Equality and Inclusion Annual Progress Report 2019-20

Introduction

The Equality Duty is supported by specific duties, set out in regulations which came into force on 10 September 2011. The specific duties require public bodies to:

- publish relevant, proportionate information demonstrating their compliance with the Equality Duty;
- to prepare and publish one or more specific, measurable objectives at least every four years and to report progress annually;
- publishing relevant equality information which will make public bodies transparent about their decision making processes, and accountable to their service users;
- information needs to be published and accessible to the public

Our Equality and Inclusion Policy and Strategy 2018-23 sets out our commitment to equality and diversity, and how we will:

- tackle equality issues
- aim to eliminate discrimination
- create good relationships between communities in Bristol
- ensure those from different backgrounds have similar life opportunities

This annual report shows what we have done in the period April 2019 to March 2020 to achieve the objectives of our Equality and Inclusion Policy and Strategy and the progress we have made in relation to equality and inclusion work across the council.

Making fair decisions

Equality Objective E01 – "Our handling of equality and inclusion will reach the high standards we expect of ourselves and others will look to us as a source of good practice."

This objective is about what we will do to support the quality of decision making.

Structure and governance

Core staff structure and resources

We have established a new senior Head of Equality and Inclusion post and realigned our existing Equality Officers and Diversity, Inclusion and Employee Initiative Officers into a dedicated Equality & Inclusion Team.

We have also recruited a new Diversity Consultant and a new Equalities and Community Cohesion Officer into the team. The need for resources will be reviewed on an on-going basis.

Equality and Inclusion Champions

We have agreed a new Corporate Equality Governance Structure part of which includes the setting up of a new network of Equality and Inclusion Champions based throughout the council to focus on implementing Service Level equality action plans and championing equality.

Mike Jackson – Chief Executive is our senior equality and inclusion champion.

We have established new mechanisms for on-going dialogue, more interconnected and joined up working between teams, and created opportunities for sharing problems and good practice across the council.

We are establishing regular liaison meetings between these new structures and other relevant groups including our Staff-Led Groups, Bristol Commissions, and other relevant civil society organisations.

Equality and Inclusion events

In October 2019 the council helped to organise and host 'Race and The City: Tackling Race Equality' Bristol's first Race Equality Conference - alongside Bristol Festival of Ideas, Bristol One City Office and the Cabinet Office's Race Disparity Unit. This conference brought together leaders from across government, public and private sectors to celebrate the progress made in tackling racial inequality and discuss how remaining challenges can be overcome.

Our Equality and Inclusion Strategy says that we will host an annual event to discuss the council's progress against our objectives, identify upcoming issues and celebrate successes.

We hope to hold our next annual Equality and Inclusion event in late 2020. We will invite internal teams, Bristol Equality Network partners, Bristol commissions, relevant partners and civil society organisations with an interest in equality and inclusion to participate.

Improving Equality Impact Analysis

Bristol City Council uses Equality Impact Assessments (EqIA) as a way to evaluate our proposals to see whether they have the potential to affect people differently and support our decision making process. Their purpose is to identify and address any existing or potential inequalities to make what we do as fair as possible. We also use Equality Relevance Checks as a screening tool to identify whether particular proposals will require

a full assessment. During 2019-20 we carried out 87 full Equality Impact Assessments and 79 Equality Relevance Checks[1].

An independent review of our Equality and Diversity Function[2] in 2018 identified that equality impact assessments (EQIAs) were often undertaken after, rather than before, service design or service changes have been proposed, and that knowledge, skills and aptitude to understand how this agenda applies to service areas varied widely across the council.

In response our Equality and Inclusion Team delivered Equality Impact Assessment training for over 100 council officers during 2019-20. Feedback from this training shows that our workforce has:

- Increased confidence in carrying out Equality Impact Assessments
- Gained a better understanding of equalities groups in Bristol
- More knowledge of where to find relevant data and evidence
- More insight into how proposals can affect different groups

Further to this in 2020-21 we will be undertaking a comprehensive review of our corporate Equality Impact Assessment process to make sure that equality and inclusion is considered as an ongoing process throughout our project lifecycles and reviewed at all decision-making stages. We will work with internal and external stakeholders to produce an updated toolkit and templates which will ensure that our equality analysis:

- is timely, relevant and used to inform decisions;
- leads to clear actions and measures for success;
- includes methodology for cumulative impact assessments and budget setting;
- considers other relevant groups which are not explicitly protected by the Equality Act 2010

Our Workforce

Equality Objective E02 – "To build an inclusive organisation where the workforce reflects the city we serve and the needs of all citizens, and where colleagues feel confident about being themselves at work".

This objective is about the council's role as an employer.

We publish a quarterly Workforce Diversity Statistics Report (APPENDIX B) which provides staff data in terms of Age, Disability, Ethnicity, Gender, Religion / Belief and Sexual Orientation.

For each of these characteristics we report on:

[1] For more information including where to find published Equality Impact Assessments see https://www.bristol.gov.uk/people-communities/equalities-impact-assessments

[2] Review of Bristol City Council's Equality And Diversity Function - June 2018; Report Author: Kamaljit Poonia

- Applications Received
- Applications Shortlisted
- Job Offers
- Employees in Post
- Employees in Post by Salary
- Training
- Grievances
- Disciplinaries
- Leavers and Leaving Reason
- Temporary Promotions/Secondments

Please see Workforce Diversity Data – Summary Analysis below for more information about what this data shows us.

Gaps in diversity reporting

We do not currently report on Marriage and Civil Partnership, or Pregnancy and Maternity in our workforce diversity monitoring. Gender reassignment has not historically been recorded on our staff diversity monitoring system, and there is a lack of robust population data for comparison. Our HR system now includes diversity monitoring for gender reassignment and we will analyse this for future reporting.

Although our workforce diversity monitoring uses established categories[3] for recording ethnic group and religion, corporate reporting has historically aggregated this data into broader categories such as 'Black and Minority Ethnicity'. Our future reporting will have more detail to make it easier to identify and address any disparity for particular groups. This information will support the Council with any future workforce planning.

Organisational Improvement Plan

Our Organisational Improvement Plan, launched in 2019 provides the framework for our transformation journey; creating the conditions for everyone to perform at their best and help us create an inclusive, high-performing, healthy and motivated work place and become an employer of choice.

Complementing our core programme of HR and learning and development support, the five-year Organisational Improvement Plan outlines the cross-cutting actions that we will take to support this journey. One of the work-streams is diversity and inclusion and captures the actions we will take within the workforce.

Learning and Development

Equality is a golden thread through all our learning and development starting with the corporate induction for all new recruits to the council. A dedicated equality session within

[3] https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion

induction was delivered to 821 council officers in 2019/20. This initial experience is built on through a programme of core equality training; 1,603 council officers completed “Your Rights, Your Responsibilities” e-learning in 2019/20 bringing the total to 4,293. Face to face workshops include Equality Foundation and Inclusive Leadership.

In addition to Inclusive Leadership with a strong focus on unconscious bias “Managing Diversity” is part of the core manager training with 183 managers completing the e-learning during 2019/20, bringing the total to 918. A series of workshops focusing on line managers applying HR policies in a fair and inclusive way have been delivered within the People Directorate. This is also a focus within the Team Leader Development Programme which 147 leaders have participated in. The planned roll-out of the HR workshops within Growth and Regeneration has been paused due to the coronavirus pandemic. Inclusion is a cornerstone of the Director development work that took place during 2019 and all Directors have received Cultural Intelligence training.

