

Leicester
City Council

Democratic and Civic
Support
City Hall
115 Charles Street
Leicester
LE1 1FZ

6 June 2018

Sir or Madam

I hereby summon you to a meeting of the LEICESTER CITY COUNCIL to be held at the Town Hall, on THURSDAY, 14 JUNE 2018 at FIVE O'CLOCK in the afternoon, for the business hereunder mentioned.

Monitoring Officer

AGENDA

1. **LORD MAYOR'S ANNOUNCEMENTS**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETINGS**

The minutes of the meeting held on 22 March 2018 and the Annual Council Meeting held on 17 May 2018 are available to view at:

<http://www.cabinet.leicester.gov.uk:8071/ieListDocuments.aspx?CId=81&MId=8214&Ver=4>

and

<http://www.cabinet.leicester.gov.uk:8071/ieListDocuments.aspx?CId=81&MId=8215&Ver=4>

Copies are also available from Democratic Support on (0116) 454 6350 or committees@leicester.gov.uk

4. STATEMENTS BY THE CITY MAYOR/EXECUTIVE

5. PETITIONS

- Presented by Members of the Public.
- Presented by Councillors.

6. QUESTIONS

- From Members of the Public
- From Councillors

7. MATTERS RESERVED TO COUNCIL

7.1 Corporate Equality Strategy and Action Plan 2018 - 2022

7.2 Scheme of Member Allowances 2018/19 & 2019/20 – Application of Indexation

8. REPORTS OF THE CITY MAYOR OR EXECUTIVE

9. REPORTS OF THE MONITORING OFFICER

10. EXECUTIVE AND COMMITTEES

- To note any changes to the Executive.
- To vary the composition and fill any vacancies of any Committee of the Council.

11. NOTICES OF MOTION

a) Great Jobs Agenda

Proposed by the City Mayor, seconded by the Deputy City Mayor Councillor Clair:

This Council believes that:

“Every job should be a great job. For us that means workers in our city should be paid fairly; work in a safe and healthy workplace; be treated decently and with respect; have regular hours; have the chance to be represented by unions and be consulted on what matters at work; and get the chance to learn and progress at work and get on in life.

This Council resolves to:

1. Support the TUC's Great Jobs Agenda, which sets out the actions employers and the government must take for every job to be a great job.
2. Ensure as an employer we continue providing great jobs for our own employees.
3. Continue to value meaningful workforce engagement and representation through our recognised trade unions.
4. Continue our work with employers in the city to influence their employment practices, and to ensure that business growth is sustainable and ethical. This includes our proactive ongoing work with the textiles sector as a good example.
5. Make increasing job quality a key part of the conversation when pursuing local economic development opportunities in the city.
6. Use our commissioning and procurement processes where possible to raise employment standards amongst those suppliers and providers we work with.
7. Where appropriate, engage with government and other bodies who hold regulatory powers, to tackle issues which local authorities do not have statutory powers to address directly.
8. Write to our city MPs informing them of our position and encouraging them to support the Great Jobs Agenda too."

b) Windrush Generation

Proposed by Councillor Cole, seconded by the Deputy City Mayor Councillor Clair:

"Leicester City Council agrees to support The Windrush Generation in their struggle to –

1. Secure their rights to indefinite stay in Britain as citizens of the United Kingdom (UK).
2. Demand that the government restores the rights of those who have been deported or refused re-entry to the United Kingdom following a visit overseas.
3. Compensate them for losses incurred during their period of difficulties caused by the Home Office.

4. Get for the Windrush Generation, who went to live in the Caribbean, the right to return and settle in the UK if that is their desire and to be able to travel freely between the UK and the Caribbean without the need for a costly visa.
5. Restore their rights to work, receive services and benefits, to which they are entitled, and be able to move around the country freely like all other United Kingdom citizen.

We call on the Government to grant an amnesty for all those who are a part of The Windrush Generation yet don't have documentary evidence of citizenship.”

c) Community Cohesion & Hate Crime

Proposed by Councillor Rae Bhatia, seconded by Councillor Waddington:

“Hate doesn't spare or choose who it is targeted at. One thing it certainly does - it destroys lives - of those who are its victims, and also, in some ways of those who perpetrate it. The communities of all faiths and beliefs have been victims of hate or race related crimes in one way or another. Recent incidents in Leicester and across the country have seen hate acts being done in all directions. This is completely and utterly unacceptable.

Leicester City Council therefore resolves to –

1. Affirm its commitment to total social harmony.
2. Protect the rights of all our communities that make up our wonderful city of Leicester.
3. Redouble our efforts to ensure fairness for all and work to eliminate hate from our communities.
4. Encourage those who encounter hate crime to come forward and report it to the Police and/or the Council.
5. Support further opportunities for people to come together and celebrate the diversity of the City.
6. Remind all other organisations and institutions of the part they have to play in supporting community cohesion and combating hate crime.

We pledge our solidarity with the people of Leicester and will work with all who are able to support and help us in maintaining Leicester as a safe and secure place for everyone to live in and thrive in.”

12. ANY OTHER URGENT BUSINESS

Fire & Emergency Evacuation Procedure

- The Council Chamber Fire Exits are the two entrances either side of the top bench or under the balcony in the far left corner of the room.
- In the event of an emergency alarm sounding make your way to Town Hall Square and assemble on the far side of the fountain.
- Anyone who is unable to evacuate using stairs should speak to any of the Town Hall staff at the beginning of the meeting who will offer advice on evacuation arrangements.
- From the public gallery, exit via the way you came in, or via the Chamber as directed by Town Hall staff.

