME groups in Portsmouth

The Equality & diversity team will liaise with PCC officers to get updates and progress with the actions assigned to them.

Please give examples of how you have or are going to consult with specific groups or communities e.g. meetings, surveys

On line Survey via Survey Monkey

Regular meetings with local representative groups.

E-mail communication within PCC involving those working closely with residents who have protected characteristics.

Attending meetings for the voluntary and community sector.

Step 4 - What's the impact?

Is there an impact on some groups in the community? (think about race, gender, disability, age, gender reassignment, religion or belief, sexual orientation, sex, pregnancy and maternity, marriage or civil partnerships and other socially excluded communities or groups)

Generic information that covers all equality strands (Optional)

Portsmouth City Council's approach to equality and diversity primarily focuses on our customers to ensure that our services meet people's needs, both now and in the future. For us, this means all our customers in all our communities. We are working towards making our services more accessible by planning ahead and taking action based on listening to and involving our communities.

There is a common theme across the protected characteristics of transgender, sexual orientation, disability, race or ethnicity and religion or belief of hate crime. This is an increasing issue that needs to be addressed by encouraging people to report hate crime to the Police. People that are a Portsmouth City Council tenant have access to a hate crime officer that can help but privately there is no central team to help so 3rd party reporting may help this issue although not solve.

The demographics of the people answering the survey does not reflect the diversity city due to the low numbers of people answering the survey, although we have had a greater response this time from the previous survey.

Out of the 44 responses regarding their postcode 27% (n12) were from PO4 which was the largest number of people from that area that answered the survey, the other postcode were:

18% (n8) PO1
7% (n3) PO2
18% (n8) PO3
11% (n5) PO5
11% (n5) PO6
2% (n1) PO13
2% (n1) PO16
2% (n1) SO50

We asked in Question 9 - Can you rank the priorities in order of importance to you?

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By far the top two priorities are clearly:

1st - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination
2nd - Service and delivery and access.

Ethnicity or race

In Portsmouth the population of the BAME is 16%, 48 out of 56 (86%) persons answered this question relating to ethnicity in the survey.

70% (n32) of the people that asked this question declared their ethnicity as White, 11% (n5) were from the mixed/multiple ethnic groups, 7% (3) were from Asian/Asian British ethnic, 2% (n1) were from a Black/African/Caribbean/Black British background which also mirrored other ethnic group. 9% of people preferred not to answer this question.

Race is the highest reported hate crime from all other protected characteristics, in 2017/18 there were 71,251 crimes reported nationally which is an increase of 14% from the previous year.

One of the main issues is the use of interpreters when accessing our services, whether its they do not turn up, can't access an out of office hours appointment or the quality of the interpreter which is something as a local authority we need to address. The council are preparing to go out to tender so we can commission a service that is fit for purpose and meets our customers and officers requirements.

Question 8 we asked the question if the priorities were important to them as an individual?

100% of people from a BAME background agreed that priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination was still important while 94% of people from a white background said the priority was important to them as an individual.

60% of people from a BAME background agreed that priority 2 - Leadership and partnerships was still important to them as an individual, while 63% of people from a white background agreed it was still important.

80% of people from a BAME background agreed that priority 3 - Employment and training was still important to them as an individual, while 72% of people from a white background agreed it was still important.

100% of people from a BAME background agreed that priority 4 - Service and Delivery and Access was still important to them as an individual, while 88% of people from a white background agreed it was still important.

80% of people from a BAME background agreed that priority 5 - Promoting Community and the voluntary sector was still relevant for Portsmouth while 91% of people from a white background agreed it was still important.

Question 9 - Can you rank the priorities in order of importance to you? The most important priority to people from a BAME background was:

1st - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination
2nd - Service and delivery and access

Respondents of mixed race agreed with the above but also placed - Employment and training - in equal second place.

Asian/Asian British:

1st - Three-way split between Leadership/Service and delivery and Promoting community/voluntary sector
2nd - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination

Black/African/Caribbean/Black British

1st - Employment and training
2nd - Service and delivery and access

Gender reassignment

We do not have any specific data on the population of this community in Portsmouth although there has been an increase in hate crime against trans people, in England and Wales there were 1,651 hate crimes reported which is an increase of 32% from the previous year 2016/17.

We know there is a lack of confidence with frontline staff addressing trans people, we are planning to run another transgender awareness session for these staff to improve our service delivery for this community.

Age

In Portsmouth 67.4% (n144,800) are aged 16-64, 14% (n30,026) are aged over 65 and the number of people aged over 85 are 2% (n4,346).48 out of 56 (86%) persons answered this question relating to their age.

When asked about their ages the majority were from age range of 55-64 which equates to 27% (n13), there was no one aged 24 or under that answered this question. 50% (n24) of people were aged 25-54 which does tend mirror other surveys that have been undertaken, 15% (n7) were aged 65-74 and 2% (n1) were aged over 75. 6% (n3) preferred not to say.

Question 8 we asked the question if the priorities were important to them as an individual?

100% of people from ages 25-64 agreed that priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination was still important while 71% of people aged 65-74 agreed with the priority and 100% of ages 75+ agreed it was important to them.

50% of people aged 25-44 years agreed that priority 2 - Leadership and partnerships was still important to them as an individual, while 88% of people of ages 45-54 agreed it was still important. 85% of people ages 55-64 said it was important to them as an individual and 100% of ages 75+ agreed it was important to them.

75% of people aged 25-44 years agreed that priority 3 - Employment and training was still important to them as an individual, while 100% of people of ages 45-54 agreed it was still important. 92% of people ages 55-64 said it was important to them as an individual and 100% of ages 75+ agreed it was important to them.

100% of people aged 25-54 years agreed that priority priority 4 - Service and Delivery and Access was still important to them as an individual, while 92% of people of ages 55-64 agreed it was still important. 71% of people ages 65-74 said it was important to them as an individual and 100% of ages 75+ agreed it was important to them.

63% of people aged 25-34 years agreed that priority priority 5 - Promoting Community and the voluntary sector was still important to them as an individual, while 88% of people of ages 35-44 agreed

it was still important. 100% of people ages 45-64 said it was important to them as an individual, 86% of ages 65-74 agreed it was important to them and ages 75+ was 100% agreed.

Question 9 - Can you rank the priorities in order of importance to you? As it mentioned above the 1st and 2nd rank was: 1st - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination, 2nd - Service and delivery and access

Exceptions to the above were as follows:

45-54 year olds chose:

1st - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination
2nd - Promoting community and the voluntary sector

and 75+ ranked them as follows:

1st - Leadership and partnerships
2nd - Employment and trainingz

Disability

16% of the Portsmouth population say they have a long term health problem or disability that limits their day to day activities a lot / a little. If we use the 2015 ONS population estimates this equates to over 34,000 people. In the survey we had 27% that describes themselves as having a disability.

48 out of 56 (86%) persons answered this question relating to a disability.
27% (n13) people declared themselves as having a disability while 65% (n31) did not declare a disability and 8% (n4) declined to answer this question.