During 2019-20 Staff Led Groups were offered 1-1 coaching and a full day training workshop. These groups were consulted in the process of developing new learning materials to ensure that provision was accessible and inclusive input by providing involvement at the planning stage for digital inclusion. Insight from staff led groups will be sought to design the specification for the next iteration of “Bristol Leads”.

In addition we have drawn on the expertise of local partners to deliver specific training including the Black South West Network for race equality, the British Dyslexia Association for dyslexia and dyscalculia training; SARI (Stand Against Racism and Inequality) for cultural awareness and WECIL (West of England Centre for Inclusive Living) for disability equality. Funding has also been made available for Learning Disability training for colleagues in Adult Care.

Our Organisational Improvement Plan makes clear that we are committed to equality and inclusion. The Plan’s one year review reported on the refresh of the e-learning programme to ensure it reflects good equality practice and meets business needs. This includes Equality Impact Assessment e-learning which 354 council officers have completed, (210 of these during 2019/20). Also Reasonable Adjustments e-learning which a total of 440 colleagues have completed (289 during 2019/20). There is a dedicated fund for translation and interpreting services to ensure that all training is accessible and £4,203 was drawn down for this during 2019/20.

We have begun work on e-learning packages to support positive action initiatives, such as gender pay gap.. More e-learning is planned e.g. on understanding neuro-diversity. The Organisational Development team is working on making equality and inclusion more explicit in the programmes and frameworks being designed and updated in 2020. Work has continued to embed organisational values throughout 2019, over 3,000 colleagues attended a values workshops and a values e-learning package has been developed.

We are aligning learning and development to a cohesive talent management strategy to build inclusion and to develop talent from under-represented groups.

A new learning and development module has been rolled out as part of our HR and Payroll system. This will enable us to re-start the collation of equality data of participants so we can present a more detailed overview of take up in future reports.

See Summary of our Equality and Inclusion Training Offer section below.

Review of HR policies

We have reviewed our HR policies to identify potential for unconscious bias and make good practice improvements. This has included consultation workshops with managers, Trades Unions and our staff led groups on revised HR policies.

As part of this process we have been exploring reasons behind grievances and disciplinary actions involving under-represented groups so we can ensure our HR policies enable appropriate action to deal with any equality issues identified.

Staff Led Groups

Our staff-led groups (SLGs) act as ambassadors for the council and help to make sure that decisions are properly informed by diverse and representative points of view. The groups are run by their members and SLGs work together to inform our policies, processes and training, and help all of us celebrate our diversity with events throughout the year. Members elect a chair, or co-chairs, for the group, along with several other roles. This core team takes responsibility for leading the SLGs' agenda and delivery.

In 2019-20 the membership of our Staff-Led Groups increased by 20%, and our employee survey shows 64% awareness of the groups in our workforce.

However there was also acknowledgement that the interface between SLGs and the wider council and leadership was not always functioning as effectively as it could, and some important issues were not being fully addressed. In response to this we commissioned a comprehensive review to support the role and work of the SLGs and to maximise the effectiveness of the system. This started in July 2019. The scope of this review addressed a range of issues including internal dynamics, the governance framework, and the way in which the wider council and its leadership interact with the SLGs.

Young Employees Voice has recently produced an external video to promote Bristol City Council as an employer of young people. It includes messages from young staff and details of how to contact the YEV staff led group for advice on employment for those aged16-27.

Subsequently there has been collaborative work around the remit and influence of SLGs, resulting in new Terms of Reference and a refreshed Corporate Reporting Structure. These changes will allow quick decision making and further support and expand the SLGs' voice within the Council.

Purpose of our Staff-led groups[4]

Black and Minority Ethnic Employee Group • To support and advise Bristol City Council in raising awareness on equality and diversity issues within the workplace. • To maintain a network for Bristol City Council employees from a Black and Minority Ethnic (BME) background to support one another on work related issues. • To ensure that BME staff have a voice and are fully involved in helping shape and improve how Bristol City Council operates. • To continue to develop a working relationship with other Staff-Led Groups.	**Disabled Employees Group** • Work with the council to improve the recruitment, retention and training of disabled staff • Ensure that disabled staff have a voice and are fully involved in helping shape and improve how Bristol City Council operates • Maintain a network for disabled Bristol City Council employees and provide a safe space in which issues can be raised work with other staff led groups to promote and champion diversity and equality issues
LGBT+ Group • Support and advise Bristol City Council in raising awareness on equality and diversity issues within the workplace. • Maintain a network for Bristol City Council employees from a Lesbian, Gay, Bisexual and Transgender (including Genderqueer, Non Binary, Questioning, Intersex and Asexual) background to support one another on work related issues. • Continue to develop a working relationship with other Staff-Led Groups (SLGs) including the Promoting Diversity in the Workforce Group. • Ensure that SLG staff have a voice and are fully involved in helping shape and improve how Bristol City Council operates.	**Young Employee Voice** • To support and advise Bristol City Council in raising awareness on equality and diversity issues within the workplace. • To maintain both a professional and social network for young employees at Bristol City Council. • To continue to develop a working relationship with other Staff-Led Groups (SLGs) including the Promoting Diversity in the Workforce Group. • To ensure that young employees have a voice and are fully involved in helping shape and improve how Bristol City Council operates.

Workforce Diversity Initiatives

Reverse mentoring

The Reverse Mentoring programme is open to all staff and offers the opportunity for our managers to learn from our diverse staff through gathering an understanding of viewpoints from under-represented groups within the council. For example a manager may have little or no engagement with members of the LGBTQ+ community and seeks to expand on their understanding of issues and requests a mentor. We have 12 new Reverse

[4] This section shows the stated purpose of our Staff Led Groups during 2019-20. The remit and influence of these groups has subsequently been reviewed and this will be reflected in future reporting.

Mentors in place so colleagues from under-represented groups have an opportunity to mentor senior leaders and receive advice or learn new skills in return.

Diverse Recruiters

The Diverse Recruiters scheme is designed and managed by the Equalities and Inclusion Team to help us recruit the best talent for roles within the Council. The objective is to help managers and candidates get the best possible experience and outcome from a job interview. Diverse Recruiters also help to ensure interview panels are aware of unconscious bias and have sufficient diversity of thought and experience. Our Diverse Recruiters scheme has 50 new participants to ensure some recruitment panels include members from underrepresented groups in our workplace.

Project Bristol Internship

Our Project Bristol Internship has 10 young people aged 18-24 years with learning disabilities on programme with a 65% success rate in obtaining permanent roles or apprenticeships.

Stepping Up Programme

The Stepping Up programme was launched in January 2018 as a Bristol city-wide accelerated BAME leadership experience to create a diverse talent pool in Bristol, and supply a ready flow of individuals with aspiration and skills to reach the more senior roles. The design of the talent pipeline and pool has been co-created with employers.

Cohort 1 launched with 45 participants and Cohort 2 of the Stepping Up programme was expanded to include women and to disabled people whether or not they are also BAME with 55 participants.

> "I got my promotion - all down to Stepping Up"
>
> "My confidence has increased beyond my expectations"
>
> "The leadership modules exceeded my expectations. It's inspiring to be a part of this community of leaders stepping up!"