Meeting Arrangements

- Please ensure that all mobile phones are either switched off or put on silent mode for the duration of the Council Meeting.
- Please do not take food into the Council Chamber.
- Please note that Council meetings are web cast live and also recorded for later viewing via the Council's web site. Tweeting in formal Council meetings is fine as long as it does not disrupt the meeting. Will all Members please ensure they use their microphones to assist in the clarity of the web-cast.
- The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at www.leicester.gov.uk or from Democratic Support. If Members of the public intend to film or make an audio recording of a meeting they are asked to notify the relevant

Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc.

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

MATTERS RESERVED TO COUNCIL

7.1 CORPORATE EQUALITY STRATEGY AND ACTION PLAN 2018 - 2022

A report is submitted seeking the Council's approval of the Corporate Equality Strategy 2018 – 2022 and Action Plan, subject to any suggested amendments.

The Council is asked to:

- a) note the content of the report and appendices; and
- b) approve the Corporate Equality Strategy 2018 – 2022 and Action Plan, subject to any suggested amendments by the Council.

7.2 SCHEME OF MEMBER ALLOWANCES 2018/19 & 2019/20 – APPLICATION OF INDEXATION

A report is submitted seeking the Council's approval of Schemes of Members Allowances for 2018/19 and 2019/20.

The Council is asked to:

- a) agree the Members' Allowances Schemes for 2018/19 and 2019/20 (attached at appendices 1 and 2 to the report) implementing indexation of allowances in line with the recent Independent Remuneration Panel report and the link to the Local Government employees pay award of 2% for each of the two years;
- b) agree that arrears relating to applicable allowances be payable to Members in receipt of those allowances for the period 1 April 2018 (or for the period the allowance was applicable) to 14 June 2018. This process reflects that for council employees for whom where the pay award is agreed following the start of the financial year arrears are paid back to that point; and
- c) note that under the terms of the Local Authorities (Members' Allowances) (England) Regulations 2003 consideration of a further Independent Remuneration Panel will be required prior to consideration of a scheme of allowances for 2020/21.

**Sir Peter Soulsby
City Mayor**

Council

14 JUNE 2018

Corporate Equality Strategy and Action Plan 2018 - 2022

1. Purpose of the report

- 1.1 The purpose of the report is to:
- 1.2 Provide an overview to the Council of the feedback from engagement with staff, which helped to support the development of the Corporate Equality Strategy and Action Plan 2018- 2022 and also incorporates feedback from elected members on previous drafts, including points raised for consideration by the Overview Select Committee at their meeting on 5 April 2018.
- 1.3 Request that the Council approve the Corporate Equality Strategy 2018 – 2022 and Action Plan, subject to any suggested amendments.

2. Recommendation

- 2.1 It is recommended that the Council;
 - a) Notes the content of the report and appendices; and
 - b) Approves the Corporate Equality Strategy 2018 – 2022 and Action Plan, subject to any suggested amendments by the Council.

3. Approach to developing the Strategy

- 3.1 The current strategy sets out our approach to meeting the general aims of our Public Sector Equality Duty and also what our equality priorities as an organisation are. Our consideration of key equality priorities or objectives is a specific aim of our Public Sector Equality Duty (PSED). Accompanying our current strategy is an Equality and Diversity Charter which summarises our commitment to equality.
- 3.2 The approach taken in reviewing and refreshing the strategy (attached as Appendix A) was to consider key contextual factors such as the financial position of the Council; utilise data and evidence such as demographics and the most recent analysis of our workforce; draw on the knowledge and experience of the Equalities Team in their day to day work across the

organisation; and importantly to also engage with employees, as their day to day actions shape the extent to which we are able to meet our Public Sector Equality Duty. If we are striving, as an organisation, to seek to continue to address equality and diversity during a continued period of change (the city's changing demography as well as the decreased availability of resources for service provision), it will be the actions of our workforce in their day to day practice, which will achieve those outcomes. This report includes details of the feedback from staff engagement. Evidence such as the profile of the workforce has been the subject of an earlier report shared with the City Mayor and which went to Overview Select Committee in the autumn and can be found at

<http://www.cabinet.leicester.gov.uk:8071/documents/g8062/Public%20reports%20pack%20Thursday%2002-Nov-2017%2017.30%20Overview%20Select%20Committee.pdf?T=10>

- 3.3 In addition to this, it is acknowledged that, in order to successfully embed the principles of the Strategy across the organisation, there needs to be some tangible outcomes supported by SMART (Specific, Measurable, Attainable, Relevant, Timely) actions. An action plan which supports the strategy, and is in keeping with the commitments outlined in the charter, has been developed and is presented in Appendix B.

4. Engagement - Staff Sessions, Staff Survey and Divisional Event

- 4.1 Staff were invited to attend one of five Equality Strategy and Action Plan Workshops. The workshops were spread over two dates and across two venues. They were promoted via face, face for noticeboards, via flyer for those sections of the organisation without access to a PC and via email. In total, 101 staff attended the sessions which were held at City Hall and Beaumont Leys Training Centre.
- 4.2 Attendees were given context around the work that the Equalities team do, the responsibilities that the Council has legally in terms of Equalities and which characteristics Equalities legislation covers. A warm up exercise was conducted to gather evidence about what attendees felt that Leicester City Council does well in terms of Equalities. The rationale for this was to see whether there was good practise in some areas that could be replicated across the organisation.
- 4.3 The attendees were then asked the following questions:

Services/ external priorities

- As a service user, or as someone delivering front line services, what are the barriers to the council offering accessible services which are responsive to and inclusive of people's individual needs? (Attendees

were then asked to put a tally next to what they thought the top 3 most significant barriers are. The issues which they thought should be prioritised.)

- What can realistically be done to remove or minimise the barriers that you have identified? What resources do we have available to help us do this?

Work force/ internal priorities

- What barriers do you think there are to ensuring that equality is embedded into the workplace?
(Attendees were then asked to put a tally next to what they thought the top 3 most significant barriers are. The issues which they thought should be prioritised.)
- What can realistically be done to remove or minimise the barriers that you have identified? What resources do we have available to us to support this?

