



East Cambridgeshire
District Council

Equality Diversity and Inclusion Policy

Written by HR Manager

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Red bold text marks changes from the previous version of this document.

1. Our vision for equality and inclusion in East Cambridgeshire

East Cambridgeshire District Council is committed to eliminating discrimination, providing equality of opportunity and challenging prejudice in order to advance the achievement of equality and foster good relations between diverse groups in East Cambridgeshire.

The council plays an important role in tackling inequality. We will continue to ensure services are provided to those people experiencing greatest disadvantage and we will work with people to reduce their exclusion and ensure equality of opportunity.

We are committed to increasing equality, opportunities and fairness inside our organisation, within our services and in the district, and to eliminating discrimination. We will promote and support good relations and cohesion between all communities across East Cambridgeshire.

Councillor Anna Bailey

John Hill

Leader of the Council

Chief Executive

2. Our responsibilities

As a public sector organisation, the council has a statutory duty to ensure that equality and diversity are embedded into all its functions and activities as required by the Equality Act 2010. The Equality Act legally protects people from discrimination in the workplace and in wider society. It is underpinned by the public sector Equality Duty, which supports good decision-making by ensuring public bodies (and others providing public services) consider how different people will be affected by their activities, helping them to deliver policies and services which are efficient and effective, accessible to all and which meet different people's needs.

The Equality Act legally protects people from discrimination in the workplace and in wider society. It introduced 9 'protected characteristics', making it unlawful to discriminate against someone on the grounds of age, disability, race, sex, sexual orientation, gender re-assignment, marriage and civil partnership, religion or belief, and pregnancy or maternity (see Appendix 1).

The Equality Act introduced a Public Sector Equality Duty. This Duty includes the General Duty and the Specific Duties. The General Duty requires public bodies to consider how the decisions that they make, and the services they deliver, affect people who share different protected characteristics. The specific duties require public bodies to publish information to show they did this.

The General Duty has three main aims. It requires public bodies to have 'due regard' to:

- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Having due regard means consciously thinking about the three aims of the duty as part of the decision-making process. This means that consideration of equality issues must influence the decisions reached by the public bodies in ways that include in how they act as employers, how policies are developed, evaluated and reviewed, how services are designed, delivered and evaluated and how services are commissioned and procured from others.

Advancing equality of opportunity **means** considering the need to remove or minimise disadvantage suffered by people due to their protected characteristics, meet the needs of these people and encourage people to participate in public life where participation is low from people within the protected characteristics.

Fostering good relations **means** tackling prejudice and promoting understanding between people who share a protected characteristic and others. East Cambridgeshire District is a very rural district and people living outside the larger towns can find it difficult to access services. We will treat people fairly wherever they live and make sure they get the services they need.

3. Meeting our responsibilities

To meet our equality responsibilities, the council makes the following commitments.

- 3.1. We will comply with Equality Act 2010 and any future equalities legislation.
- 3.2. We will ensure Elected Members, employees, union representatives, volunteers, contractors, suppliers (and others as relevant) are made fully aware of the council's commitment to inclusion and diversity and how that affects their work.
- 3.3. We will collect data on our service users and workforce and publish these annually (see Appendix 2).
- 3.4. We will take proactive steps to reduce social, economic and geographical disadvantage or exclusion.
- 3.5. We have adopted the International Holocaust Remembrance Alliance working definition of anti-Semitism. In adopting this definition we have undertaken to oppose all forms of anti-Semitism, hatred and harassment towards people who belong to the Jewish faith, and people with a Jewish ethnic or cultural background (see Appendix 3).
- 3.6. We have committed to being an anti-racist organisation and we will actively work in partnership and stand together to end all forms of violence and racism.
- 3.7. We will provide training/development and updates as appropriate.
- 3.8. We will use information and talk to people to identify where inequality exists so that we can plan to tackle it.
- 3.9. When it will help us to improve our services and understand how we are meeting our equality duties, we will ask questions about people's protected characteristics. We will always make it clear that people do not have to answer these questions and that they will still receive the services they need. We will keep personal data confidential.
- 3.10. We will consider equality issues when we deliver our services.
- 3.11. We will publish our equality objectives every four years, which will help us focus on some of the areas which we want to improve.
- 3.12. When we think about changing our services, we will make sure that those people making the decisions know how the change could affect people with any of the protected characteristics. We will collect information about how people might be affected before making decisions. If the change might cause difficulties for people with a protected characteristic, we will do our best to find ways to reduce this impact. If we cannot do so, then we should think carefully about whether we need to make the change to achieve a legitimate aim.
- 3.13. We have a duty to make reasonable changes to the way we do things so that disabled people can use our services and work for us. We recognise that everyone is different and we will treat people as individuals.