The programme has demonstrated a positive impact with 100% of participants expressing increased confidence and 60% achieving promotion into management and leadership roles, as well as other achievements including a participant becoming a magistrate.

The Stepping Up programme won the South West Mentoring Award, the National PPMA Diversity Award and the Bristol Diversity Award. It has also recently been short listed for the Local Government Chronical National Diversity Award. Cohort 3 was recently launched with the same broad diversity lens and has 55 participants on programme.

Horumar

Bristol Somali community raised concerns with Stepping Up about a lack of engagement and involvement in city issues. Within 12 months of the engagement meeting 9% of Stepping Up participants were from the Somali community and over 30 Somali women have signed up to take part in Horumar (Going Forward in Somali) - a spin-off from the main Stepping Up Programme which forms part of the distributed model of social change movement. Horumar is a community based women's development programme providing access to meaningful professional well-paid employment or self-employment. It develops women through a number of modules focussing on helping women obtain work, start businesses in their home, and to be a voice in their community.

Disability Peer Navigator Scheme

In February 2020 we launched a Disability Peer Navigator Scheme to help ensure new disabled employees were provided with appropriate reasonable adjustments in a timely way. This worked by linking their Managers up with trained peers already working for the council, and supporting managers to increase their understanding and effectiveness in providing reasonable adjustments for disabled employees. We responded to feedback from disabled colleagues about the proposal for this scheme to ensure it was correctly described and designed in a way that best reflects the social model of disability.

Employee Engagement Survey

Our 2019 employee engagement survey tells us:

- 73% of respondents report that they agree or strongly agree that "I feel able to be myself in the workplace".
- 76% feel 'I am treated fairly by Bristol City Council'.
- 71% of staff said they believe the council is committed to creating a diverse and inclusive environment.

We also included a set of questions related to specific protected characteristics:

% of respondents to the question "I am not treated inappropriately or unfairly because of my..."									
View	**Age**	**Sex**	**Ethnicity**	**Sexual Orientation**	**Religion/ Beliefs**	**Disability**	**Gender reassignment**	**Marriage/ Civil Partnership**	**Pregnancy/ Maternity**
Strongly agree	34%	35%	37%	38%	35%	10%	7%	18%	7%
Agree	49%	49%	45%	46%	44%	16%	11%	24%	10%
Neither agree nor disagree	11%	11%	14%	14%	17%	11%	9%	10%	10%
Disagree	4%	3%	3%	1%	1%	2%	0.4%	1%	1%
Strongly disagree	2%	1%	2%	1%	2%	1%	0.1%	0.3%	0.3%
Not applicable	-	-	-	-	-	59%	72%	47%	72%

We will compare these findings with the results of the 2020 Employment Engagement Surveys to help us measure the positive impact of our workforce equality and inclusion initiatives.

Case study: Housing and Landlord Services

Housing and Landlord Services has implemented measures to increase the number of BAME employees within the service. The service aims to be representative of the wider Bristol community at all levels.

We have established a performance scorecard, a workforce plan and an equalities action plan that directly targets our ability to recruit and retain BAME staff. Each colleague will also have a development plan and access to relevant training. Race and equalities issues are discussed regular at the leadership team level and round table discussions have been initiated with BAME colleagues within the service to understand what we need to do to become an equal, inclusive and diverse service. We are also planning to pilot initiatives that are emerging from the Councils review of diversity and inclusion – including positive action for recruitment and employee development.

A service wide transformation programme called Moving Forward Together is specifically targeting race related issues within the service. A good example that is representative of the priority we give this issue concerns the recruitment of multi-trade apprentices. On average we recruit between 10-15 multi trade apprentices per annum. We take pride in having a very good induction and apprenticeship programme for those who secure employment with us. 90% of all apprentices eventually secure permanent roles within the service. For a number of years we have taken positive action to recruit BAME and female apprentices into the trade teams. 75% of all apprentices recruited in the past four years have been from under-represented groups to increase the diversity within the team. This is to ensure better representation to the tenants and residents we provide the service too. Historically we have been rewarded with recognition of this work from the Onsite Annual Apprenticeship awards.

Providing Inclusive Services

Equality Objective E03 – "To provide inclusive services which actively address inequality and exclusion and enable all of Bristol's citizens to realise their potential and live safely"

This objective is about the council's role as a deliverer and commissioner of services.

Service Area Equality Action Plans

This year all our service areas have carried out a review of their functions to produce an Equality Action Plan for 2020-21. These plans prioritise relevant equality issues for their area of work, including addressing any under-representation and identify ways to address them with measurable targets to track progress.

From 2020-21 service area Equality Actions Plans will be reviewed and updated as part of our annual business planning cycle with support from our Equality and Inclusion Team.

Commissioning and procurement

This year we have been working with council teams to ensure that we have a consistent and robust approach to equality in the commissioning and procuring of goods, works and services. This is so we can make sure that external organisations providing services on behalf of the council are able to demonstrate:

- A good understanding of the Equality Act 2010, including the Public Sector Equality Duty.
- As an employer that equality of opportunity is integral to vacancy advertising, recruitment, retention, promotion, training and grievances.
- That services will be tailored and regularly reviewed to include understanding of the various service user needs, backgrounds and their differing requirements.

We will also be establishing new metrics to measure equality outcomes via the Social Value Portal.

Improving digital accessibility

Further to the commitment made through the Future State Assessment in 2018, the IT Transformation Programme (ITTP), together with Microsoft, demonstrated the new accessibility features of Windows 10 and Microsoft 365 to the BCC Disabled Employees' Group. These new features and collaboration tools were generally well received with positive comments. However it was recognised that these new tools can only be fully experienced and exploited by our disabled staff when implemented in real work situations. We are now checking what IT related reasonable adjustments are in place so that we can exploit new accessibility technologies and ensure that existing arrangements are maintained where needed.

Communications support

A refreshed Communication Strategy was launched in 2019. As part of the action plan the council's External Communications and Consultation Teams Internal Communications team have been developing a new Accessible Communications Policy to set out clear standards and principles on accessibility to apply across all communications, ensuring it's based on best practice and via consultation with affected groups.

The council will also produce new guidance and a toolkit on our 'House Style' to increase accessibility and consistency in our written communications.

A 'Communications Basics' session will be incorporated into mandatory corporate induction to make sure everyone knows our corporate narrative (the story of who we are, what we're all about and what our top priorities are), what is expected of them and how they contribute to good, accessible communication.

Our Translation and Interpreting Service provides written translation in most languages and interpreters in over 40 languages including the languages most requested in Bristol: Arabic, Bengali, British Sign Language, Cantonese and Mandarin, Czech, Farsi, Kurdish, Polish, Portugese, Punjabi, Romanian, Somali, Turkish, Urdu, and Vietnamese. Where appropriate, telephone or video interpreting (for BSL only) will be offered as an alternative to face to face interpreting.

Our role as a leading agency

Equality Objective E04 – "To achieve a measurable increase in the extent to which communities facing inequality can share in and contribute to the city's success".

This objective is about the council's role as a leading agency in the city.

Supporting the Mayoral Commissions - Women's Commission and Commission on Race Equality (CORE)

We have established new Terms of Reference for Bristol Women's Commission and Bristol Commission on Race Equality (CORE) to provide a clearly agreed scope of influence and mechanisms to feed into decision making processes in a timely manner.