We asked people what the nature of their disability was and the highest disability was mobility at 31% (n4), 23% (n3) said they had a physical disability and the same number had a hearing impairment (23%). No one declared they had a learning disability or visual impairment, 38% (n5) answered the category of other disability and 15% (n2) preferred not to say. The percentage does not equate to 100% because some people will have ticked that they had more than one disability.

Hate crimes towards disabled people is the second lowest recorded figure, only 7,226 hate crimes were reported to the police which is a 30% increase from the previous year.

1. Portsmouth Disability Forum (PDF)
The future strategy was discussed at PDF meeting in October 2018. One of the main issues was cyclists riding their bikes in pedestrian areas and that disabled people felt vulnerable because of the speed of some cyclists and worried that there would be a collision.

They suggested that the Police and the council run regular operations in partnership in catching people and fining cyclists if caught riding their bike in these areas.

2. Portsmouth deaf association
The main thing that came out of the meeting was that they felt council staff did not have an awareness of deaf people and how they communicate when trying to access services.
Many of the deaf have given up contacting the council due to a lack of communication.

3. Empowering children and families (Portsmouth parent voice)
This group of parents are very active campaigning for children with disabilities and many issues and comments were raised during the meeting.

One if the issues was if there is no accessible housing in the area parents are forced to live on the

outskirts of the city in properties that have higher rents and council tax bands, because of this parents are forced into financial difficulties trying to find the extra money each month. What they suggested was if parents had to live outside of Portsmouth the council should allow them to pay the same amount of rent and council tax due to the lack of accessible housing in the city.

They wanted to make sure the strategy linked in with the Autism and SEND strategy to tackle issues relating to children and young people with a disability and the issues their parent's and carers have and show what the council are going to do to improve outcomes for these children and young people.

The group asked if the actions where possible could be SMART and show what the council are going to do to achieve these over the next four years.

One of the action was to audit the councils access points for example wheelchair access, induction loops and other access requirements for people to be able to access services the council provides. The group asked whether the audit could also include issues that people with autism have accessing our buildings. The suggestion was to co-produce an audit form that covers all disabilities and have a graded system like bronze, silver and gold award depending on the access provided. It was also suggested whether the audit could be checked using young people with autism from the Dynamite group as inspectors to ensure its suitability for these individuals.

4. Visual impaired access group (VIAG)
The main issue that this groups raised was the lack of awareness from cyclists regarding people with a visual impairment. There is a constant issue with cyclists in pedestrianised areas but also the shared cycle routes, visual impaired people feel very vulnerable and are worried of being tripped over and cause injuries.

Another area of concern was visual impaired people with a guide dog being refused by taxi drivers, we want to run an awareness campaign for the public to ensure people are aware that an assistance dog including guide, hearing dogs are not refused when using a taxi.

Question 8 we asked the question if the priorities were important to them as an individual?

85% of people who declared they had a disability agreed that priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination was still important to them as an individual.

62% of people who declared they had a disability agreed that priority 2 - Leadership and partnerships was still important to them as an individual.

85% of people who declared they had a disability agreed that priority 3 - Employment and training was still important to them as an individual.

100% of people who declared they had a disability agreed that priority 4 - Service and Delivery and Access was still important to them as an individual.

85% of people who declared they had a disability agreed that priority 5 - Promoting Community and the voluntary sector was still was still important to them as an individual.

Religion or belief

There was no specific information collected from the survey on Religion or belief. We do know in Portsmouth that the largest religion is Christianity at 52.2 % (n106,999) of the population, nationally this is higher at 59.3% (n33,243,175), this is followed by 35% (71,826) of the population declaring no religion, nationally this is lower at 25.1% (n14,097,229) The next largest community was the Muslim faith at 3.5% (7,162), nationally this is higher at a figure of 4.8% (n2,706,066).

There were 8,336 hate crimes reported to the police regarding religion, that is an increase of 40% from the previous year.

Sexual orientation

We don't have any specific information regarding sexual orientation statistics in Portsmouth, the Census has never collected this data but they are exploring whether to include this question in the Census 2021. However, the ONS, UK sexual identity survey for 2016 highlighted just over 1 million (2%) of the UK population aged 16 and over identified themselves as lesbian, gay or bisexual (LGB). If we use that statistic that would equate to approximately 4,300 people that described themselves as LGB.

Hate crime regarding sexual orientation is the second highest recorded figure of 11,638 crimes reported to the police, that is an increase of 27% from the previous year.

1. Kroma
Kroma said the important issue here was safety of people from the LGBT community. It was stressed a lot of the community feel unsafe in the Portsmouth area and this needs to be addressed. One of the suggestions was to ensure all licensed premises and their staff including security / door stewards have additional training regarding gender and sexual identities.
That Portsmouth provide/promote the use of safe spaces via 'A Safe Space' window sticker across all communities

Sex

In Portsmouth the split between male and female is roughly 50:50 according to the ONS estimates of 2015, the number of males in the Portsmouth population of all ages is 109,264 and females of all ages is 105,454.

58% of the people answering the survey were female, 35% were male and 6% preferred not to say.

Question 8 we asked the question if the priorities were important to them as an individual?

100% of people who declared their sex as male agreed that priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination was still important to them as an individual, while 93% of people who declared their sex as female said it was important to them.

59% of people who declared their sex as male agreed that priority 2 - Leadership and partnerships was still important to them as an individual, while 65% of people who declared their sex as female said it was important to them.

82% of people who declared their sex as male agreed that priority 3 - Employment and training was still important to them as an individual, while 71% of people who declared their sex as female said it was important to them.

88% of people who declared their sex as male agreed that priority 4 - Service and Delivery and Access was still important to them as an individual, while 93% of people who declared their sex as female said it was important to them.

82% of people who declared their sex as male agreed that priority 5 - Promoting Community and the voluntary sector was still was still important to them as an individual, while 90% of people who declared their sex as female said it was important to them.

Question 9 - Can you rank the priorities in order of importance to you? The most important priority to

people that declared their sex as female were:

Priority 1 - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination and 2nd was Priority 4 - Service delivery & access-Ensure access, information and advice is available / accessible to all

Respondents that declared their sex as male ranked the priorities the same as people that declared their sex as female.

Marriage or civil partnerships

There was no specific information collected from the survey. We know from the ONS that 36.9% of the population are married, in the 2015 latest release the ONS advised there were 6,493 marriages between same sex couples. In Portsmouth from 01 January 2017 and 01 January 2018 there were 31 same sex couples married.

Pregnancy & maternity

There was no specific information regarding pregnancy and maternity although we have ensured all our access points are breast feeding friendly.

Other socially excluded groups or communities

In Portsmouth we have areas of high deprivation, we know that with one ward 40% of children are living in poverty and workless remains an issue. The equality duty requires public authorities to demonstrate that they are making financial decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of their community. This is achieved through assessing the impact that changes to policies and practices could have on different protected groups which is important for families living in deprivation especially with the introduction of universal credit which continues to negatively impact on families on low or no income. Robust processes to assess the impact on equality of any future savings and financial proposals on protected groups before any decisions are made will therefore be important going forward within this climate.