- 3.14. We will make sure that anyone who provides a service for us treats people fairly. We will do this through our procurement process and by monitoring their work.
- 3.15. We will recruit, select, train and promote staff fairly. We will try to ensure that the make-up of our staff matches that of our community. We will have clear systems for staff to complain if they are treated unfairly.
- 3.16. We will make it easy for customers to complain if something goes wrong and we will respond quickly and efficiently.
- 3.17. We will expect all employees to be responsible for their personal conduct and acceptable standards. If we find that an employee has disregarded our equality policy we will investigate and take disciplinary action, where appropriate.
- 3.18. We will ensure that all information produced by the council is available in a variety of formats including Braille, audio, large print and a variety of languages.

4. Our progress so far

- 4.1. Providing accessible buildings and sites through dedicated disabled parking bays, ramps at entrances and exits, power assisted doors, accessible toilets, a hearing loop for people who are hearing impaired, and an accessible lift.
- 4.2. **All council access points are designed to ensure there are no barriers related to disability, age, or language. All Customer Services staff are trained and supported to recognise where additional support may be needed and be aware of resources available to provide this.**
- 4.3. **Publishing, both online and in a print format, only accessible formats of documents and information in order to enable the assistive technology users and people with disabilities to access our services with ease.**
- 4.4. **Through the Healthy You programme opportunities are provided to access physical activity schemes targeting inactive people and specific user groups such as older adults to support their health and wellbeing.**
- 4.5. **Running Youth Fusion events across the district for anyone aged 18 or under to find out what is going on for young people and the things that matter to them. The events include fun activities and there is the chance to find out more about the clubs and organisations operating in East Cambridgeshire. A bike mechanic is also available to offer advice on bike maintenance and carrying out basic repairs on the day free of charge.**
- 4.6. **Working alongside partners and supporting leisure facilities and clubs to be open and accessible to all to participate and enjoy leisure opportunities.**
- 4.7. **Supporting strong, active and inclusive communities, who are informed and involved in decision-making through the council's Community Engagement Strategy.**
- 4.8. Promoting consultation and community engagement through the council's Consultee Register.
- 4.9. **Understanding and preventing issues affecting residents that are, or could, contribute towards vulnerability and supporting the growth of resilient communities through the delivery of the council's Vulnerable Community Strategy.**
- 4.10. Providing translation services if a translation is required into another language or an alternative format, that is, large print, Braille, audio cassettes and CD's.
- 4.11. Supporting the Cambridgeshire Equality Pledge with our local partners.
- 4.12. Providing assisted collections to residents that are unable to put out their waste and recycling because of a serious long-term illness or disability.
- 4.13. Providing a free of charge Clinical Waste collection service to collect and dispose of clinical waste which poses a threat of infection to humans.
- 4.14. Offering assistance for Mandatory Disabled adaptations up to a maximum of £30,000 (subject to a test of resources).