Bristol Women's Commission was formed in 2015 as a partnership to meet Bristol's obligations as a signatory to the European Charter for Equality between Women and Men in Public Life. The Women's Commission has established multi-agency task groups to address Women's Safety; Women's Representation in Public Life; Women and Transport; Women's Health; and Women and the Economy. For more information please see https://www.bristol.gov.uk/mayor/womens-commission

The Bristol Commission on Race Equality (CORE) was formed in 2018 and works in partnership with cross-sector BAME networks to advance and prioritise race equality, influence local leaders, and increase the power and influence of BME people in Bristol. For more information see https://www.corebristol.com/

Bristol Equality Charter and Bristol Equality Network

In November 2018 we launched the Bristol Equality Charter - a city-wide initiative which has been co-produced by 20+ private, public and voluntary sector organisations in conjunction with Bristol City Council. The charter sets out a number of commitments to help with the aim of making Bristol a fairer, safer, accessible and inclusive city where everyone feels they belong, has a voice and an equal opportunity to succeed and thrive.

The Bristol Equality Charter now has 150+ signatories and we are supporting a Bristol Equality Network to work collectively on a citywide equality action plan. The Bristol Equality Network is open to representatives of organisations who have signed the Bristol Equality Charter.

The purpose of the Bristol Equality Network is to support network members to achieve the aims and commitments of the Bristol Equality Charter; Develop excellent equalities practice through cross-sector partnership working and knowledge sharing; and encourage more organisations to sign the Bristol Equality Charter and participate in the network. The network is chaired on a rotating basis and has four main meetings where members come together to promote partnership working and to share information and good practice.

Bristol Race Equality Strategic Leaders Group

The city-wide Strategic Leadership Group is Chaired and supported by Bristol City Council. The group was set up in response to the Manifesto for Race Equality, to bring together all public sector organisations in the city to work collaboratively to tackle the endemic issues that the Manifesto raised. The key strategic challenge set by the group was to work collaboratively to share our Equality related HR data with the vision of producing a data picture of all Public Sector employment in Bristol.

Through positive partnership working the Leaders group produced and formally launched the first, ever award winning, Public Sector Race Equality Data product for Bristol. This first data picture, given the importance of the Public Sector as an employer now clearly sets out the challenge.

Future work will ensure actions focus on where we can make a measurable collective difference to the city of Bristol. A number of high level objectives have been agreed with all members, which it is hoped will have a positive impact on the data picture across the public sector in the City.

Voice and Influence Partnership

We commission The Voice and Influence Partnership to ask Bristol citizens from several equality groups for their views on our proposals and policies. The partnership brings together The Care Forum, Bristol Older People's Forum, Centre for Deaf and Hard of Hearing People, OTR Freedom and WECIL as delivery partners, with SARI and VOSCUR as advisory partners, to bring about positive change in local communities. During 2019-20 the Voice and Influence Partnership helped us to make public engagement with several major consultations including Clean Air Zone and Annual Budget Setting more representative of Bristol's diverse population.

Bristol Muslim Strategic Leadership Group

The purpose of the Bristol Muslim Strategic Leadership Group (BMSLG) is to develop and strengthen Muslim communities in Bristol.

We are working with the BMSLG as part of a council services task group with the aim to work at policy and strategy design level so that service delivery is more responsive to the diversity of Bristol's citizens, with a particular focus on Muslims.

Case study: Safeguarding and FGM

Since professionals have had a statutory duty towards preventing and responding to cases of Female Genital Mutilation (FGM), significant awareness and robust action was taken to try and stop the practice and keep girls safe. This led to an increase of referrals being made to statutory safeguarding agencies to take proactive action where FGM was suspected.

A new multi-agency tool, the FGM Referral Risk Assessment tool was developed by multi-agency partners and representatives of FGM affected communities. This was in response to feedback from communities about concerns for families being disproportionately referred into statutory agencies for assessments when they were planning on going holiday[1].

Since the tool has come into effect the number of referrals to has dropped significantly into safeguarding agencies. The tool has been accompanied by a refreshed multi-agency training with explicit reference to cultural competency being included the aims and objectives. Our collaborative approach in working in partnership with communities for this piece of work has been recognised locally, nationally and internationally. The Keeping Bristol Safe Partnership has also commissioned an independent review into the impact of the tool on the communities and the effectiveness in keeping children safe.

Our role in the community

Equality Objective E05 – "Progressive building of good relationships between different communities in Bristol so everyone is able to participate and contribute"

This objective is about the council's role in the community.

Fostering good relations

Part of our Public Sector Equality Duty is to foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This includes community activities to tackle prejudice (a stereotypical opinion or feeling about individuals who share a particular protected characteristic), and promote understanding (a proper knowledge of the real nature and circumstances of individuals who share a particular protected characteristic).

Examples of what we are doing now and will be doing in future

- Develop an 'inclusive communities' approach in the way Bristol City Council and partners work in and with place based communities to build more welcoming and inclusive places to live[5].
- Deliver and build on projects such as Everyday Integration, Inclusive Cities and City of Sanctuary.
- Work as partners in the multi-agency Tackling Islamophobia Working Group, set up by SARI in response to a rise in hate crime against Muslims. Recent activities include an awareness raising event to promote responsible, fair reporting from all media outlets.
- Work with Bristol Ageing Better to help create Age Friendly Streets
- Work with partners in 10 neighbourhoods across Bristol to build communities – facilitating connections between neighbours and communities who may not otherwise come together to take action on shared interests
- Continue to support International Women's Day with an annual event at City Hall hosted by Bristol Women's Voice.
- Collaborate with others to create spaces for sharing knowledge, insight and experience between place based communities and communities of interest to build alliances and understanding
- Promote and celebrate Bristol's diversity and cultural heritage by supporting community-led initiatives, e.g. Black History Month, Pride, and the International Day of Disabled People.
- Leading an innovative city-wide approach in improving the quality of race related data recorded, reported and shared across Bristol.
- Our actions to meet this objective will be updated and amplified once our Neighbourhoods and Communities service plan has been finalised, following a significant reshaping of this area of our work.

Next Steps

The Equality & Inclusion Team will be expanding and will be looking to make a positive impact on equality, diversity and inclusion in the service.

Governance - E&I Structure

This will include a more strategic role with more operational touch points in services. We are looking to develop a more robust organisation wide ED&I reporting structure which will include a Strategic Equality & Inclusion Leaders Group with the establishment of E&I meetings to service each of the Directorates. It is envisaged that representation will be from across the Directorates including the Equality Champions and members of the E&I team. We are also looking to develop a more meaningful inclusion agenda with a focus on inclusive leadership without the dilution of individual equality themes and the 'lived in experience'.

[5] See https://www.bristol.gov.uk/people-communities for examples of specific strands of community cohesion work.

Equality Framework for Local Government

We are aiming to reach 'Achieving' status of the Equality Framework for Local Government in 2020-21. The Equality Framework for Local Government (EFLG) provides a framework which will enable all services to embed equality, diversity and inclusion and develop good practice. There are 3 levels of accreditation which are 'Developing', 'Achieving' and Excellent status. There are 11 local authorities at 'Excellent' status. Reaching Achieving and Excellence will enable the Council to demonstrate our commitment and outcomes to our communities, staff, partners and the city.