There were approximately 5.8 million people providing unpaid care in England and Wales in 2011, representing just over one tenth of the population, the carers centre in Portsmouth works with over 4000 carers in the city. We know that unpaid care has increased at a faster pace than population growth. We don't know exact number of how many unpaid carers there are in the city although this is tackled through the carers strategy to improve lives for this community. Through the carers service it was discovered one of the the main issue for unpaid carers was accessing a sitting service that fitted their needs so carers could go our and relax knowing the cared for person was safe. Portsmouth worked with the voluntary and community sector to devise a sitting service that fitted their needs and is now evolving into a service that will be fit for purpose and will aid unpaid carers with their health and wellbeing.

Note: Other socially excluded groups, examples includes, Homeless, rough sleeper and unpaid carers. Many forms of exclusion are linked to financial disadvantage. How will this change affect people on low incomes, in financial crisis or living in areas of greater deprivation?

Health Impact

Have you referred to the Joint Needs Assessment (www.jsna.portsmouth.gov.uk) to identify any associated health and well-being needs?

(★) Yes   ☐ No

What are the health impacts, positive and / or negative? For example, is there a positive impact on enabling healthier lifestyles or promoting positive mental health? Could it prevent spread of infection or disease? Will it reduce any inequalities in health and well-being experienced by some localities, groups, ages etc? On the other hand, could it restrict opportunities for health and well-being?

Health inequalities are strongly associated with deprivation and income inequalities in the city. Have you referred to Portsmouth's Tackling Poverty Needs Assessment and strategy (available on the JSNA website above), which identifies those groups or geographical areas that are vulnerable to poverty? Does this have a disproportionately negative impact, on any of these groups and if so how? Are there any positive impacts?, if so what are they?

For more help on this element of tackling poverty and needs assessment contact Mark Sage: email:mark.sage@portsmouthcc.gov.uk

Evidence both nationally and locally shows there is an association between life expectancy, health inequalities and poverty. These associations become apparent when looking at specific areas of Portsmouth – life expectancy at birth (2010-12) for males in Portsmouth's most deprived 10% of Lower Super Output Areas (LSOAs) is 72.7 years – 9.4 years shorter than males in the least deprived 10% of LSOAs. (For women there is a 5.8 year gap between the 10% most deprived LSOAS (78.9 years) and the 10% least deprived).

These issues are being tacked through the 6 priorities included in the Tackling poverty strategy which reports to the Health & wellbeing board. The 6 priorities are:

1. Improving our children's futures
2. Providing good quality, sustainable employment opportunities that enable a reasonable standard of living for residents

3. Helping residents to be financially resilient

4. Helping people move out of immediate crisis, but also helping them to solve their problems longer term

5. Improving residents' lives by recognising the links between poverty and health inequalities

6. Shaping wider policies and decisions so they reduce the risk of poverty

Step 5 - What are the differences?

Are any groups affected in a different way to others as a result of your policy, service, function, project or strategy?

Please summerise any potential impacts this will have on specific protected characteristics

None of the protected characteristics are treated differently although some actions will only impact on a particular group for example Disability confident employer, this is because this is a national scheme which only looks at disabled people getting paid work. This obviously will positively impact on disabled employees current or future and will not impact on the other protected characteristics. But what is not clear is some people may belong to more than one protected characteristics which is difficult to assess.

Some actions will treat some groups differently due to a particular issue that group may have but our services should take into account any ones requirements whether they belong to one or more protected characteristic groups.

Does your policy, service, function, project or strategy either directly or indirectly discriminate?

[ ] Yes   [★] No

If you are either directly or indirectly discriminating, how are you going to change this or mitigate the negative impact?

Not applicable

Step 6 - Make a recommendation based on steps 2 - 5

If you are in a position to make a recommendation to change or introduce the policy, service, project or strategy clearly show how it was decided on and how any engagement shapes your recommendations.

The Equality & diversity strategy will be presented at Resources portfolio meeting to adopt the strategy, due to the online consultation the access & equality advisor attending various meetings to discuss this we do find that we have enough information to make the recommendation of adopting the strategy.

There were many great ideas that came from the consultation which has shaped the equality objectives to ensure people from different protected groups had their say and suggest actions they thought were important to them.

By far the top two priorities are clearly:

1st - Promoting fairness and diversity by tackling inequalities, disadvantage and discrimination
2nd - Service and delivery and access. We will definitely concentrate on these top priorities in the following year.

What changes or benefits have been highlighted as a result of your consultation?

Meeting with the Empowering children and families it was raised about ensuring the councils access points were accessible for all not just physical disabilities so we have changed the action to incorporate all disabilities including sensory and autism, working closely with ECAF but also the Dynamite group which are a group of young people with autism, we will create an audit document so all can be accessed when looking at the access points.

Also people wanted where possible to have SMART objectives so people can see the progress of the high level objectives so we will produce a document to work aside the strategy action plan to incorporate this.

From the feedback Hate crime features quite high so we have added an action about attending training looking at 3rd party reporting process where people can report hate crime at a community venue rather than the Police station.

The action:
To complete Section 167 of the Equality Act 2010-Maintain a list of accessible taxis and PHVs licensed in the city has been changed to:

To seek the views of the Licensing Committee in respect of section 167 of the Equality Act 2010 and action any recommendations regarding the maintenance of a list of accessible taxis and PHVs licensed in the city.

The action:
Monitor staff perceptions of equality via staff surveys has been changed to:

Monitor staff perceptions of equality via staff surveys and produce actions relating to the outcome of the survey.

An action has been added regarding workforce data:
Through the staff survey and other channels we will look at ways on how we can improve the workforce data so we know who are employees are and how best to support them.

The action "To promote apprenticeships and increase the number of apprenticeships available" has

been removed due to HR already undertaking this action and is not directly related to protected characteristic groups.

If you are not in a position to go ahead what actions are you going to take?
(Please complete the fields below)

Action	Timescale	Responsible officer
Not applicable		

How are you going to review the policy, service, project or strategy, how often and who will be responsible?

The Equality objectives and the actions will be reviewed on a quarterly basis internally by Members, stakeholders and officers, an annual report will be presented at the Resources Portfolio to update members on the progress that sit on that committee but also for the public to be kept informed.

Step 7 - Now just publish your results

This EIA has been approved by: Stewart Agland

Contact number: x4055

Date: 10/01/19

PCC staff-Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.
Telephone: 023 9283 4789, Email: equalities@portsmouthcc.gov.uk

CCG staff-Please email a copy of your completed EIA to the Equality lead who will contact you with any comments or queries about your full EIA. Email: sehccg.equalityanddiversity@nhs.net

Portsmouth
CITY COUNCIL

Title of meeting:	Resources Portfolio Decision Meeting
Date of meeting:	22 January 2019
Subject:	Provision of Community Funerals
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1   Purpose of the report

1.1   To provide clarity in respect to Portsmouth City Council's (the Council) Community Funeral procedural framework.

2   Recommendations:

2.1   RECOMMENDED that the Cabinet Member for Resources:

i.   Approves the manner in which community funerals are delivered, as outlined in Section 13 of this report.

ii.   Notes the financial pressures placed upon the community funerals service, as set out in Section 17 of this report.