- 4.4 The feedback was organised into general themes and the tallies were used as an indication of the level of priority assigned to each individual point by attendees.
- 4.5 In addition to the staff sessions, a survey was developed and promoted via face, face for notice boards, email and via the employee groups. The survey was primarily completed online and ran from the 14th November 2017 to the 1st December 2017. There were 43 online responses and 2 paper responses with a spread of respondents from across the organisation and across protected characteristics. The feedback from the survey was analysed in the same way as the feedback from the engagement sessions by organising it into general themes. The themes arising from the responses to the survey largely supported the evidence which was collated via the engagement sessions.
- 4.6 We also held a ‘mini session’ replicating the longer staff sessions at the Delivery, Communications and Political Governance divisional event in November 2017. The feedback from this was analysed in the same way as the longer staff sessions by organising the feedback into general themes. The divisional event did not include an opportunity to prioritise the issues in the same way as the staff sessions, due to time constraints. Approximately 110 staff members attended the divisional event.
- 4.7 The Action Plan takes into account the feedback that was given in the staff sessions, the Delivery, Communications and Political Governance divisional event feedback and the responses to the survey. An overview of some of the key areas of feedback are covered below:

Digital Transformation

- 4.8 Attendees/respondents were most concerned by the possible equalities and general implications of digital transformation, 'Channel Shift' and 'hard stops'. Channel shift is about transforming the way that people interact with the council and is about making greater use of digital channels, such as the website, rather than face to face contact or telephone. The aim is to reduce call volume and repeat calls and encourage self-service online. It is about making it easier for people to interact with the Council digitally. 'Hard stops' refers to those services where the primary method of interaction has been moved online and there is no option to interact via face to face or telephone, unless there is a need to do so because the service user is unable to use digital channels, due to additional needs such as a disability for example.
- 4.9 Digital transformation was the area that was identified by attendees/respondents as the biggest area of concern and the largest priority was given to it in the staff sessions (66 tallies). While some attendees/respondents felt that all service users should be able to contact via a range of channels according to their preference, the majority of comments focused on what the organisation puts into place for those who are unable to access online services, with many comments focusing on possible access issues in relation to the protected characteristics of age and disability. The majority of comments about online services talked about needing to make sure they are as 'accessible' and 'inclusive' as possible to enable people in using digital channels.
- 4.10 The solutions that attendees/ respondents provided focused on training for staff to both increase their digital skills and to increase their understanding and awareness of what support they can provide to service users and how to provide the support, introducing 'Digital Champions' (particularly in front facing roles in libraries, community centres etc.), better communicating the options that are available to service users, increasing service user involvement, upskilling/coaching service users where possible and appropriate to use digital channels, ensuring that the technology itself is accessible to the widest range of people, and slowing down the transition to online services in order to allow time for cultural change to take place. There were also suggestions to analyse more data by protected characteristic, in order to gain a greater understanding of the impact of moving to online channels as a default.
- 4.11 A concern around the accessibility of technology and the transition to online methods of communication (e.g. via the website) was raised at the Overview Select Committee meeting on 05.04.18. This was particularly in relation to older people who may find it more difficult or may not be as confident in using technology and those for whom English is not their first language. The actions identified in the plan to support people in improving their skills and to

increase participation are intended to help to address these potential issues and to ensure that the digital offer is as accessible and inclusive as possible.

- 4.12 Work has commenced with the Digital Transformation team to respond and develop the organisational approach to digital transformation, in light of the feedback.

Accessibility (excluding Digital Transformation)

- 4.13 Language barriers were raised as a concern and 40 attendees at the staff sessions chose to place it within their top three priorities. The solutions that were offered were to ensure we make use of the Plain English standard for Council forms and documents, provide translations in the most widely spoken languages, provide information in alternative formats, provide training for staff who speak languages in addition to English to become interpreters, classes and training sessions for service users to complete forms (including online forms), more ESOL (English for Speakers of Other Languages) courses and providing a range of ways for people to learn English e.g. via community groups, conversation cafes, online. There were also suggestions which focused on raising staff awareness of what is available so that they are able to signpost service users to the most appropriate support. As a result of this feedback, the action plan includes an action to undertake a mapping exercise of the language support available within the city in order to identify gaps and to communicate the support available to service users with staff in order that they are able to effectively signpost. The council will continue to provide translation and interpretation in accordance with its agreed policy.

Organisational development and internal culture (including staff training, skills and wellbeing)

- 4.14 There were several comments about ensuring that the organisational culture is inclusive and that diversity is seen as an asset to the organisation. Some people felt that there was more work to be done to increase awareness and understanding of a wide range of cultures, perspectives and protected characteristics. Some suggestions that were offered were Equality awareness refresher training, promoting dates of significance and associated events that are taking place (internally and in the city) and using case studies or asking people with particular protected characteristics if they would be comfortable in sharing their experiences. There was feedback that, in order to challenge prejudices, biases and even unconscious biases, there needs to be a human element to the experience as attendees/ respondents generally felt that e-learning tends to focus more so on increasing someone's factual knowledge of a subject rather than having the impact that is required to influence peoples' values and behaviours. As part of this, the employee groups were identified as playing an important role. There were

also some suggestions about how we can ensure that the employee groups are promoted, particularly to new starters, via induction.

- 4.15 There were a number of comments specifically about increasing awareness of 'hidden' disabilities such as dyslexia, autism and mental health conditions. Most of these comments were internally focused on the work force's understanding of hidden disability. The suggestions made to raise awareness of these issues focused mainly on communications and training, in addition to increasing managers' understanding specifically in relation to reasonable adjustments. There was also a comment about staff members' learning styles and how this is accommodated in terms of supporting their development.
- 4.16 The feedback relating to 'hidden disabilities' was reiterated at the Overview Select Committee Meeting on 05.04.18. In response to specific feedback at the meeting, a commitment to raising awareness about dyspraxia has been added to the equality action plan.