- 4.15. Supporting and encouraging increased reporting of hate crime within the community at locations where victims of hate crime incidents feel safe and comfortable and specifically to extend the ways for victims of hate crime to access services through the development of 3rd party reporting centres. Currently in East Cambridgeshire there are 6 reporting centres, including The Grange, East Cambridgeshire District Council offices, The Kite Trust, The Lighthouse Centre in Ely, Littleport Town Council, Sutton Parish Council, and Fordham Parish Council. Our aim is to increase this to at least one Hate Reporting Centre in each Parish.
- 4.16. Developing training packages for schools and businesses to prevent and deter hate crime and incidents by raising awareness of the impact of hate crime, consequences of perpetrating and building community cohesion across all communities. This will increase confidence in being able to report hate crime via the different methods available and raise awareness of local services that exist to protect and support victims and witnesses and challenge perpetrators.
- 4.17. Raising awareness within the community, via social media platforms and at community events, of the Prevent duty which aims to safeguard people from becoming terrorists or supporting terrorism.
- 4.18. Providing advice and support for men and women affected by domestic violence (DV), including domestic abuse outreach sessions and a Domestic Violence Directory that lists contact details of organisations that can help individuals affected by this or those supporting people who are affected: Domestic Violence.
- 4.19. **Launching Ask for Ani (Assistance Needed Immediately) campaign targeted at kicking domestic abuse out of East Cambridgeshire. All council staff have now received Ask for Ani training and if someone approaches a staff member and asks for Ani it is because they need support with domestic abuse.**
- 4.20. Offering emergency refuge accommodation to women escaping abusive relationships through the Cambridge Women's Aid Refuge (CWA) and providing 'move-on' accommodation in the community for those leaving refuge.
- 4.21. Providing support through the community hubs sited in various villages around East Cambridgeshire. The hub will provide people with support and will cover a range of topics from homelessness, debt and benefits to mental health issues and problems with anti-social behaviour.
- 4.22. Delivering training and awareness to the workplace and schools through the Community Eyes and Ears Scheme, in relation to radicalisation, hate crimes, modern slavery, cyber crime and scams, neglect and abuse, exploitation, abuse, dementia and loneliness.
- 4.23. **Providing free support and unbiased confidential advice to members of the public in East Cambridgeshire, for problems with housing, visas and immigration, employment issues, money and debt advice and much more through the council's Community Advice Service.**

5. The council as an employer

As an employer, we have a responsibility to understand the makeup of our workforce (see Appendix 4) and to **take steps to make our workplace inclusive. An inclusive workplace is one where employees feel valued, involved, and respected for the viewpoints, ideas, perspectives and experiences they bring.**

Employers, managers and employees should all understand the importance of equality, diversity and inclusion in all areas of work, including:

- **recruiting new staff**
- **training and promoting existing staff**
- **equal pay**
- **religious beliefs and practice**
- **dress code**
- **unacceptable behaviour**
- **the dismissal of staff**
- **redundancy**
- **different types of leave for parents**
- **flexible working**

We will achieve this by:

- ensuring our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible
- **focusing on accountability and transparency, ensuring that merit, competence and potential are the basis for all decisions about recruitment and development and be alert to the influence of conscious and unconscious biases**
- providing a working environment where everyone is treated with dignity and respect, free from any form of inappropriate behaviour **and ensuring mechanisms are in place to deal with all forms of harassment and bullying**
- implementing reasonable adjustments in the workplace – in conjunction with the member of staff, line manager and Occupational Health (if required)
- striving to identify and meet different work-related needs such as providing physical adaptations or equipment and reviewing working arrangements for people with disabilities
- providing **family leave and flexible working policies and guidance**, including a range of flexible working patterns, parental leave, dependent's leave, carer's leave and childcare scheme

- **training all employees to understand and engage with Equality, Diversity and Inclusion (EDI) in how they do their jobs and work with colleagues**
- **raising awareness to all new starters of the council's equality policy in the induction programme**
- collecting diversity monitoring data of the workforce in line with statutory requirements **to identify any potential disparities in the diversity profile of the workforce and to develop actions to address any perceived inequalities** (see Appendix 4)

There may be times when we will treat people differently to strive for an equitable outcome. For example, requiring a job applicant to have a particular protected characteristic, where an occupational requirement applies, such as recruiting only women to a women's refuge.

6. Our Equality Objectives for 2025 to 2028

The council has identified the following equality objectives for the period 2025 to 2028.

Objective number	Objective description
1	As a community leader, we will lead the council and the district in an open, visible and accountable way with zero tolerance for discriminatory behaviour. We will provide tools and support initiatives to empower residents, service users and employees to report concerns, for example Eyes and Ears, third party hate crime reporting centres and so forth.
2	As a service provider, we will take reasonable steps to remove barriers that may exist to community engagement and help residents (especially those who are under-represented) to participate in local decision making and influence local decisions.
3	As an employer, we will build an inclusive working environment, where colleagues are able to be themselves at work and feel supported, empowered, valued, respected, fairly treated and able to achieve their full potential.