During the journey to reaching 'Achieving' we will be developing a range of Equality Diversity and Inclusion change management programmes which will aim to tackle inequality in employment, service delivery, customer service, consultation/engagement and commissioning of services. This will be building on an ongoing piece of work within the Council to ensure equality and inclusion practices are meeting best practice and tackling underlying issues that have been raised, including several new initiatives within HR around recruitment, learning and development and talent management.

Stonewall Workplace Equality Index

We are working towards the Stonewall UK Workplace Equality Index, however due to COVID 19, Stonewall have changed the normal annual submission and benchmarking index and have replaced it with a comprehensive series of Workplace Equality Index Support for 2021. This will enable us to ensure that LBGT inclusion continues to thrive during this period and BCC will use this period and work to prepare for its annual submission during 2022.

The Workplace Equality Index Support Series will consist of new criteria webinars, consultancy sessions and common challenge webinars. This support package will commence during June 2020 and ends during March 2021.

Workforce initiatives

We commissioned an external consultant who highlighted a number of areas of improvement in relation to our workforce. A range of initiatives have now being developed under three thematic areas, Strategy and Change, Recruitment, Selection and Talent Management, Performance and Culture. These initiatives will aim to drive change in relation to developing a more inclusive workforce by, introducing values based recruitment and selection, providing greater opportunities in relation to secondments, promotions and learning opportunities for under-represented groups, developing effective and positive and communication messaging across the organisation, improvement of data collection and the establishment of a data warehouse and delivering a range of programmes to develop inclusive leaders with the right capabilities to be a leader in the a diverse workplace and community.

Refresh of the Equality& Inclusion Policy and Strategy - 2018 – 2023

BCC has now has its Equality & Inclusion Policy and Strategy in place for just over 18 months. This report has already highlighted the improvements and progress the council has been making in relation to the five E&I objectives during the past 18 months.

During the next reporting period a refresh of the Policy and Strategy will be undertaken. This refresh demonstrates that we do not see this document as something that just sits on a shelf, but is a 'living' document that will be changed and updated to reflect national, local issues, best practice and demographic changes.

Equality Impact Assessment (EqIA)

It is our intention to undertake a review of the current EqIA toolkit and training programme. The Equality and Inclusion team recognise that EqIAs need to be refreshed and reviewed on a regular basis to ensure that managers are using the EqIA toolkit to support key impacts and support the decision making pathways.

Staff Engagement

We have commenced a range of open dialogue sessions with staff members, managers and our Executive leaders to discuss impacts of COVID 19, Black Lives Matter and structural racism. It is envisaged that these sessions will provide a safe space to staff members to ask questions and work with leaders to identify solutions to new ways of working and dismantling racism and discrimination. This will be supported by a range of resources and toolkits to support managers and staff members to fully understand these issues.

Equality & Inclusion Annual Event

We will plan to host another annual Equality & Inclusion, to discuss the council's progress against our objectives, identify upcoming issues and celebrate successes. We will invite internal teams, Bristol Equality Network partners, Bristol commissions, relevant partners and civil society organisations with an interest in equality and inclusion to participate.

Service Equality Action Plans

Last year all service areas produced their first Service Equality Plan, it is envisaged that regular monitoring will be undertaken monitoring progress against each of the actions identified in the action plans. The progress of these action plans are now supported by a new Key Performance Indicator (KPI. Service Areas will self-assess their progress and the Equality and Inclusion team will monitor and report twice a year to the Corporate Leadership Board (CLB).

COVID-19 Response

The Equality and Inclusion Team have also played an active role in identifying and addressing the differing needs of vulnerable citizens during the COVID-19 outbreak, and

continues to play vital a role in the recovery work so that good practice is at the heart of it. This includes facilitating citywide discussions about inclusive recovery, contributing to equalities focused task and finish groups, and providing a regularly updated equality impact assessment summarising known equalities issues and potential mitigations, for use by council teams.

For further information about what the council and other groups and organisations have done to help communities, businesses and individuals affected by coronavirus in Bristol see https://www.bristol.gov.uk/council-and-mayor/bristols-response-to-coronavirus-covid-19.

Summary of our Equality and Inclusion Training Offer

Unconscious Bias Training
We have refreshed our training offer to include more time for unconscious bias in recruitment training. Unconscious Bias is included in our Diverse Recruiter training and has been incorporated into recruitment guidance notes and training for Managers.
Diverse Recruiters
Diverse recruiters is both a programme and a course (see section above) A two hour training programme has been designed and facilitated for staff wishing to become Diverse Recruiters. The course is part of a selection process that involves the completion of the relevant Fair Recruitment and Selection Training. The course content covers; • The role and responsibility of Diverse Recruiters. • Overview of the Public Sector Duty of the Equality Act 2010. • Understanding our unconscious biases. • Identifying unconscious bias in the recruitment and selection processes. • Demonstrates constructive challenge as an approach to challenging biases in the selection process. We are now extending the initiative by working with Bristol University on a joint programme whereby the Council will be offering Diverse Recruiters from Bristol University to broaden the diversity lens and to increase the numbers of Diverse Recruiters available for panels.
Reverse Mentoring
Reverse Mentoring is both a programme and a training course (see section above). The course content covers: • The role and responsibilities of Reverse Mentoring. • Communicating and agreeing the 6 month programme. • Managing confidentiality and timescales. • Challenging behaviours for the mentor or mentee. The matching, management and evaluation is managed by the Equalities and Inclusion Team. The Reverse Mentoring programme was piloted with the MOD in 2019 and a new programme launched in 2020 with a view to increasing the numbers on programme.
Women in Leadership

This is a joint programme with South Gloucestershire Council. We piloted a Women In Leadership Programme jointly with South Gloucestershire Council. The course was spread over 3 months and was 2.5 days in duration. The course is aimed at women or those who identify as female. The details are:

Women who wish to progress into a more Senior Management Role or those who wish to take the first steps into management

This women's leadership development programme seeks to address the under representation of women in management roles within the Council through a women's only programme which builds confidence, informal networks and develops an understanding of women as future leaders. This inspiring and engaging programme is for either existing female managers who wish to progress in their careers or those aspiring to be managers and leaders.

Due to Covid 19 restrictions the 2020 programme has been delayed but we have participants who will be starting the virtual programme in September.

Stepping Up Programme

Stepping Up is a senior leadership Positive Action Programme aimed at improving the representation of Black, Asian and Minority Ethnic people, disabled people and women in senior leadership roles within Bristol and the wider region (see section above). The duration is 12 months.

There are plans to extend this programme further to ensure that there is a regional reach in line with the WECA funding requirement. Its success has also meant that there is more interest in developing the programme more widely and it is becoming a recognised brand.

Rights and Responsibilities Training

This is a 2 hour course delivered by the Equalities and Inclusion Team mainly in 'hot spot' areas or where a specific request has been made by a Service Manager or Director.
The course covers the rights model for embedding effective equality, diversity and inclusion at work, whilst understanding the legal requirements under the Equality Act 2010 and the specific duty. It helps to demonstrate to participants how to challenge inappropriate/ unacceptable language and behaviours in the workplace and beyond. It seeks to embed diversity and inclusion through behavioural change.