Employee management

- 4.17 There was feedback about the importance of managers having an understanding of equalities issues and understanding how this can be applied to their approach. In order to gain a greater understanding of the areas where understanding can be developed, Human Resources will undertake a survey relating to the Dignity at Work Policy.

Policy, practise and workforce representation

- 4.18 Attendees/respondents generally felt that policies within the organisation are quite good, for example the Dignity at Work Policy and the Health and Wellbeing and Carer's passports. However, there were a number of attendees who fed back that there are sometimes inconsistencies as to how they are applied in different areas. It was also identified that we may not have adequate information about how effectively policies have been embedded and what difference they are making in the workplace, as there is a lack of monitoring in place.
- 4.19 There were some concerns raised by attendees/respondents in the sessions and via the survey about workforce representation, particularly in terms of representation of BME (Black and Minority Ethnic) officers within senior roles. This is something which was identified in the most recent work force monitoring report and the actions which were identified at this stage have been transferred to the Equality Action Plan. Work force representation was an area where attendees at the staff sessions felt we were doing well in many (but not all) parts of the organisation and particularly in terms of the representation of women in senior roles. At the Overview and Select

Committee meeting on 05.04.18, it was highlighted that there are sometimes under representations of groups which are not traditionally under represented, for example there is an under representation of male employees in some areas which is not reflective of the service user group.

Fostering good relations and external culture

- 4.20 This was an area where attendees/respondents generally felt that the City Council are doing well. However, some did comment that the diversity of different communities and groups living within Leicester are not always well integrated and that there are some communities who are quite insular. There was a lot of positive feedback about events and festivals which bring people together in the City. Having said this, there was some feedback to suggest that there could be more diversity in the acts at some city council-owned venues. Whilst this is not included in the Action Plan, it will be fed back to the relevant area.

Physical environment, buildings and resource

- 4.21 There were a number of comments which focused upon physical access to buildings. Where feedback has been given in relation to a specific access issue, this will be raised with facilities management to explore whether there are any feasible options to be able to improve access.

Service Specific

- 4.22 Service specific feedback will be raised with the relevant areas for consideration.

General Feedback

- 4.23 There was a significant amount of feedback given which was not in relation to specific protected characteristics. For example, there was feedback about the access to opportunities for staff generally; the availability of training (not specifically equalities training) for all staff; ensuring that managers have the skills to be able to manage staff effectively and the differences in access to IT and emails in different sections of the organisation, which people felt hindered their ability to be able to keep up to date with organisational initiatives and news. Although this feedback was documented and will be fed back to the relevant areas, it has not been used to form the basis of the Equality Strategy and Action Plan which focuses more specifically on those characteristics which are protected under Equalities legislation.
- 4.24 When feedback is given to staff, following the introduction of the Equalities Strategy and Action Plan, we will also provide information to those who

attended the sessions about how their wider feedback has taken into account and who has been made aware of their feedback.

5. Corporate Equality Strategy 2018 – 2022 and Equality Action Plan 2018

- 5.1 The Corporate Equality Strategy and Action Plan have been developed to reflect the feedback received from staff and to reflect current trends and issues, including the current financial context, the possible equalities impacts of Brexit and deprivation including welfare reform.
- 5.2 The majority of the feedback was consistent with the queries, comments and suggestions that the Equalities Team respond to on a daily basis in supporting the organisation to embed good equalities practise and robustly assess the equalities implications of policy, practise and service change.
- 5.3 The proposed Corporate Equality Strategy 2018 – 2022 Strategy is attached as Appendix A. It sets out our approach for the next four years and covers;
- Scope of the Strategy
 - Our vision and values
 - Our commitment to equality and diversity
 - Our legal responsibilities
 - The current context and the challenges that we face as a city
 - Our approach to embedding the principles of the strategy across the organisation and how the strategy will be monitored
 - Governance arrangements
- 5.4 The proposed Equality Action Plan 2018 contains SMART (Specific, Measurable, Attainable, Relevant, Timely) actions which will support the organisation in embedding the principles of the Strategy. The Action Plan will be refreshed annually. It is attached as Appendix B.

6. Financial Implications

- 6.1 No significant financial implications are expected as a result of this report, although there will be some call on staff time and possibly some very small financial commitments out of service budgets – Colin Sharpe, Head of Finance, ext. 37 4081

7. Legal Implications

- 7.1 There are no direct employment legal implications arising from the report – Julia Slipper, Principal Lawyer, ext. 376855

7.2 There are no commercial legal implications arising from the report –
Mandeep Virdee, Solicitor (Commercial , Property & Planning Team), ext.
371422

Hannah Watkins
Equalities Manager
Ext 37 5811

Foreword

We are very pleased to introduce Leicester City Council's new Corporate Equality Strategy which sets out our commitment for progressing equality, diversity and human rights in Leicester over the next four years.

The Strategy outlines how we will eliminate unlawful discrimination, advance equality of opportunity and promote good relations between all people regardless of age, disability, race, sex, gender identity, religion or belief, sexual orientation, pregnancy or maternity and marital or civil partnership status.

Leicester is a city with a rich and unique diversity. It is a city where a wide variety of people from different backgrounds live and work together. As a service provider and as an employer, it is crucial that we understand, respect and embrace this diversity.

However, we know that challenges lie ahead. These challenges include cuts to service provision, arising from financial pressures due to reductions in Government funding for local government services, the uncertainty around the possible impacts of Brexit and the pressures of welfare reform in a city which is already ranked as the 21st most deprived local authority in the country and with the rollout of Universal Credit full service planned for summer 2018.

Despite these challenges, we are confident that this new Strategy, and our Equality Action Plan, will help us to advance equality of opportunity; to improve outcomes for local people and to bring about real and lasting change in peoples' lives.