Underpinning each of these objectives is a set of actions and priorities that we will pursue. These are summarised in the Action Plan (see Appendix 5).

7. Gathering data and using information

One of the duties that must be carried out by any public sector authority is the gathering of information. This includes information on the profile of the workforce, information on the profile of the resident population, and how people are affected by the Council's policies and practices both in employment and service delivery.

The council has gathered and will continue to gather this information in the following ways:

- local population data, for example, Cambridgeshire **and Peterborough** Insight and Census statistics
- staff statistics and recruitment monitoring forms
- gender pay gap data
- flexible working applications
- applications for training and development
- HR monitoring data, for example, grievance, disciplinary and so forth
- staff surveys
- staff engagement workshops
- customer satisfaction surveys
- Equality Impact Assessments (EIAs)

7.1. Consultation and Engagement

The council recognises the importance of consultation and engagement with the community, voluntary groups, stakeholders, local businesses and partners in the development and implementation of this policy in order that views can be considered and used to inform decision making.

Consultation on the updated policy will take place between [Date] and [Date].

7.2. Equality Impact Assessment (EIAs)

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

A checklist is available to guide council officers through the impact assessment process (see Appendix 6). In the first instance, the officer would complete an Initial Screening Template (see Appendix 7) to scope the impact and decide whether a full impact assessment (EIA) is required. If this identified the need for a full impact assessment, then the officer would complete the detailed EIA Template (see Appendix 8).

The council's Committee Report Template makes reference to equality impact assessments. If a new or revised policy is being presented to committee, the officer should use the committee report template to indicate if an EIA has or has not been completed. **If the officer indicates that one has been completed, they need to give a brief summary of the implications under the relevant heading.**

The results of our Equality Impact Assessments are published on our website. Copies can also be made available on request.

Appendix 1 - The protected characteristics

What are protected characteristics?

It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage and civil partnerships
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are called protected characteristics.

You are protected under the Equality Act 2010 from these types of discrimination.

Age

A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).

The Equality Act 2010 says that you must not be discriminated against because:

- you are (or are not) a certain age or in a certain age group
- someone thinks you are (or are not) a specific age or age group, this is known as discrimination by perception
- you are connected to someone of a specific age or age group, this is known as discrimination by association

Age groups can be quite wide (for example, people under 50 or people under 18). They can also be quite specific (for example, 'people in their mid 40's'). Terms such as 'young person' and 'youthful' or 'elderly' and 'pensioner' can also indicate an age group.

See the Equality and Human Rights Commission (EHRC) advice and guidance on age discrimination.

Disability

In the Equality Act a disability means a physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities.

You are covered by the Equality Act if you have a progressive condition like HIV, cancer or multiple sclerosis, even if you are currently able to carry out normal day to day activities. You are protected as soon as you are diagnosed with a progressive condition.

You are also covered by the Equality Act if you had a disability in the past. For example, if you had a mental health condition in the past which lasted for over 12 months, but you have now recovered, you are still protected from discrimination because of that disability.

Disability discrimination is when you are treated less well or put at a disadvantage for a reason that relates to your disability in one of the situations covered by the Equality Act.

The treatment could be a one-off action, the application of a rule or policy or the existence of physical or communication barriers which make accessing something difficult or impossible.

The discrimination does not have to be intentional to be unlawful.

The Equality Act 2010 says that you must not be discriminated against because:

- you have a disability
- someone thinks you have a disability (this is known as discrimination by perception)
- you are connected to someone with a disability (this is known as discrimination by association)

It is not unlawful discrimination to treat a disabled person more favourably than a non-disabled person.

See the EHRC disability advice and guidance section.

Gender reassignment

In the Equality Act, gender reassignment means proposing to undergo, undergoing or having undergone a process to reassign your sex.

The Equality Act 2010 says that you must not be discriminated against because of gender reassignment.

To be protected from gender reassignment discrimination, you do not need to have undergone any medical treatment or surgery to change from your birth sex to your preferred gender.