3   What is a community funeral?

3.1   When a person passes away in Portsmouth and there is no one else willing to pay, the Council is required to initially pay for and make the necessary arrangements for a community funeral. Funerals of this type are conducted in a professional manner, with punctuality and the utmost levels of decency, decorum and respect.

3.2   Prior to commencement, the Council will try to locate surviving relatives or friends of the deceased and if possible pass the responsibility on to them. Where this is not possible, the Council under its obligations will deal with all aspects of the funeral.

3.3   The delivery of the Council's responsibilities in respect to community funerals are generally, but not exclusively, delivered by Regulatory Services. Other services, such as Adult Social Care, are at liberty to undertake the

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responsibilities for individuals in their care, however, Regulatory Services will, following the completion of a Service Level Agreement, act on behalf of other Council agencies / services as necessary.

4   The Law

4.1   Section 46(1) Public Health (Control of Disease) Act 1984 places a duty on local authority: *"to cause to be **buried or cremated** the body of any person who has died or been found dead in their area, in any case where it appears to the authority that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the authority".*

4.2   Section 46(2) extends this to any council which is the local authority for the purposes of the Local Authority Social Services Act 1970 with regard to any deceased person who immediately before death was being provided with accommodation under Part III of the National Assistance Act 1948 by, or by arrangement with, the council or was living in a hostel provided by the council under section 29 of that Act.

5   Why doesn't the Government pay?

5.1   The House of Commons Work and Pensions Committee (HofCW&PC) considered Social Fund funeral payments and bereavement benefits in respect to the provision of funerals in its report: *Support for the bereaved, 9th Report of Session 2015-16, HC 551.* The summary explained:

"Social fund funeral payments are means-tested and claimants must meet eligibility criteria in order to receive a payment. The scheme pays for the purchase of: a grave and burial fees; or a crematorium fee and any medical fees necessary for a cremation to take place. The amount awarded to meet these fees is uncapped. The scheme also pays up to £700 towards other costs associated with a funeral, such as a coffin, a hearse, funeral director fees and flowers. The maximum award for other essential funeral costs has been fixed at £700 since 2003. It now does not cover the cost of a simple funeral. In addition, funeral director fees have risen well above the rate of inflation."

6   What does the Council need to provide?

6.1   The Local Government Association submitted written evidence (January 2016) to the HofCW&PC in respect to the manner in which local authorities discharge their responsibilities. The Committee noted that there is no set standard for community funerals and different local authorities have different practices in place (*Section 63 HCC 551*).

7   What is the recent demand for services in Portsmouth?

7.1   Regulatory Services has seen an increase in the number of referrals for community funerals in recent years - see Table 1.

7.2   The increase is due to a growing number of relatives / family members not being prepared or able to accept responsibility for making the necessary funeral arrangements for their deceased relatives.

7.3   The reason often put forward is that remaining relatives / families cannot afford the cost of the funeral. They frequently explain they are not eligible for the Department of Work and Pensions Social Fund and are happy to allow the Council to make the funeral arrangements. In doing so they expect the Council to cover all the costs. In some such cases family members try to influence the type of funeral, caskets, flowers, grave type and location etc. Where this occurs, officers sensitively explain that whilst the Council is organising and paying for the funeral we will determine the arrangements.

7.4   The number of community funerals in 2018 / 2019 is predicted to exceed the number delivered in 2017 / 2018.

Table 1

Year	Number	Year	Number
2010 / 2011	20	2014 / 2015	29
2011 / 2012	26	2015 / 2016	42
2012 / 2013	19	2016 / 2017	59
2013 / 2014	16	2017 / 2018	56

8   What are the costs of delivering a community funeral?

8.1   The Council is particularly mindful of the costs associated with delivering its obligations, especially in light of the 40 per cent reduction in funding that the Council has received since 2010 and the forecast 24 per cent reduction to 2020.

8.2   The Council can claim back the costs of providing the funeral from the deceased's estate. However, there may not be sufficient assets in the estate to claim back the full costs associated with this work - including officers' time and the cost of the funeral. This process can be time consuming and is a significant burden on this authority. Currently the Council has an assigned staffing resource of 0.6 FTE to this role.

8.3   There are some variables however, the basic current contracted costs of delivering a community funeral is £1182.

9   Is funeral poverty increasing demand for community funerals?

9.1   Data taken from the 'Sunlife Cost of Dying' report 2018 states:
The average funeral in the UK now costs "*£4,271 - which marks a 4.7% jump since 2017. This adds up to a 122% increase since we first started tracking funeral pricing back in 2004*".

10   In terms of cremation or burial what do other local authorities employ?

10.1   Data in respect to local authorities discharging their responsibilities through burial or cremation are difficult to find, however, in 2010 the research team of the Local Government Association conducted a survey in respect to community funerals undertaken by local authorities in England and Wales.

10.2   Respondents were asked how many of the funerals which their authority had conducted in 2009 / 10 were burials and how many were cremations. The majority of funerals were cremations, accounting for 76% of funerals. 10% of respondents indicated this was an estimate.

10.3   A search of the internet reveals that several of our neighbouring local authorities have taken the view that cremation is a viable option. Such authorities include the Unitary Authority of Southampton which states on their website that "*unless there is evidence that the deceased would have been against cremation, the funeral arrangements will be made for a cremation at Southampton Crematorium*".

10.4   Portsmouth City Council provides and manages cemeteries under the provisions of the Local Authorities' Cemeteries Order 1977 as amended in 1986. The city council is under no statutory duty to provide a cemetery, but it is required to maintain its existing cemeteries. If current trends and practices in relation to burial in Portsmouth continue, it is projected that there is sufficient burial space to accommodate wishes in the medium term, but space is finite and given the pressures on land space in the city, it will be prudent to consider options as soon as possible. This therefore is being considered within a separate report "Supporting the bereaved in Portsmouth".

11.   The use of genealogical researchers

11.1   It is our experience that there is increasing interest by heir hunters in pursuing works associated with community funerals.

11.2   The Law places no statutory duty, obligation or other material reason to seek or locate relatives of a deceased person through a probate researcher, heir hunters or any other agent.

11.3   In circumstances where there is a known relative who cannot be located, the Government Legal Department's (GLD) Bona Vacantia Division will not accept a referral of the estate. In such circumstances, we are aware that a number of other local authorities use genealogical researchers (or similar) to locate relatives. It is our assessment that the use of such is particularly problematic and that such companies should not be instructed. The reasons for this are complex but are formed around the following:

- which researcher is used (procurement of such);
- the application of 'finders fees';
- the authority of the researchers to act on behalf of the local authority;
- ensuring that the entitlements of all relatives are met in respect to the estate;
- the abilities of researchers to evidence and verify claims.

12   Claiming estates

12.1   In respect to claiming an estate the Council take an identical approach to that of the GLD.

12.2   In order to make a claim on an estate individuals or companies (such as probate companies) need to provide prescriptive documentary evidence in respect to the validity of their claim. Evidence must be provided to satisfy the Council, on balance, the claimant is related to the deceased and entitled to a share in the estate.