Our aims are to ensure that Leicester continues to be a place where people get along with each other and treat each other with dignity and respect, and to deliver excellent quality services which are inclusive of the needs of different people and communities.

We also know that we need a diverse range of employees who have an excellent awareness of equalities issues and who challenge prejudice and discrimination when they come across it. Equality and diversity is essential to making sure that we are able to attract, recruit, retain and progress the best people and in fostering a positive working environment, where difference is celebrated and valued.

Our Equality Action Plan sets out clearly how we plan to achieve these aims by working collaboratively across the organisation, as well as showing how we will monitor our progress. We have made a commitment to reporting on our progress regularly, in order to make sure that there is accountability for the actions that we have said we will take forward.

Corporate Equality Strategy 2018 - 2022

We would like to thank everyone who engaged with us to help us to develop the Strategy and Action Plan. We look forward to working together to make further progress in embedding equality and diversity into the work of Leicester City Council, for the benefit of citizens, service users, communities, visitors to Leicester and staff alike.

Introduction

Leicester City Council has a continuing commitment to protecting the most vulnerable, with a plan to help improve living standards in Leicester, to tackle inequalities and to secure fairness. This continues to build upon the record of Leicester City Council's previous work to advance equality of opportunity, eliminate discrimination and foster good relations across a whole range of protected characteristics, as well as for other disadvantaged or vulnerable groups.

Whilst significant progress has been made to date, we must not become complacent in our ambition to further advance equality of opportunity for the people of Leicester and therefore, this Strategy sets out our approach for the next four years. It covers;

1. Scope of the Strategy
2. Our vision and values
3. Our commitment to equality and diversity
4. Our legal responsibilities
5. The current context and the challenges that we face as a city
6. Our approach to embedding the principles of the strategy across the organisation and how the strategy will be monitored
7. Governance arrangements

Scope

The purpose of this Strategy and the supporting action plan is not to capture everything that the Council does to address inequality, for example in addressing homelessness, child poverty, differences in educational attainment. The ways in which the Council works to address inequalities are reflected in the relevant individual strategies, plans and policies that are in place across the organisation. These specific strategies, plans and policies will themselves have assessed and identified the equality implications and desired equality outcomes that they wish to achieve, as part of the council's Equality Impact Assessment process.

The aim of the Strategy and supporting action plan is to embed good equalities practise across the organisation and to support services to robustly assess the impacts of any changes and to identify and put into place actions which will either reduce or eliminate any negative impacts on people arising from their age, disability,

Corporate Equality Strategy 2018 - 2022

race, colour, ethnic or national origin, gender, gender identity, religion and belief, sexual orientation, marital or civil partnership status.

Our Vision and Values

Leicester City Council's overall vision (aim for the future) for the organisation is driven by values of equality and social justice.

“Leicester City Council will operate with creativity and drive for the benefit of Leicester and its people.”

The values (our principles or standards of behaviour) that enable us to pursue this vision are: confidence, clarity, respectfulness, fairness and accountability. These values set out how we expect to work with each other in the council, with our communities and with our partners and stakeholders.

These values, in turn, reflect our commitment to equality.

Our commitment to Equality and Diversity

Leicester City Council is committed to equality of opportunity, elimination of discrimination and promotion of good relations between all people regardless of age, disability, race, colour, ethnic or national origin, gender, gender identity, religion and belief, sexual orientation, marital or civil partnership status.

We aim to be responsive and open, and to demonstrate both quality and equality to our citizens, to our service users and to our employees. It is our aim to ensure that people can fully participate in and benefit from the social, cultural, economic and environmental quality of life that the city has to offer.

We are committed to promoting equality in respect of:

- **Our role as service provider** - providing a range of facilities and services which meet the differing needs of local people.
- **Our role as employer** - ensuring fair recruitment, having a representative workforce, and providing a working environment that is safe, accessible and free from harassment and discrimination.
- **Our role as community leaders** - through our democratically elected Members, working with communities and partners in the statutory, voluntary and private sectors to improve quality of life for the people of Leicester.

Corporate Equality Strategy 2018 - 2022

Our legal responsibilities

The Equality Act 2010 (Service Provision)

Section 149 of the Equality Act 2010 (Public Sector Equality Duty) requires the council, in the exercise of its functions, to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

The protected characteristics covered by the Public Sector Equality Duty are:

- Age
- Disability
- Religion and belief
- Gender reassignment
- Marriage and civil partnership (but only in respect of eliminating unlawful discrimination)
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality, religion or belief
- Sex
- Sexual orientation

The general duty supports good decision-making by requiring public bodies to consider how different people will be affected by their functions, helping them to deliver policies and services which are efficient and effective, accessible to all and which meet different people's needs.

The public sector equality duty is made up of the general equality duty above and is supported by specific duties.

The specific duties require public bodies:

- to publish relevant, proportionate information demonstrating their compliance with the Public Sector Equality Duty
- to set themselves specific, measurable equality objectives it thinks it should achieve to meet Section 149 (the general aims of the Public Sector Equality Duty)

Corporate Equality Strategy 2018 - 2022

The Equality Act 2010 (Employment)

Leicester City Council also has legal responsibilities as an employer.

Our legal responsibilities, as set out in statutory codes of practise, help us to make sure that people with the protected characteristics set out in the Act are not discriminated against in employment, when seeking employment, or when engaged in occupations or activities related to work.

There are also some provisions in the Act relating to equal pay between men and women. These provisions aim to ensure equality in pay and other contractual terms for women and men doing equal work.

The Human Rights Act 1998

The Human Rights Act 1998 protects the fundamental freedoms of everyone in the United Kingdom. It acts to ensure that public authorities, such as Leicester City Council, treat everyone with dignity, respect and fairness. It also protects people's right to express their thoughts and ideas openly and to peacefully protest if they disagree with government policies or actions.