You can be at any stage in the transition process, from proposing to reassign your sex, undergoing a process of reassignment, or having completed it. It does not matter whether or not you have applied for or obtained a Gender Recognition Certificate, which is the document that confirms the change of a person's legal sex.

For example, a person who was born female and decides to spend the rest of their life as a man, and a person who was born male and has been living as a woman for some time and obtained a Gender Recognition Certificate, both have the protected characteristic of gender reassignment.

The Equality Act says that you must not be directly discriminated against because:

- **you have the protected characteristic of gender reassignment (a wide range of people identify as trans) however, you are not protected under the Equality Act unless you have proposed, started or completed a process to change your sex**
- **someone thinks you have the protected characteristic of gender reassignment, for example, because you occasionally cross-dress or do not conform to gender stereotypes (this is known as discrimination by perception)**
- **you are connected to a person who has the protected characteristic of gender reassignment, or someone wrongly thought to have this protected characteristic (this is known as discrimination by association)**

See the Equality and Human Rights Commission (EHRC) advice and guidance on gender reassignment discrimination.

Marriage and civil partnership

Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'.

The Equality Act says you must not be discriminated against in employment because you are married or in a civil partnership.

People do not have this characteristic if they are:

- single
- living with someone as a couple neither married nor civil partners
- engaged to be married but not married
- divorced or a person whose civil partnership has been dissolved

See the EHRC advice and guidance on marriage and civil partnership discrimination.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

In the workplace, the Equality Act says you must not be discriminated against during the protected period because:

- **of your pregnancy**
- **because of illness suffered by you as a result of your pregnancy**
- **you are a woman on compulsory maternity leave**
- **you are exercising or seeking to exercise your right to ordinary or additional maternity leave**

The Equality act protects you from discrimination from when you become pregnant until:

- **your right to maternity leave ends and you return to work**
- **if you do not have the right to maternity leave, 2 weeks after the child is born**

This period of time is called the ‘protected period’.

Find out more about the EHRC work on pregnancy and maternity in the workplace.

Race

A race is a group of people defined by their colour, nationality (including citizenship) ethnicity or national origins. A racial group can be made up of more than one distinct racial group, such as Black British.

The Equality Act 2010 says you must not be discriminated against because of your race.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.

A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

You may be discriminated against because of one or more aspects of your race, for example people born in Britain to Jamaican parents could be discriminated against because they are British citizens, or because of their Jamaican national origins.

See the EHRC advice and guidance on race discrimination.

Religion and belief

Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

The Equality Act 2010 says you must not be discriminated against because:

- **you are (or are not) of a particular religion**
- **you hold (or do not hold) a particular philosophical belief**
- **someone thinks you are of a particular religion or hold a particular belief (this is known as discrimination by perception)**
- **you are connected to someone who has a religion or belief (this is known as discrimination by association)**

In the Equality Act religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a smaller religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system. The Equality Act also covers non-belief or a lack of religion or belief.

See the EHRC guidance on religion or belief at work.

Sex

A man or a woman.

The Equality Act 2010 says you must not be discriminated against because:

- **you are (or are not) a particular sex**
- **someone thinks you are the opposite sex (this is known as discrimination by perception)**
- **you are connected to someone of a particular sex (this is known as discrimination by association)**

In the Equality Act 2010, sex is understood as binary being either male or female. It can mean a group of people like men or boys, or women or girls.

Under the Act, a person's legal sex is the sex recorded on their birth certificate or their Gender Recognition Certificate. A trans person can change their legal sex by obtaining a Gender Recognition Certificate.

There are some circumstances when being treated differently due to sex is lawful.

See the EHRC guidance on sex discrimination.

Sexual orientation

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

The Equality Act 2010 says you must not be discriminated against because:

- you are heterosexual, gay, lesbian or bisexual
- someone thinks you have a particular sexual orientation (this is known as discrimination by perception)
- you are connected to someone who has a particular sexual orientation (this is known as discrimination by association)

In the Equality Act, sexual orientation includes how you choose to express your sexual orientation, such as through your appearance or the places you visit.

See the EHRC advice and guidance on sexual orientation discrimination.

Appendix 2 - About East Cambridgeshire and the council

Our community

The district of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately **87,762**.