12.3   The Council will deal with, and admit, the first fully documented claim we receive which is supported by sufficient evidence. In accordance with the GLD, once a claim is accepted we do not accept claims from other relatives, as the first claim is protected by law.

13   How will the Council deliver community funerals in the future?

13.1   The Council is mindful that a community funeral should be a "last resort". As such, reasonable enquiries of remaining relatives and families must be made.

13.2   The Council endorses the fact that any family members which are known of should be written to requesting the following information:

- why they are unwilling / unable to make arrangements for the funeral;
- in respect to their financial situation; income, expenditure, savings etc.;
- as to the religious beliefs of the deceased in order to, where possible, facilitate these.

13.3   Unless it is known that our chosen method would be contrary to the deceased's wishes, the Council will decide upon whether a person is buried or cremated.

13.4   In deciding whether a burial or a cremation will take place the Council will:

- meet any legal requirements;
- consider the verified religious beliefs of the deceased;
- consider the deceased's expressed wishes to be buried or cremated - i.e. verified either within a will or written statement.

13.5   Where a cremation is arranged by the Council the ashes will be scattered in a suitable location at a crematorium / or as appropriate left in the care for a member of the family. Ashes will not be looked after by the Local Authority.

13.6   Other areas which may have a bearing on whether a cremation or burial may be considered are:

- cemetery space and availability;
- the costs incurred.

13.7   The council will not become involved if funeral arrangements have already been made or the funeral has taken place. Anyone giving instructions to a funeral director will be responsible for any costs incurred.

13.8   Where known, in accordance with the faith of the deceased, the Council will make arrangements for a minister of religion or a religious representative to be present to conduct a simple service. If unknown the Council will arrange for appropriate representation to be present during the funeral.

13.9   The Council's appointed funeral director will provide a dignified funeral with a coffin taken to the crematorium or cemetery in a hearse attended by bearers.

13.10 Genealogical researchers (or similar) will not be used to locate relatives and the Council will not engage with such companies.

13.11 Where friends or family wish to place a headstone (or similar) upon a grave following a community funeral such arrangements will not be supported / facilitated until such times as the cost of the funeral has been settled.

13.12 Where appropriate, and where funds are available, a full cost recovery administration charge will be claimed from the estate of the deceased.

14   Procedural compliance

14.1   The Council's last audit review of the community funerals process was conducted as part of the 2016 / 2017 Audit Plan. Limited assurance was given at the time of the review however the report noted that mitigating controls had been implemented before the audit was complete. A follow up audit was conducted in January 2018 and Internal Audit gave reasonable assurance that the community funeral process was of low risk to the Authority.

14.2   Upon approval the recommended changes to policy will be adopted within process documentation.

15   Equality / Community Impact Assessments

15.1   The Equality Impact Assessment appended to the report assesses the impact of the community funeral process. It is concluded that there is potential for a community funeral to offend the religion or beliefs of the deceased. Through process this has partially been addressed. The beliefs of the deceased are not always known but if viable evidence for cremation exists (for example in a will) this will be respected and the community funeral will involve cremation.

15.2   The process does not impact on those who die with next of kin or remaining relatives when the remaining family members make the funeral arrangements.

15.3   The process does not impact on next of kin or family members who are eligible to receive the Department of Work and Pensions Social Fund to assist with the cost of the funeral of relatives. This group will continue to be eligible for the grant.

15.4   The proposed process includes procedural safeguards in relation to aspects of the way the process is managed, including the introduction of writing, in a timely manner, to known relatives who are unable or unwilling to make the arrangements for the funeral. This clarifies the process to the relatives including the intention that costs will be recovered from the deceased's estate.

16   Legal implications

16.1   The Council has a statutory duty to make arrangements for the disposal of bodies when the necessary arrangements are not being made.

16.2   The Council would need to ensure that all costs are recovered as far as possible.

16.3   The cost of the funeral can be met out of the estate of the deceased. The process will be administered by an executor or administrator if the deceased

died with a will. The executor will take steps to establish if the estate can fund the funeral costs.

16.4   Where the deceased has not left a will the person arranging the funeral (normally their next of kin) is liable to meet the funeral costs if they have contracted with a funeral provider. If they have not so contracted there is no legal obligation. The only exception is at common law a parent should if able pay for the cost of a child's funeral (although this area is currently under review by the Government).

16.5   Funeral expenses are the first call on any estate and so the Council can reclaim its expenses if there are any assets in the deceased's estate. Although unusual, assets recovered from a deceased person's property may be sold to assist in the funding of the funeral arrangements.

16.6   Council staff can be given authorisation to enter a property, under the provisions of section 61 (1) (9d) of the Public Health (Control of Disease) Act 1984 to ascertain the extent of the estate; find or ascertain the location of a will and to remove any items or assets which may assist in funding the funeral.

17   Financial comments

17.1   With Regulatory Services facing a mixture of pressures, there is significant concern that the increasing demand for community funerals will further increase the financial pressures placed upon this function.

17.2   The service includes ongoing budgetary provision for a 0.6FTE Band 8.

17.3   The 0.6 FTE has two primary functions - 1. delivery of funerals through our appointed funeral director and 2. the recovery of costs for the funerals from the estates of the deceased (if funds are present).

17.4   The demands upon this resource are obviously increasing through the growing demand for funerals and therefore the ability of the service to recover costs (if present) as a result of the time required to deliver such is in significant doubt.

17.5   The cost of each funeral is approximately £1200. Although the Council has a legitimate claim on any assets within an estate to recover the funeral costs, moving forward, despite full cost recovery mechanisms, it is likely the community funerals will face a deficit in terms of full cost recovery from the estate of clients. Currently, the service is budgeted to cover a deficit based on an estimate of 60 funerals each year and an 80% cost recovery rate. Any additional cost arising from changes in demand or recovery rates will need to be met from within the existing Portfolio budget.

18   Comments from the Director

18.1   There are a number of interrelated factors driving up the demand for and associated costs with recovering the Council's expenditures for community funerals. The increase in demand of 268% in the last 4 years may be as a result of an aging population or possibility that an increasing number of people access community funerals because they have no way of making up the shortfall between the price of a basic funeral and the award they could hope to receive from the Department of Work and Pensions Social Fund or not eligible for it in the first instance. Whatever the reason the current growth trend and the abilities of Regulatory Services to process funerals and recover costs are unsustainable.