The articles of the Human Rights Act 1998 are:

- Article 2 Right to life
- Article 3 Freedom from torture and inhuman or degrading treatment
- Article 4 Freedom from slavery and forced labour
- Article 5 Right to liberty and security
- Article 6 Right to a fair trial
- Article 7 No punishment without law
- Article 8 Respect for your private and family life, home and correspondence
- Article 9 Freedom of thought, belief and religion
- Article 10 Freedom of expression
- Article 11 Freedom of assembly and association
- Article 12 Right to marry and start a family
- Article 14 Protection from discrimination in respect of these rights and freedoms
- Protocol 1, Article 1 Right to peaceful enjoyment of your property
- Protocol 1, Article 2 Right to education
- Protocol 1, Article 3 Right to participate in free elections
- Protocol 13, Article 1 Abolition of the death penalty

Everyone who works for a public authority must act in a way that is compatible with the Act. By providing services in a way that is consistent with the Act, Leicester City Council not only meets its duties, but can make a positive difference to people's lives.

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The current picture

The challenges we, as a city, face

We face many challenges in the next few years. The challenges detailed within this section of the strategy have provided us with the context to help us to focus our equalities strategy and objectives over the next four years.

Financial Pressures

The council is continuing to make budget cuts to our service provision because of continuing reductions in Government funding for local government services. The Council is enduring the most severe period of spending cuts ever experienced. On a like for like basis, government grant has fallen from £289.2m in 2010/11 to an estimated £167.0m by 2019/20. As a consequence of these cuts, the Council's budget (on a like for like basis) has fallen from £355.7m in 2010/11 to an estimated £280.5m in 2019/20. Despite this, spending on social care is demand led, and numbers of older people requiring care and looked after children have increased over this period. As a consequence, spending on all other services will fall from £192m to an estimated £85m. We know from reports of the Institute of Fiscal Studies and our own analysis that government cuts have disproportionately hit the most deprived authorities (such as Leicester).

Since 2014/15, the Council's approach to achieving these substantial budget reductions has been in-depth review of discrete service areas (the "Spending Review Programme"). The approach has been to build up reserves, in order to "buy time" to avoid crisis cuts and to manage the Spending Review Programme effectively. This approach has helped us to continually postpone the maximum impact of government cuts. Since 2016/17, however, budgets have planned to take money from reserves rather than add to them. Reserves are consequently running out.

Because of the spending review approach, the Council has been able to balance the budget in 2018/19, making use of most of the remaining reserves. However, the outlook beyond 2018/19 is extremely difficult, as reserves will inevitably run out before 2020. Medium term budgets cannot be balanced without additional, deep, cuts. Therefore, a further round of spending reviews has commenced. This has allocated target savings of £20m across departments, and work to identify and achieve this level of saving is taking place.

These cuts will be difficult. We continue to face growth in social care costs, and it is possible that these services will consume an increasing proportion of the budget. Government intentions for social care funding beyond 19/20 are not known.

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Budget cuts, as a result of the financial pressures arising from a reduction in funding, are likely to have significant equalities implications which will need to be continually assessed as part of the Spending Review Programme.

The impact of Brexit

Leaving the EU does not affect our rights under the European Convention of Human Rights, as this comes from the Council of Europe, not the European Union (EU). The UK will still be bound by the European Convention of Human Rights and people will still be able to bring cases to the European Court of Human Rights in Strasbourg. In addition, the European Convention of Human Rights will still be integrated into UK law under the Human Rights Act 1998, which means that people will still be able to make a formal complaint in UK courts if they think that their convention rights are being breached. Although, Brexit will not have a direct impact in this respect, leaving the European Union might make it easier for the UK to withdraw from the European Convention of Human Rights in the future.

Generally, the impact of Brexit will depend on the laws that are passed after Britain's exit from the EU. Many protections in EU law have already been written into UK law by legislation. This will stay the same unless the legislation is withdrawn by Parliament.

The Government published a White Paper on a Great Repeal Bill on 30 March 2017¹. The White Paper provides some further information about how equality and human rights concerns will be addressed:

- existing EU law in place at the point the UK leaves the EU will be preserved 'wherever possible'
- the protections in the Equality Acts 2006 and 2010 will be retained after we leave the EU
- worker's rights that arise from EU law will continue to be available in the UK
- current European Court case law will be preserved, but the Bill will not provide any role for the European Court in the interpretation of new laws and will not require our courts to consider future European Court's case law
- the Charter of Fundamental Rights will be removed from UK law

If the above are brought into law, many existing protections under EU law will be maintained.

Non-discrimination in employment on grounds of sex, race and disability and non-discrimination in the provision of goods and services already existed in UK law and the Public Sector Equality Duty comes from domestic law.

¹ Department for Exiting the European Union (2017, May 15) The Repeal Bill: White Paper. Retrieved from <https://www.gov.uk/government/publications/the-repeal-bill-white-paper> [Accessed 2017, December 05]

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Therefore, the most significant effect of Brexit on equality and human rights are likely to be:

- the loss of the Charter of Fundamental Rights (which includes some rights that are not included in the Human Rights Act, for example the general right to non-discrimination and the rights of a child.) The Charter provides a more robust way of enforcing human rights, in some instances, than the Human Rights Act.
- the loss of the assurance for equality rights which has been provided by EU law. As a result of Brexit, a future government could seek to pass laws which retract or weaken our current rights².

Brexit and equalities related employment rights

In terms of equalities related employment rights, e.g. maternity, parental leave rights, the UK already gives employees greater rights than the minimum required by EU law. Therefore, the consequences for UK employment law of Brexit are unlikely to be significant in the short term, given the complexities involved and the uncertainty it would bring. Any changes to employment law are likely to be slow and incremental.