Project Bristol

This is a 9 month internship programme based within the council for young people aged 18-25 with learning disabilities (see section above). It works on a 3 month rotation, rotating into various roles and seeks to help young people into permanent roles or apprenticeships. Delivered by the Equalities and Inclusion Team and a remote team in Temple Street.

Equalities Impact Assessment Training

This course is delivered to managers and those who need to understand how to develop an EQIA (see section above). It was delivered a monthly basis throughout 2019-20 by the Equalities and Inclusion Team.

Cultural Intelligence

Pilot cultural intelligence session run with Senior Leadership Team

This workshop helps leaders explore how their own cultural values and preferences impact on their inclusive leadership style and approach to working within diverse cultural contexts.

E-learning

- Induction (virtual and face to face)

- Implementing Reasonable Adjustments
- Managing Diversity - Mandatory for all managersEquality and Diversity – Your Rights and Responsibilities
- Managing Diversity - be completed before attending Inclusive Leadership
- Equality Impact Assessments – Mandatory for All Managers
- Implementing Reasonable Adjustments
- Managing Diversity
- Trans Awareness
- Basic Autism Awareness
- Drug and Alcohol Awareness
- Mental Health Awareness
- Personal Resilience
- Stress Awareness
- Supporting You Through Change
- Agile Working – An Introduction
- Emotional Intelligence
- Personal Resilience
- Project Management
- Questioning Techniques
- Assertive Communication
- Fair Selection and Recruitment Refresher Training
- Mental Health awareness Agile Working – Advice for Managers
- Giving and Receiving Feedback
- People Management – Supporting Attendance
-

Trainer delivered courses

- Corporate Induction which includes an equality and inclusionelement
- Inclusive Leadership
- Fair Selection and Recruitment Training – Mandatory if Manager is to recruit employees
- Mental Health First Aid
- Having effective Conversations
- Equalities Foundation – rights and responsibilities workshop
- Beyond Belief – Religion , Faith and Belief in the Workplace
- Assistive Technology – Foundation Assistive Technology – Refresher
- Restorative Approaches

- Loss and Bereavement
- Autism Spectrum Conditions

Workforce Diversity Data – Summary Analysis

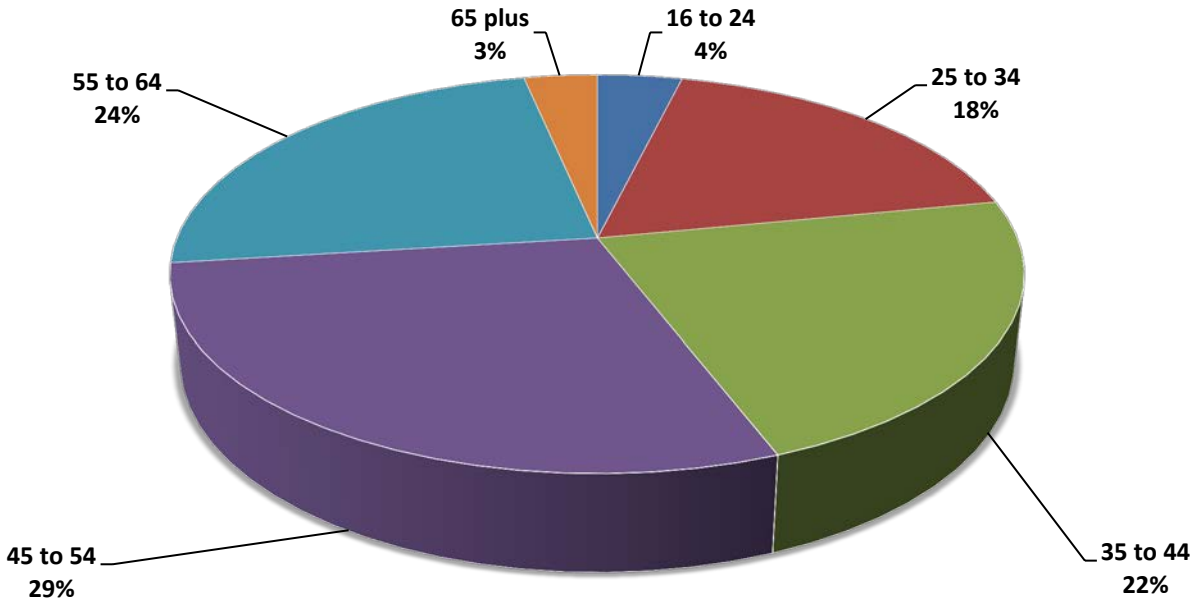
The section summarises the key highlights from our detailed quarterly reports[6]. For more information see **Appendix A – Workforce Diversity Statistics Report**.

	Bristol City Council	Bristol Economically Active Citizens (Census 2011)[7]
AGE GROUPS		
16 to 24	3.8%	17%
25 to 34	18.1%	29%
35 to 44	22.3%	22%
45 to 54	28.8%	19%
55 to 64	23.7%	11%
65 plus	3.3%	2%
DISABILITY		
Not Disabled	81.2%	93%
Disabled	9%	12%
Unknown	9.8%	-
ETHNICITY		
Black and Minority Ethnicity	11.6%	13%
White Minority Ethnicity	5%	8%
White British	74.3%	80%
Unknown	9.1%	-
SEX		
Female	59.7%	47%
Male	40.3%	53%
RELIGION OR BELIEF		
No religion or belief	36%	45%
Christian	40%	42%
Other religion or belief	24%	7%
SEXUAL ORIENTATION		
Heterosexual	94%	94%
Lesbian, Gay or	6%	6%

[6] Analysis is based on HR records from 31 December 2019.
[7] We have used diversity data from Bristol Local Authority economically active population (Source: Annual Population Survey Oct-18 - Sep-19 ONS) as a benchmark for comparison, however we acknowledge that a proportion of council employees live outside of the Bristol local authority boundary.

	Bristol City Council	Bristol Economically Active Citizens (Census 2011)[7]
Bisexual		

Age



Recruitment and representation

The numbers of employees aged 16 to 24 as a proportion of the entire workforce had been slowly increasing over the last five years, however in the past year this has plateaued with very little increase. There is a relatively high number of applications from the 16 to 24 age group but they are not being shortlisted and offered jobs at the same rate. The 25 to 34 age group is receiving a third of all job offers which should help push the Employee in Post percentage up towards the Census percentage.

Both younger and older employees are leaving proportionally more compared to Employees in Post. The 45 to 54 age group are steadfastly staying on. A large proportion of under 35's are leaving after the end of a fixed term contract. This could be an indication that younger employees are choosing to work more flexibly.