……………………………………………………………………………

Signed by: Stephen Baily, Director of Culture and City Development

Appendix 1: Equality Impact Assessment

Background list of documents: The following list of documents discloses facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of Document	Location
Support for the bereaved - 23rd March 2016	https://publications.parliament.uk/pa/cm201516/cmselect/cmworpen/551/551.pdf
Sun Life Cost of Dying Report 2018	https://www.sunlife.co.uk/siteassets/documents/cost-of-dying/cost-of-dying-report-2018.pdf
Public Health Funerals - Southampton City Council	https://www.southampton.gov.uk/people-places/ceremonies/funerals-bereavement/public-health-act-funerals/

The recommendations were approved / approved as amended / deferred / rejected by the Cabinet Member for Resources on 22 January 2019

……………………………………………………………………

Signed by: Jeanette Smith, Cabinet Member for Resources

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Equality Impact Assessment

Preliminary assessment form v5 / 2013

The preliminary impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:

  - negative, positive or no impact on any of the equality groups

  - opportunity to promote equality for the equality groups

  - data / feedback

- prioritise if and when a full EIA should be completed

- justify reasons for why a full EIA is not going to be completed

Directorate: Director of City Development & Culture

Function e.g. HR, IS, carers: Regulatory Services - Environmental Health

Title of policy, service, function, project or strategy (new or old) :

Provision of Community Funerals

Type of policy, service, function, project or strategy:

(★) Existing

( ) New / proposed

( ) Changed

Q1 - What is the aim of your policy, service, function, project or strategy?

To provide clarity in respect to Portsmouth City Council's Community Funeral procedural framework.

Q2 - Who is this policy, service, function, project or strategy going to benefit or have a detrimental effect on and how?

When a person passes away in Portsmouth and there is no one else willing to pay, the Council is required to initially pay for and make the necessary arrangements for a community funeral. The process does not impact on those who die with next of kin or remaining relatives when the remaining family members make the funeral arrangements. The process does not impact on next of kin or family members who are eligible to receive the Department of Work and Pensions Social Fund to assist with the cost of the funeral of relatives. This group will continue to be eligible for the grant. It has been concluded that there is potential for a community funeral to offend the religion or beliefs of the deceased. Through process this has partially been addressed through the new policy arrangements. The beliefs of the deceased are not always known but if viable evidence for cremation / or burial exists (for example in a will) the new policy allows these to be respected.

Q3 - Thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on members of the equality groups below?

Group	Negative	Positive / no impact	Unclear
Age	☐	★	☐
Disability	☐	★	☐
Race	☐	★	☐
Gender	☐	★	☐
Transgender	☐	★	☐
Sexual orientation	☐	★	☐
Religion or belief	☐	★	☐
Pregnancy and maternity	☐	★	☐
Other excluded groups	☐	★	☐

If the answer is "negative" or "unclear" consider doing a full EIA

Q4 - Does, or could the policy, service, function, project or strategy help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age		★	
Disability		★	
Race		★	
Gender		★	
Transgender		★	
Sexual orientation		★	
Religion or belief	★		
Pregnancy or maternity		★	
Other excluded groups		★	

If the answer is "no" or "unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, service, function, project or strategy?

Group	Yes	No	Unclear
Age		★	
Disability		★	
Race		★	
Gender		★	
Transgender		★	
Sexual orientation		★	

Religion or belief	☐	★	☐
Pregnancy and maternity	☐	★	☐
Other excluded groups	☐	★	☐

If the answer is "no" or "unclear" consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, service, function or strategy?

☐ yes   ★ No

Q7 - How have you come to this decision?

Where the beliefs / requests of the deceased are explicitly known in respect to burial or cremation these will be met. In terms of meeting the beliefs of the deceased this procedure will improve the current situation as currently only burials are undertaken.

If you have to complete a full EIA please contact the Equalities and diversity team if you require help Tel: 023 9283 4789 or email:equalities@portsmouthcc.gov.uk

Q8 - Who was involved in the EIA?

Environmental Health Practitioners specialising in Community Funerals

This EIA has been approved by: Richard Lee, Regulatory Services Manager

Contact number: 023 9283 4857

Date: January 2019

Please email a copy of your completed EIA to the Equality and diversity team. We will contact you with any comments or queries about your preliminary EIA.

Telephone: 023 9283 4789

Email: equalities@portsmouthcc.gov.uk

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Agenda Item 5

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Portsmouth
CITY COUNCIL

Title of meeting:	Resources Portfolio
Subject:	Monitoring of the Second Quarter 2018/19 Revenue Cash Limits and Capital Programme
Date of meeting:	22nd January 2019
Report by:	Director of Finance and Information Technology
Wards affected:	ALL

1. Requested by

The Cabinet Member for Resources Portfolio.

2. Purpose

2.1 To inform the Cabinet Member and Opposition Spokespersons of:

- The forecast revenue expenditure for the year compared with the cash limited budget.

- The forecast capital expenditure against the revised capital programme for the Resources portfolio

3. Information Requested

3.1 <u>Outturn 2018/19</u>

	£000's	% of Budget
Controllable Cash Limit 2018/19	20,381	
Total Forecast Expenditure 2018/19	19,941	97.84%
Variance - (Under)/Overspend	(440)	2.16%

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Portsmouth
CITY COUNCIL

3.2 Appendices

Analysis of this portfolio's variations from the revenue cash limit is attached at Appendix A.

Analysis of the portfolio's capital expenditure for 2018/19 is attached at Appendix B.

4. Revenue Expenditure

(Please read in conjunction with the attached Appendix A)

4.1 The final outturn for the portfolio compared to the cash limit is a net underspend of £440,300

4.2 Within the portfolio there are services whose budgets are deemed 'windfall' budgets by the City Council. These services are Spinnaker Tower, Rent Allowances, Rent Rebates, Land Charges and District Audit Fees (within Corporate Management). These 'windfall' budgets represent income and expenditure which is demand led and largely out of the control of budget managers. Consequently any under or overspending is absorbed corporately. The overall net underspend excluding windfall items is £337,400 i.e. 1.66%.

4.3 Item 2 HR & Audit - underspend £62,500
The underspend in HR and Audit is due to part year vacancies (£46,500) and additional income (£20,000) being generated within internal audit offset with an under-recovery in the Internal Agency (£4,000).

4.4 Item 6 Financial Services - underspend £122,800

There are currently several vacancies within the service resulting in an underspend. The expectation is that some of these vacancies will be filled during the year and others (£81,000) will be held in order to prepare for future savings requirements.

4.5 Item 7 Information Technology - overspend £85,400

The cost of software licenses has increased so the service is looking at ways to mitigate the effects of this.

4.6 Item 8 Procurement - underspend £90,400

The underspend in procurement is due to current vacancies within the service. These are expected to be filled during the year.

4.7   Item 16 & 17 Housing Benefits - Rent Allowances & Rebates - underspend £140,100

These variances represent the difference between housing benefit paid out to private and council house tenants and the government subsidy received for these purposes. The total value of benefits paid exceeds £100m and minor fluctuations in the factors affecting Housing Benefit can result in material variances.

4.8   Item 25 Coroners - underspend £63,000

Income from Hampshire County Council for Coroners Services is based on a percentage share of cases with Portsmouth. The number of cases attributable to Hampshire County Council at this point has increased which has resulted in more costs being recovered from the County.

5. Summary

5.1   The overall outturn position on the portfolio is a net underspend of £440,300 representing 2.16% of the total cash limited budget. Within this net position there are various other less significant under and overspending as shown in Appendix A.

5.2   Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve. This reserve is to be used initially to cover future year end overspendings, budget pressures, contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives. The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer.