Brexit and broader equality issues

There are broader equalities issues arising from Brexit, for example there may be impacts arising from changes to immigration and the principle of free movement of people and there may be impacts in relation to the withdrawal of European funding from third sector organisations. There was also an increase in reported hate crime following the EU referendum (reports of hate crime in Leicestershire almost doubled in the weeks following the referendum). It may be the case that there are further fluctuations in the levels of hate crime, particularly at the point at which Britain leaves the European Union.

Deprivation including welfare reform

The UK is one of the most unequal industrialised countries³. The wealthiest 1, 000 families have a combined wealth of £658bn, up almost 15% from last year, representing 6% of total UK wealth of £11.1tr. The general backdrop of increasing reliance on food banks, rising homelessness, differences in educational attainment

² The Equality and Human Rights Commission (2017, July 20) What does Brexit mean for equality and human rights in the UK? Retrieved from <https://www.equalityhumanrights.com/en/our-human-rights-work/what-does-brexit-mean-equality-and-human-rights-uk> [Accessed 2017, December 05]

³ The Sunday Times Rich list 2017 (2017, May 21) Rich List 2017 The Division of Wealth. Retrieved from <https://nuk-sto-editorial-prod-staticassets.s3.amazonaws.com/SundayTimesGraphics/Rich-List/2017/rich-list-2017/division-of-wealth/index.html> [Accessed 2017, December 20]

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for some young people and the Grenfell tragedy has increased focus on widening social inequalities in UK society.

Many Leicester residents continue to experience deprivation and the city is ranked as the 21st most deprived local authority in the country and is the 14th most deprived local authority of the 152 upper tier authorities. This is exacerbated by the ongoing implementation of the Government's welfare reforms which continue to reduce the incomes of many households in the city.

The Equality and Human Rights Commission research report ⁴ on the impact of tax and welfare reforms between 2010 – 2017 summarises the first set of results from a research project which looks at the effect of tax, welfare, social security and public spending.

The report focuses on protected characteristics, as set out in the Equality Act 2010, as well as other categories.

The evidence from the investigation shows that the reforms will actually boost the incomes of the top fifth of those surveyed, while substantially reducing those in the bottom half. In cash terms, those in the bottom half of income distribution, lose more than those in the top 10 per cent. The findings to date show that the contrast is even more striking for policy decisions taken in the 2015-17 Parliament, with many of the impacts expected still to come.

Overall the analysis, while subject to further refinement, shows clearly that a range of people who share certain protected characteristics will be significantly adversely impacted by the reforms. In particular, Ethnic minority households will be more adversely impacted than White households, with average losses for Black households about 5% of net income, more than double that for White households.

In addition, households with one or more disabled member will be significantly more adversely impacted than those with no disabled members. On average, tax and benefit changes on families with a disabled adult will reduce their income by about £2,500 per year; if the family also includes a disabled child, the impact will be over £5,500 per year. This compares to a reduction of about £1,000 on non-disabled families.

In terms of gender, women lose more than men from reforms at every income level. Overall, women lose around £940 per year on average; more than double the losses of around £460 for men.

⁴ Equality and Human Rights Commission Research report, Distributional results for the impact of tax and welfare reforms between 2010-17, modelled in the 2021/22 tax year Interim findings, November 2017 Jonathan Portes, Aubergine Analysis and King's College London, Howard Reed, Landman Economics. Retrieved from <https://www.equalityhumanrights.com/sites/default/files/impact-of-tax-and-welfare-reforms-2010-2017-interim-report.pdf> [Accessed 2017, December 20]

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The biggest average losses by age group, across men and women, are experienced by the 65-74 age group (average losses of around £1,450 per year) and the 35-44 age group (average losses of around £1,250 per year).

With this evidence in mind, it is important to acknowledge that one of the challenges which Leicester will be facing from 2018 is the rollout of Universal Credit full service. The introduction of Universal Credit Full Service is one of the biggest changes to the benefits system for working age people in the last 30 years. The change to the system brings together the main six working age benefits (Job Seekers Allowance (JSA) Income Support (IS) Employment Support Allowance (ESA) /Working and Child Tax Credits and Housing Benefit (HB) under one combined Universal Credit (UC) and will affect approximately 20,000 Leicester residents. One of the main challenges which Universal Credit poses (in addition to the possible financial pressures on claimants) is the requirement for claimants to fill out their application for Universal Credit online.

Demographic changes, new arrivals and 'hard to reach' communities

Public Health England's Profile of Migrant Health Data in the East Midlands (2016) showed that Leicester has the largest long term, non-UK born population in the East Midlands. The City continues to become more diverse, in part due to inward migration.

There are at least three different groups of recent, new arrivals; the asylum seekers and refugees from Afghanistan, the Balkans, Iran, Iraq, sub-Saharan Africa and Turkish Kurds who first began to arrive in the 1990s, economic migrants arriving primarily from Eastern Europe and people from a Somali background who arrived from Sweden, Denmark and the Netherlands in the 2000s.

There has been a degree of unpredictability in the number of people seeking asylum in Leicester, however we do know that the numbers are increasing. In 2016, there were consistently more than 1,000 asylum seekers in the City. Although a significant proportion of migrants become long term Leicester residents, there is a relatively high rate⁵ of short term migration and turnover of new arrivals⁶. 10% of non-UK born migrants who are residents of Leicester have been living in the city for less than 2 years. It is also estimated that there could be as many as 3,000 'hidden' people living in the city, many of whom will be failed asylum seekers or illegal immigrants but could include people who have been trafficked.

Leicester has a particular issue with English language skills with 7.5% of people who cannot speak English well or at all, compared to an average of 1.4% across the East Midlands.

⁵ Public Health England, 2016, *ibid*

⁶ British Medical Association (BMA), 2002. *Asylum seekers: meeting their healthcare needs*. London: British Medical Association.

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All of these factors mean that it is important that we are flexible in our approach to delivering services and are able to respond to the fluctuating diversity of the population of Leicester.

How will we respond to the challenges?