The profile of the population is set out in the tables below. **All data is from the 2021 Census published by the Office for National Statistics (ONS).**

Protected characteristic - Sex

Variable	Percentage of East Cambridgeshire population
Females	51%
Males	49%

Protected characteristic - Age

Variable	Percentage of East Cambridgeshire population
0 to 15	18.6%
16 to 19	3.9%
20 to 24	4.2%
25 to 34	11.6%
35 to 49	20.5%
50 to 64	20.5%
65 to 74	11%
75 to 84	6.9%
85 plus	2.8%

Protected characteristic - Ethnic Group

Variable	Percentage of East Cambridgeshire population
White	94.5%
Mixed	2.1%
Asian	1.9%
Black	0.8%
Other	0.7%

Protected characteristic - Religion

Variable	Percentage of East Cambridgeshire population
No religion	43%
Christian	48.5%
Muslim	0.6%
Buddhist	0.4%
Hindu	0.4%
Jewish	0.1%
Sikh	0.1%
Other	0.4%
Not answered	6.3%

Protected characteristic - Disability

Variable	Percentage of East Cambridgeshire population
Yes	16.1%
No	83.9%

Protected characteristic - Sexual Orientation

Variable	Percentage of East Cambridgeshire population
Straight or heterosexual	90.5%
Gay or lesbian	1.1%
Bisexual	1.2%
Asexual	0.1%
Pansexual	0.2%
Queer	<0.1%
All other sexual orientations	<0.1%
Not answered	6.9%

Protected characteristic - Gender Identity (GI)

Variable	Percentage of East Cambridgeshire population
GI different from sex registered at birth	0.1%
GI same as sex registered at birth	94.5%
Trans man	0.1%
Trans woman	0.1%
Non-binary	0.1%
All other gender identities	<0.1%
Not answered	5.2%

Protected characteristic - Marriage and Civil Partnership

Variable	Percentage of East Cambridgeshire population
Never married and never registered a civil partnership	30.2%
Married or in a registered civil partnership	51.9%
Separated, but still legally married or still legally in a civil partnership	2.1%
Divorced or civil partnership dissolved	9.5%
Widowed or surviving civil partnership partner	6.3%

Protected characteristic - Pregnancy and Maternity

Variable	Percentage of East Cambridgeshire population
Dependent children	21%
No Dependent children	79%

Travellers

The district has one of Britain's highest traveller populations. There are two council Caravan Sites for travellers. The first at Earith Bridge (13 pitches) and the second at Wentworth (8 pitches). Priority is given to local travellers who live in the district or have visited regularly over many years or have close family ties with travellers already living permanently in the district.

Appendix 3 – Antisemitism

The council has joined with the government and other local authorities across the UK in adopting the internationally recognised International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion
- making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective – such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions
- accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews
- denying the fact, scope, mechanisms (for example, gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust)
- accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust
- accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations
- denying the Jewish people their right to self-determination, for example, by claiming that the existence of a State of Israel is a racist endeavour
- applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation
- using the symbols and images associated with classic antisemitism (for example, claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis
- drawing comparisons of contemporary Israeli policy to that of the Nazis
- holding Jews collectively responsible for actions of the state of Israel

Appendix 4 – Profile of the council’s workforce

As of 31 March 2024, the council employed 188 staff and the profile of the workforce can be summarised as follows:

- **132 (70%) are female and 56 (30%) are male**
- **4.3% consider themselves to have a disability**
- **92% are White, 1.1% are Black, 0.5% are Asian and 0.5% are of mixed ethnic origin, and the remainder have declined to state**
- **44% are Christian, 0.5% are Buddhist and the remainder have declined to state or are of no religion**
- **3% are aged 20 to 24, 12% are aged 25 to 34, 20% are aged 35 to 44, 27% are aged 45 to 54, 30% are aged 55-64 and 7% are 65 and over (the average age is 48)**
- **6 females (67%) and 3 males (33%) make up the top 5% of earners**
- **there are no Black, Asian and Minority Ethnic (BAME) staff or disabled employees at senior grades**
- **the women’s mean hourly rate was £18.57 per hour, 9% lower than the male’s mean hourly rate of £20.40 per hour (in other words when comparing mean hourly rates, women earn £0.91 for every £1 that men earn)**
- **the women’s median hourly rate was £16.63 per hour, 10.3% lower than the male’s median hourly rate of £18.53 per hour (in other words when comparing median hourly rates, women earn £0.90 for every £1 that men earn)**