5.3   The current uncommitted balance on the reserve is £344,100

6.   Capital Programme

(Please read in conjunction with the attached Appendix B)

6.2   The capital programme has been updated to reflect new schemes, approved amendments, re-phasing of expenditure and the removal of completed schemes.

6.3   **Forecast Outturn 2018/19**

	£000's	£000's
Total Revised Budget 2018/19		7,251
Actual Net Expenditure 1 Apr 2018 to 30 Sep 2018	1,000	

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Forecast Net Expenditure 1 Oct 2018 to 31 Mar 2019 <u>6,251</u>

Total Forecast Expenditure 2018/19 7,251

Forecast Variance - (Under)/Overspend <u>0</u>

6.4 The additions to the capital programme since the start of the financial year have been as follows:

	£000's
Guildhall Capital Works (item 13) (RCCO)	378
Kingston Lodge North Renovation (item 33) (RCCO)	23
Civic Office Public Address System (New Scheme item 36) (RCCO)	126
Ground Floor Reception Improvements (New Scheme item 37) (RCCO)	104
Portsmouth Hive (New scheme item 38) (RCCO)	275
Local Full Fibre Network (New Scheme item 39) (OG)	3,900
Total Additions to Capital Program	**4,806**

<u>New Scheme (item 36) - Civic Office Public Address System £126,000</u>

This is the replacement of the Civic Office Public Address System. The Public Address System is essential in preventing false evacuations of the site. The modern system will have the ability to zone the site which will aid communication if a threat or incident occurs. It enables the development and enhancement of processes designed to protect users of the building.

<u>New Scheme (item 37) - Ground Floor Reception Improvements £103,600</u>

This is to improve the customer experience of the ground floor reception. To make the ground floor reception a more self-service focused experience for customers.

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New Scheme (item 38) - Portsmouth Hive £275,000

This is for the remedial works to the central library to enable a single point of contact office. It will be a base for volunteers supporting the social care and community sector.

New Scheme (item 39) - Local Full Fibre Network £3,900,000

The project will establish a high-speed network between all of the authority's buildings, including housing offices and libraries across the city. It is expected to lead to further investment from the private sector to expand the technology's availability to businesses and residents. This capital scheme is fully funded by a grant from the Department of Culture, Media & Sport. The revenue impact will be contained within existing budgets.

6.5   The variance between the approved capital programme and the changes to be reflected in the capital refresh are made up as follows:

	£000's
Total Additions (listed above in point 6.4)	4,806
Completed schemes	(141)
Total Variance	4,665

……………………………………………
Signed Director of Finance and Information Services

Appendices:

A   Revenue Outturn Statement
B   Capital Monitoring Statement

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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Service Budget Monitoring files	CRS Accountancy team

FINANCIAL AND SERVICE PERFORMANCE QUARTER ENDING SEPTEMBER 2018

MONTHLY BUDGET MONITORING STATEMENT - CASH LIMIT 2018/19

PORTFOLIO	Resources	Finance Lead:	Sue Page

BUDGET 20,381,500

TOTAL CASH LIMIT 20,381,500

		Risk indicator	
CHIEF OFFICER	Various	Low	L
		Medium	M
QUARTER ENDED	September 2018	High	H

ITEM No.	BUDGET HEADING	BUDGET PROFILE 2017/18				RISK INDICATOR
		Total Budget	Forecast Year End Outturn	Variance vs. Total Budget		
		£	£	£	%	
1	Miscellaneous Expenses	226,300	181,000	(45,300)	(20.0%)	M
2	HR & Audit	1,704,500	1,642,000	(62,500)	(3.7%)	H
3	Transformation Workstream Investment	0	0	0	-	M
4	Customer Services	1,278,500	1,263,600	(14,900)	(1.2%)	L
5	Grants & Support to the Voluntary Sector	551,600	556,400	4,800	0.9%	L
6	Financial Services	4,869,000	4,746,200	(122,800)	(2.5%)	L
7	Information Services	3,483,100	3,568,500	85,400	2.5%	M
8	Procurement	594,500	504,100	(90,400)	(15.2%)	L
9	PFI	766,500	749,700	(16,800)	(2.2%)	L
10	Design & Maintenance	(155,700)	(82,400)	73,300	47.1%	H
11	Landlords Repairs & Maintenance	1,012,400	1,012,400	0	0.0%	H
12	Administative Buildings	1,866,000	1,824,500	(41,500)	(2.2%)	H
13	Guildhall	394,400	394,400	0	0.0%	H
14	Spinnaker Tower	(1,100,000)	(1,025,600)	74,400	6.8%	M
15	MOD Crane Rental	(385,400)	(385,400)	0	0.0%	M
16	Housing Benefit - Rent Allowances	(913,500)	(779,600)	133,900	14.7%	H
17	Housing Benefit - Rent Rebates	(17,400)	(291,400)	(274,000)	(1574.7%)	H
18	Local Taxation	1,517,900	1,517,900	0	0.0%	L
19	Benefits Administration	1,550,600	1,550,600	0	0.0%	M
20	Land Charges	(84,300)	(84,300)	0	0.0%	M
21	Democratic Representation & Management	871,200	831,700	(39,500)	(4.5%)	M
22	Corporate Management	604,100	545,600	(58,500)	(9.7%)	M
23	Lord Mayor & Civic Events	128,600	129,200	600	0.5%	L
24	Welfare Burials	23,200	38,700	15,500	66.8%	L
25	Cemeteries	(38,400)	(37,400)	1,000	(2.6%)	L
26	Coroners	866,700	803,700	(63,000)	(7.3%)	M
27	Modern Records Service	61,000	61,000	0	0.0%	L
28	Legal Services	706,100	706,100	0	0.0%	M
	TOTAL	**20,381,500**	**19,941,200**	**(440,300)**	**(2.2%)**	

Total Value of Remedial Action (from Analysis Below)	0				
Forecast Outturn After Remedial Action	**20,381,500**	**19,941,200**	**(440,300)**	**(2.2%)**	
Variances Arising From Windfall Items	(102,900)				
Forecast Transfers To Portfolio Specific Reserves	(337,400)				
Forecast Outturn After Transfers (From)/To Portfolio Specific Reserves	**20,044,100**	**19,941,200**	**(102,900)**	**(0.5%)**	

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Capital Monitoring Statement Quarter 2 (April 18 - September 18)