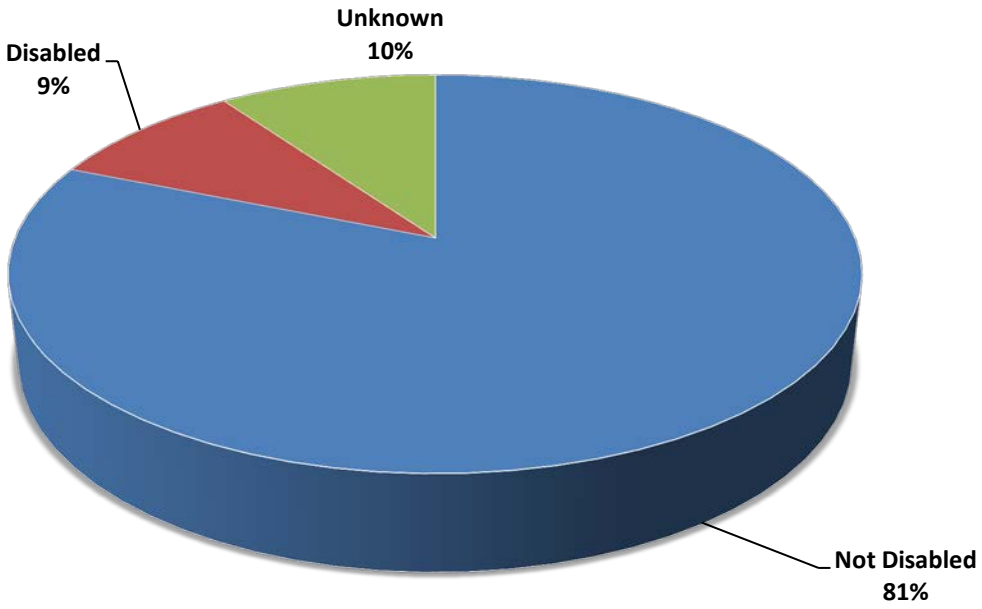
Pay

The proportion of employees aged 16-24 in the “£20k to £29k” pay bracket has increased from 2.57% last year to 3.64% this year, and the proportion in the “Less than £20k” pay bracket has increased from 7% last year to 11.69% this year.

Grievance and disciplinary

Older employees are slightly more likely to submit a grievance.

Disability



Recruitment and representation

Over the previous five years the proportion of disabled employees has been stable and slowly increasing. There is some variance between the directorates in the proportion of disabled employees. Currently 9.8% of employees are disabled.

Job offers by disabled status 7.21% is slightly above the Bristol Local Authority (7%) and Travel to Work Area economically active populations. However this is lower than the Bristol working age population of disabled people (12.4%)

The proportion of disabled employees shortlisted (7.89%) suggests that the policy of guaranteeing an interview for disabled employees who meet the essential criteria is having a positive effect.

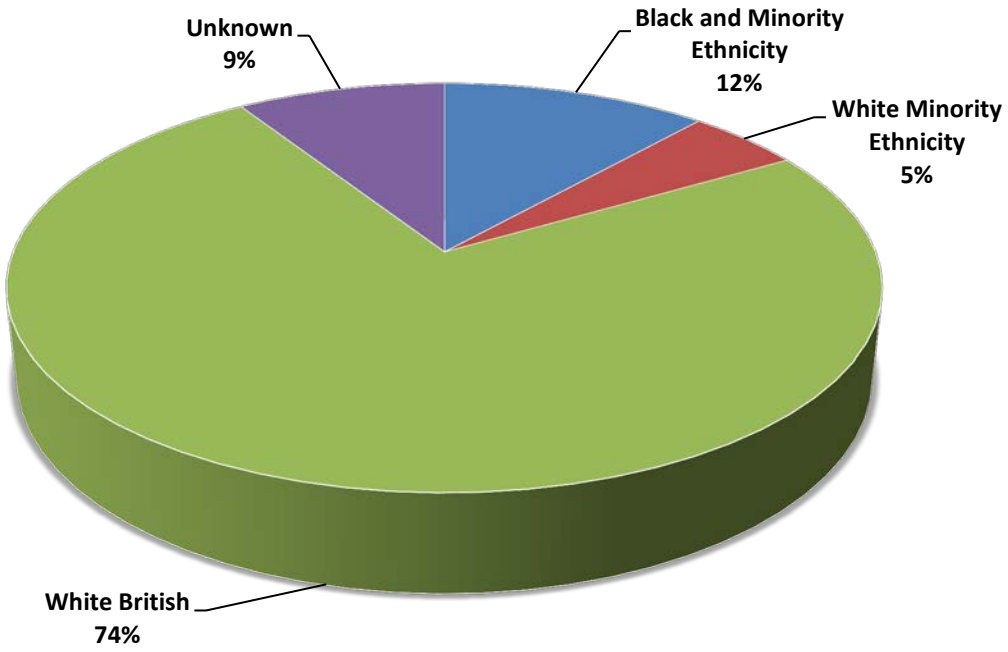
Pay

In 2019-20 Disabled employees were over-represented in the salary band earning £20k-29k (11.24%), though not in the lowest salary bands. They were also somewhat under-represented in those earning £50k+ (8.28%).

Grievance and disciplinary

Disabled employees were over-represented in grievances (14.29%), and disciplinaries (20.59%).

Ethnicity



Recruitment and representation

The overall percentage of our Black Asian and Minority Ethnicity workforce has increased from 10.5% in 2017 to 12.72%. The proportion of BAME employees has increased over the past five year but at a slowing rate.

20.98% of council job applications were from BAME candidates, compared to the working age Bristol BAME population of 13%. 17.5% of shortlisted candidates were BAME, and 13.7% of those offered jobs were BAME applicants. Therefore, there is some variance from application to jobs offered.

There is a disproportionately large number of BAME employees on fixed term contracts. The low retirement figure coupled with the high number of fixed term contracts suggests that BAME employees have a younger age profile.

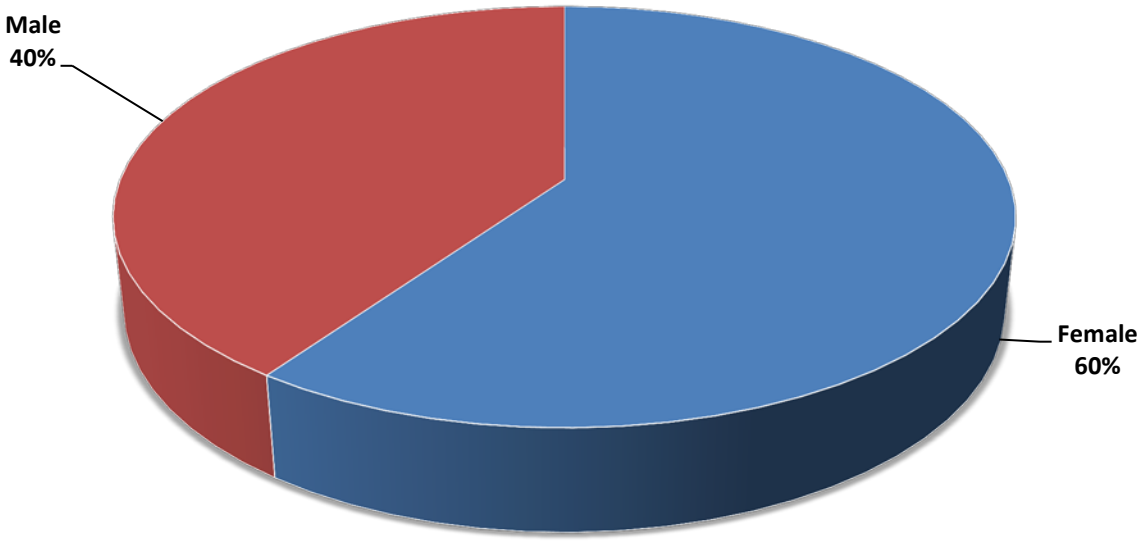
Pay

In 2019-20 BAME employees were proportionally under represented on higher salary bands and earned on average 12.06% less than White British employees. Only 4.35% of those council employees earning £50k+ were BAME. However this race pay gap has been reducing year on year and was 15.38% in 2016-17. The percentage difference in progression rate of BAME employees and non BAME employees was 1.09%.