Appendix 5 - Equality, Diversity and Inclusion Action Plan **2025 to 2028**

Equality and Inclusion Objective

As a community leader, **we will lead the council and the district in an open, visible and accountable way with zero tolerance for discriminatory behaviour.**

Action	Responsible Officer	Timescale
Provide strong leadership and ensure equality, diversity and inclusivity are embedded throughout the council by elected members, management and staff	Corporate Management team (CMT), council members, service leads, staff	Ongoing
Provide tools and support initiatives to empower residents, service users and employees to report concerns, for example, Eyes and Ears, third party hate crime reporting centres and so forth	CMT, council members, service leads, Community Safety Team	Ongoing
Work together with community partners and local residents to tackle unfair treatment and inappropriate behaviour to those with protected characteristics, experiencing discrimination, bullying and harassment	CMT, service leads, council members, local partners	Ongoing
Challenge negative views and promote more cohesive communities	CMT, council members, Communities and Partnerships Manager, Community Safety Team	Ongoing

Equality and Inclusion Objective

As a community leader, we will work with other agencies to reduce the number of hate crimes and incidents.

Action	Responsible Officer	Timescale
Ensure all hate recommendations, national guidance and good practice is implemented within East Cambridgeshire	Community Safety Team	Ongoing
Increase our number of Hate Reporting Centres to at least one in each Parish	Community Safety Team	Ongoing
Ensure significant focus is placed on a partnership approach through our Multi Agency Meetings to tackle hate crime and increase confidence amongst communities while identifying any particular hard to reach community groups or potential challenges	Community Safety Team	Monthly at a District level through Problem Solving Group (PSG) and quarterly at the County level through the Against Hate Strategic Group
To monitor hate crime performance and review the progress through the CSP Delivery Group	Community Safety Team	By 31 March each year

Equality and Inclusion Objective

As a community leader, we will understand the profile of our resident population and service users and appreciate the changing nature of the district.

Action	Responsible Officer	Timescale
Continue to collect and analyse statistical data on the local population	HR Manager, Communities and Partnerships Team	As at 31 March each year as part of Equality Monitoring Report
Gather, use and share information appropriately to better understand who lives in the district and be aware of their needs	Communities and Partnerships Team, HR Manager	Ongoing
Monitor take up of information requested in other languages and formats	HR Manager	As at 31 March each year as part of Equality Monitoring Report

Equality and Inclusion Objective

As a community leader, we will continue to work to improve access to and take-up of council services from all residents and communities.

Action	Responsible Officer	Timescale
Continue to assess the equality impacts of all decisions, policies and projects which have an impact on the public	CMT, service leads, committee report authors	Ongoing

Equality and Inclusion Objective

As a community leader, we will ensure that corporate and service level structures are in place to deliver and review the equalities agenda.

Action	Responsible Officer	Timescale
Ensure the council has a compliant Equality, Diversity and Inclusion Policy in place	HR Manager	By 31 December 2024
Commit publicly to improving the equality outcomes for the local community by continuing to support the Cambridgeshire Equality Pledge with our local partners	CMT, council members, local partners	Ongoing

Equality and Inclusion Objective

As a service provider, we will **design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities.**

Action	Responsible Officer	Timescale
Provide accessible buildings, facilities and open spaces to improve access for disabled people, for example Ely Country Park and Jubilee Gardens	CMT, Open Spaces and Facilities Manager, Communities and Partnerships Manager	Ongoing
Arrange an independent audit of all 27 playgrounds in East Cambridgeshire to make them more inclusive for all children and young people	Open Spaces and Facilities Manager	By 31 March 2026
Develop an inclusive Playground Strategy which looks at what can be achieved in the short, medium and long term, explore possible funding opportunities and create a toolkit to help deliver improvements which will be made when the existing equipment needs replacing	Open Spaces and Facilities Manager	Following completion of the inclusive play audit