Item No.	Scheme Description	Revised In-Year Budget 2018/19	Forecast In-Year Expenditure 2018/19	Variance to budget		Total Approved Budget - Approved 13 Feb 2018	Final Cost	Scheme Variance	Comments
1	Project Management	0	0	-		44,900	44,900	-	General Provision to address any project management shortfall in resources which would inhibit the delivery of major projects. Specific allocations are subject to approval through the Corporate Projects board.
2	Landlords Maintenance	1,907,940	1,907,940	-		9,911,527	9,911,527	-	Funding allocated for urgent repairs based on the priority of need. Major schemes within the 2018/19 programme includes lightening protection upgrade, core plant panel replacement, Eastney pumping station repairs . Drainage replacement.
3	Landlords Maintenance Capital Contingency	0	0	-		411,000	411,000	-	Funding allocated as part of the Capital Programme for essential works critical to maintaining operational buildings.
4	MMD - Capital Loans	1,177,250	1,177,250	-		10,828,000	10,821,250	(6,750)	Capital loans payable to MMD to finance capital expenditure requirements. Main projects this year includes the resurfacing of the container park.
5	Port Leased Plant and Equipment - MMD - Crane	6,750	6,750	-		2,131,000	2,137,744	6,744	Final costs in relation to the Crane purchase.
6	Asset Management System	114,622	114,622	-		300,017	300,017	-	Development work to improve the new systems interface with financial reporting requirements is on-going. Estimated completion will be towards the end of 2018/19.
7	Major Repairs to Corporate Property Portfolio	0	0	-		1,162,154	1,162,154	-	Complete
8	IS Data Centre	0	0	-		905,300	868,199	(37,101)	Complete
9	Transformation Programme - Customer Management	0	0	-		185,000	153,399	(31,601)	Complete
10	IS Road Map	175,000	175,000	-		1,541,370	1,541,370	-	Focus continues on Azure platform and the Express route. Other areas linked to Enterprise Mobility Management (EMM) are progressing.
11	HR Self Serve & I expenses	0	0	-		662,731	643,848	(18,883)	Complete
12	Legal Case Management Software	5,000	5,000	-		96,000	96,000	-	Upgrade of the Legal Case Management Software , this is now complete.
13	Guildhall Capital Works	917,546	917,546	-		2,014,640	2,392,540	377,900	Significant capital works to enhance the Guildhall. To maintain the external fabric of the Guildhall with a view to prevent deterioration of the structure and internal finishes.
14	Revenue and Benefits EDMS replacement	0	0	-		95,000	73,220	(21,780)	Complete
15	Working Anywhere	0	0	-		977,343	977,343	-	This is linked to the IT strategy programme, specifically Office 365. Preparation and Planning is underway with project implementation due to start April 2019.
16	Commercial Letting of Brunel Wing	0	0	-		884,491	861,779	(22,712)	Complete
17	World War 2 Memorial Guildhall Square	0	0	-		46,876	46,876	-	Complete
18	PSN CoCo Compliance	0	0	-		244,902	244,902	-	Currently evaluating a Security Information Event Management (SIEM) application. Further engagement with technical specialists has identified our suitability to progress this avenue. Scope of work currently being reviewed with a view to looking at other products.
19	Refurbishment of Data Centre Accommodation	108,314	108,314	-		710,000	710,000	-	Works to improve accommodation space for operatives of the new IT Data centre (item 8) and to create a usable space for staff as part of the on-going accommodation review. Remaining budget to cover retention and finishing works.
20	Super Connected Cities	0	0	-		2,929,312	2,929,312	-	Complete
21	Guildhall Internal Works	0	0	-		80,000	80,000	-	Improvements to internal operational areas utilised by Portsmouth City Council. Portsmouth Cultural Trust have been undertaking small projects prior to the start of the larger Renaissance project.
22	IS - Server & Database	0	0	-		200,000	200,000	-	Upgrade to server and database software to ensure ongoing support from suppliers. This is a requirement to maintain Public Service Network (PSN) security accreditation.
23	BI Hardware & Implementation	0	0	-		880,300	880,300	-	The rollout to professionals and managers is complete. Currently reviewing the forecasting tool for future development.
24	EBS Hardware Configuration	0	0	-		280,800	260,140	(20,660)	Complete
25	Channel Shift Phase 1	20,000	20,000	-		742,900	742,900	-	Scheme will significantly improve the Councils customer contact arrangement. Focusing on development of web presence to enable more online self-serve functionality to reduce demand for phone or face to face contact.
26	Utilities Management 2015/16	61,841	61,841	-		1,106,000	1,106,000	-	Engineering works to improve utility/energy management, includes combined heat and power, LED lighting, insulation and boiler replacements. The final programme of works will be agreed with the Cabinet Members for Resources.
27	Utilities Management 2016/17	396,191	396,191	-		1,233,000	1,233,000	-	Engineering works to improve utility/energy management, includes combined heat and power, LED lighting, insulation and boiler replacements. The final programme of works will be agreed with the Cabinet Members for Resources.
28	Investment in Photovoltaic Cell Investment Fund	0	0	-		1,950,000	2,077,502	127,502	Investment in photovoltaic cells across the Council's commercial property portfolio to increase income from 'feed in' and 'export' electricity tariffs.
29	Council Chamber Modernisation	49,026	49,026	-		241,000	241,000	-	Modernisation of the Council Chamber, main work elements are now complete.
30	Utilities and Energy Management	0	0	-		1,031,100	1,031,100	-	Engineering works to improve utility/energy management. Includes combined heat and power, LED lighting, insulation and boiler replacements.
31	Investment in Solar PV Cells	800,000	800,000	-		4,300,000	4,172,498	(127,502)	Investment in photovoltaic cells across the Council's commercial property portfolio to increase income from 'feed in' and 'export' electricity tariffs.
32	Guildhall Square Electrical Upgrade	0	0	-		33,000	37,800	4,800	Complete
33	Kingston Lodge North Renovation	-17,112	-17,112	-		130,000	160,456	30,456	Works comprise, the complete internal and external refurbishment of the North Lodge. Work is complete, awaiting a retention release payment. This is due to be made in February 2019.
34	Channel Shift Phase 2	190,700	190,700	-		582,500	582,500	-	Project to build on the initial Channel Shift Programme to provide 24/7 accessible online Council Services. A substantial programme of work to continue to transform the council's customer contact arrangements by moving more customer contact online, further streamlining back office processes.
35	Windows 10 Upgrade & Hardware Refresh	1,014,000	1,014,000	-		1,800,000	1,800,000	-	The project will be replacing ageing IT equipment. The project involves replacing laptops and upgrading to Windows 10 Operating System from Windows 7. Implementation started October 2018 within Adult Social Care, this is now complete. Work is planned to commence in January 2018 with the roll out to Childrens Services and Education.
36	Civic Offices Public Address System	126,000	126,000	-		0	126,000	126,000	New Scheme: The replacement of the Civic Office Public Address System. The Public Address System is essential in preventing false evacuations of the site. The modern system will have the ability to zone the site which will aid communication if a threat or incident occurs. It enables the development and enhancement of processes designed to protect users of the building. Work commenced mid December and is due to complete February 2019
37	Ground Floor Reception Improvements	103,600	103,600	-		0	103,600	103,600	New Scheme: To improve the customer experience of the ground floor reception. To make the ground floor reception a more self-service focused experience for customers. This project was completed in December 2018.
38	Portsmouth Hive	94,000	94,000	-		0	275,000	275,000	New Scheme: Remedial works to the central library to enable a single point of contact office. Base for volunteers supporting the social care/community sector. This will be a phased project, phase 1 has been completed with the majority of the work to be completed in 2019/20.
39	Local Full Fibre Network Project	0	0	-		0	3,900,000	3,900,000	New Scheme: To put in place a full fibre network that gives the potential for a provider to build on this to benefit businesses and residents.
	Grand Total	7,250,668	7,250,668	-		50,672,163	55,337,175	4,665,012	

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