Grievance and disciplinary

Black and Minority Ethnicity staff are statistically more likely to be subject to formal grievance (33% of all grievances) & disciplinaries (17.65%).

Sex



Recruitment and representation

Men are somewhat under-represented in our workforce (38.59%) however there is wide variance between the directorates in the proportion of female and male employees, and in some service areas women are under-represented.

60% of our permanent female employees work part time compared to 21% of our permanent male employees[8]. The council has a Flexible Working Policy[9] and is committed to helping all its employees achieve a balance between their working life and other priorities such as parental and caring responsibilities etc.

Pay

We publish our gender pay gap every 12 months. The gender pay gap report shows the pay gap between female and male Bristol City Council employees for the year ending 31 March 2018[10]. This report shows that we have been making progress to closing the gender pay gap of 8.9%. Female employees are proportionally over-represented on the lowest salary band.

Bristol City Council will continue to address the ongoing difference in both mean and median percentages through further analysis of the reasons for disparity at a service level.

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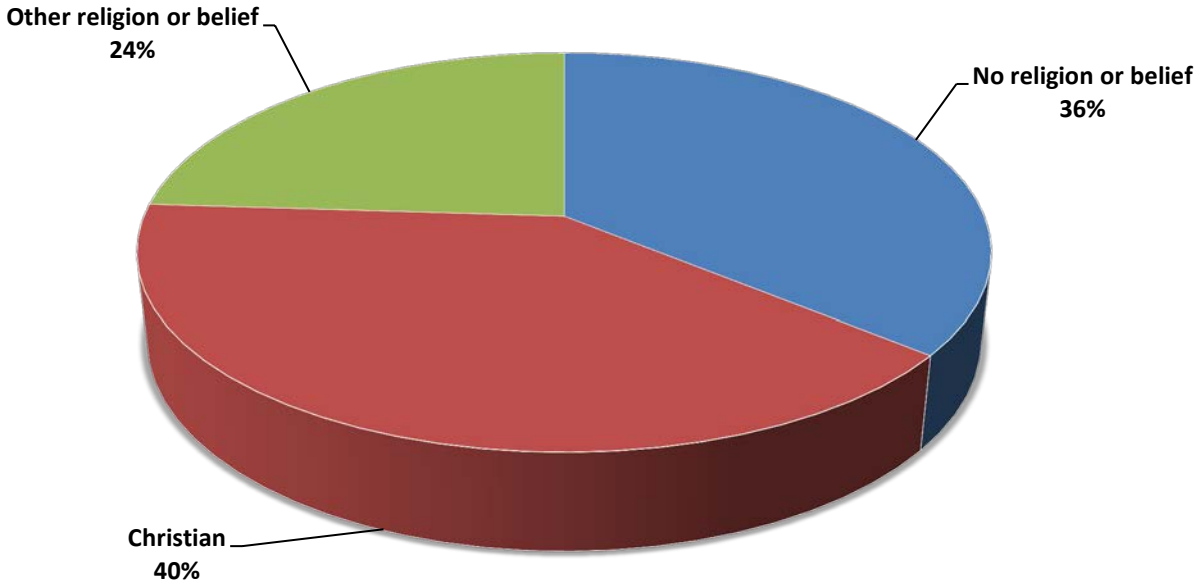
[8] HR Records March 2020
[9] BCC Flexible Working Policy for Employees
[10] The deadline for 2019/20 was 30 March 2020. Due to Coronavirus (COVID-19), enforcement of reporting deadlines does not apply to organisations in the 2019/20 reporting year.

Some of these are for historic and cultural reasons (national and local), which will take time to find a resolution. These include encouraging female applicants into traditional male occupations (e.g. engineering and traffic management).

Grievance and disciplinary

Men are more often subject to grievance and disciplinary measures (62.5% compared to 40% of the overall workforce).

Religion and Belief



Recruitment and representation

The number of employees declaring themselves as having no religion or belief has been increasing rapidly over the last five years (37% compared to 41.5% of the Bristol working age population[11]).

There are a large number of "unknowns" that need to be reduced to improve the accuracy of this information.

The high proportion job offers suggest that the amount of employees with no religion or belief will continue to increase at a rapid pace.

[11] 2011 Census information

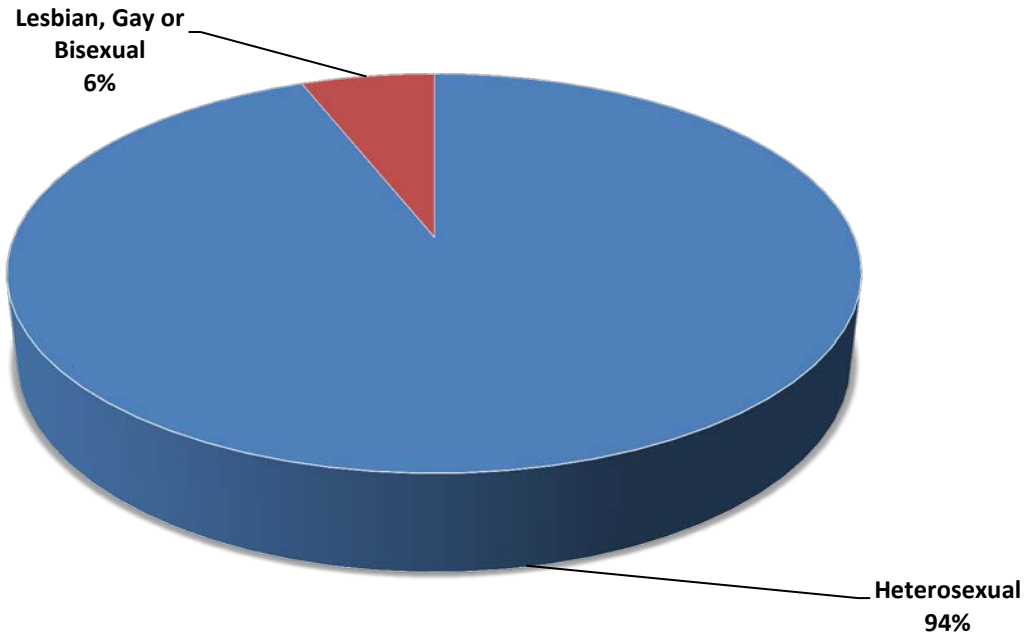
Pay

The category "Other religion or belief" is disproportionately represented at the lowest salary bracket.

Grievance and disciplinary

No statistically significant disparity identified.

Sexual Orientation



Recruitment and representation

The application rate for Lesbian, Gay or Bisexual (LGB) employees 5.81%, compared to LGB economically active citizens (4%), the shortlist rate is similar (5.57%) and is the job offer rate (5.02%). The LBG workforce is currently 6.3% and the leaver rate is 8.82%

The number of employees declaring themselves as LGB has been increasing over the last five years. However LGB employees are leaving at a somewhat higher rate than heterosexual employees. There are a large number of "unknowns" that need to be reduced to improve the accuracy of this information.

Pay

No statistically significant disparity identified.

Grievance and disciplinary

No statistically significant disparity identified.