Equality and Inclusion Objective

As a service provider, we will **provide information about services in a range of accessible formats so that people know what services are available to support them and how to access them.**

Action	Responsible Officer	Timescale
All council access points are designed to ensure there are no barriers related to disability, age, or language	Customer Services Team	Ongoing
Publish, both online and in a print format, only accessible formats of documents and information in order to enable the assistive technology users and people with disabilities to access our services with ease	Service leads, Reprographics and web teams, website authors	Ongoing
Ensure council publications reflect a diverse community in terms of content and images	Reprographics Manager	Ongoing
Encourage feedback, compliments as well as complaints, and respond to them	CMT, service leads, Customer Services Team	Ongoing

Equality and Inclusion Objective

As a service provider, we will **take reasonable steps to remove barriers that may exist to community engagement and help residents (especially those who are under-represented) to participate in local decision making.**

Action	Responsible Officer	Timescale
Consult with local residents and service users so that they feel empowered to influence decision making	Service leads, Communities and Partnerships Team	Ongoing
Use the council's Register of Consultees to give local residents, community groups the opportunity to get involved in local decision making	Service leads, Communities and Partnerships Team	Ongoing

Equality and Inclusion Objective

As a service provider, we will ensure our suppliers and contractors adhere to our equality and inclusion policy.

Action	Responsible Officer	Timescale
Take all possible opportunities to ensure our suppliers and contractors take an active approach to contributing to our equalities and inclusion goals, including having standard terms in contracts with external suppliers that require adherence to the council's Equality Policy	CMT, service leads, Procurement Advisor	Ongoing

Equality and Inclusion Objective

As an employer, we will understand the profile of our workforce.

Action	Responsible Officer	Timescale
Analyse available data to understand how representative the council's workforce is and identify any issues that need to be addressed	HR Manager, HR team	As at 31 March each year as part of Equality Monitoring Report

Equality and Inclusion Objective

As an employer, we will ensure that the council's policies and practices are non-discriminatory and compliant with equalities legislation.

Action	Responsible Officer	Timescale
Ensure our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible	Recruiting Managers, HR	Ongoing
Carry out EIAs on new and revised employment policies and publish them on the council's website	HR Manager, HR Team	As required
Take seriously and act upon allegations of inappropriate language, situations or practices and investigate issues as soon as they arise, promptly at the root cause	CMT, service leads, Monitoring Officer	Ongoing
Ensure that appropriate reasonable adjustments are being put in place for colleagues with disabilities, such as providing physical adaptations or equipment and reviewing working arrangements	Service leads, HR Manager, HR team	Ongoing

Equality and Inclusion Objective

As an employer, we will educate our workforce to improve understanding of barriers faced by particular groups so that all employees can help to remove these barriers.

Action	Responsible Officer	Timescale
Training all employees to understand and engage with Equality, Diversity and Inclusion EDI in how they do their jobs and work with colleagues	HR Manager, HR team	By September 2024 and every three years thereafter

Equality and Inclusion Objective

As an employer, we will ensure that public bodies subject to the specific duties of the Public Sector Equality Duty must publish information to show their compliance.

Action	Responsible Officer	Timescale
The council will produce an Equality, Diversity and Inclusion Monitoring Report for the period 1 April to 31 March each year	HR Manager	As at 31 March each year as part of Equality Monitoring Report

Appendix 6

[Equality Impact Assessments \(EIA\) Checklist for Officers \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Checklist%20for%20Officers%20%28Jan21%29.pdf) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Checklist%20for%20Officers%20%28Jan21%29.pdf

Appendix 7

[Equality Impact Assessment - Initial Screening Template \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20-%20Initial%20Screening%20Template%20%28IST%29%20%28Jan21%29.docx) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20-%20Initial%20Screening%20Template%20%28IST%29%20%28Jan21%29.docx

Appendix 8

[Quality Impact Assessment \(EIA\) Form \(opens in new window\)](https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Form%20-%20BLANK%20%28Jan21%29.docx) https://intranet.eastcambs.gov.uk/sites/default/files/EIA%20Form%20-%20BLANK%20%28Jan21%29.docx