The challenges that the city faces, in terms of the financial context, deprivation and demographic changes require the council to be strategic in its role as community leader and service provider, prioritising and allocating available resources to best meet identified local needs. Underpinning these decisions will be consideration of equality implications of those residents affected by our decisions, as reflected in our statutory Public Sector Equality Duty.

In terms of the possible impacts of Brexit, Leicester City Council will continue to assess the possible impacts, as the negotiations to leave the European Union progress and following Britain's exit from the European Union, in order to respond appropriately to any issues that arise locally.

A significant amount of work has already been done to prepare for the rollout of Universal Credit full service. Leicester City Council are committed to continuing to assess the impacts as Universal Credit full service is rolled out. Leicester City Council is committed to putting mitigations into place, where possible, to reduce any negative impacts arising from the rollout of Universal Credit full service, as far as the constraints of the system and the council's remit will allow. This will include working to increase the digital skills of residents living in the City and ensuring that people are signposted to the information and support that they require.

Whilst the purpose of this Strategy and the supporting action plan is not to directly address all of the inequalities which may exist, the aim is to embed good equalities practise across the organisation and to support services to robustly assess the impacts of any changes and to identify and put into place actions which will either reduce or eliminate any negative impacts on people who have any particular protected characteristic.

Despite the challenges that we face, the city of Leicester is one of the most diverse cities in the country, and the council seeks to understand and engage with its diverse communities to ensure that it is able to address their continually changing needs over time. We are proud of and actively celebrate our city's diversity.

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Our approach

Equality and Diversity Charter

Our **Equality and Diversity Charter** outlines the commitments that Leicester City Council has made to achieve the general aims of advancing equality of opportunity, eliminating discrimination and to developing positive community relationships. It sets out what residents can expect from us in our day to day practise. Our day to day contact with service users, local residents and visitors to the city will determine how well we as a city and as a council understand, respect and respond to their diversity.

- We are proud of, and celebrate, our city's diversity.
- We recognise that people have differing needs.
- When allocating resources we will be clear on how we have prioritised individual and community needs.
- We will treat people with respect.
- We will provide accessible information on our services, community activities and events we support.
- We will aim to deliver services that are accessible and culturally appropriate to those using them.
- When making important decisions about local public services we will engage with local residents and communities.
- We will work with our employees to ensure that equality is embedded in the workplace.
- We have developed this equality and diversity strategy which reflects this commitment.

Priority Areas for work

In addition to the general commitments made in the Equality and Diversity Charter we have identified **four priority areas** to focus on over the coming four years.

The action plan does not contain everything that the Council hopes to achieve over the coming year and does not cover activities which we would consider to be 'business as usual', but rather highlights areas of priority which need a more specific focus and identifying ways in which we can further embed good equalities practise across the organisation.

1. Design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities in Leicester

This means that we will work to make sure that we meet the needs of people living in Leicester across all protected characteristics. One specific area of work which we would like to focus on is making digital technology more accessible to people

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who experience barriers in relation to a protected characteristic (for example, a disability, their age or people for whom English is not their first language) by ensuring that the technology that the City Council uses is designed in an accessible way and by supporting people to develop basic IT skills.

Although we have identified areas which require a greater focus under this priority, the Strategy and supporting action plan does not capture everything that the Council is doing which might help to address inequalities, for example work on educational attainment, child poverty and homelessness. There are a range of strategies, plans and policies in place to support a range of areas of work which work to address inequalities which have taken into account the equalities implications and desired equality outcomes via an Equality Impact Assessment.

2. Raise awareness of equalities issues and tackle prejudices, both internally and externally

This means that we will work to increase peoples' knowledge and understanding about specific equalities issues. We want to focus on areas where there may be a stigma attached or areas where people don't always realise that they are protected by the law, for example, hidden disabilities and mental ill health. We will work with staff, members of the public, service users, community groups and voluntary sector organisations to achieve this.

3. Attract, recruit, retain and progress a diverse range of employees in a culture which celebrates diversity and inclusion

This means that we will look at how we make sure that we have people with a diversity of different characteristics and backgrounds working for the City Council. Having a diverse work force is important to make sure that we represent the people that we serve. The council also benefits from being able to draw upon a range of different approaches and points of view. One area that we would like to focus on is making sure that there are people with a diversity of different characteristics and backgrounds in Senior leadership positions within the Council. We will also prioritise our work to improve the retention of younger people employed by the Council, particularly through our graduate and apprenticeship level entry schemes and are committed to supporting looked after children into employment, as part of our corporate parenting responsibilities.

4. Provide a working environment where employees are treated with fairness, dignity and respect

This means that we will promote a culture where positive relationships are built and where people are confident to be themselves and are supported to develop their full potential. It is also about making sure that the work environment is free from

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any bullying and negative behaviour. One area that we would like to focus on is further embedding the [Dignity at Work Policy](#) across the organisation.

Embedding the strategy

The four priority areas identified above are supported by an **Action Plan** which contains SMART actions [insert link to action plan]. Each action is assigned a 'Lead Officer' who is accountable for implementing the action and providing progress updates. Many of the actions require collaboration across a number of service areas.

The action plan will help us to make progress in our priority areas and to embed the principles of the Strategy across the organisation. Quarterly monitoring of progress against the action plan will be submitted to the Director of Delivery, Communications and Political Governance and the Assistant City Mayor for Communities and Equalities. An annual report will be provided to the Executive and Scrutiny which will detail progress against the previous years' action plan and with an updated action plan with new areas for work and specific actions identified for the forthcoming year.

We will also continue to produce and publish an annual workforce report setting out the profile of our workforce across a range of protected characteristics, including comparisons against other local authorities where appropriate and highlighting year on year trends. In addition, we have a duty to publish information on the gender pay gap annually.

Governance

The City Mayor and the Executive provide the strategic direction for the council's equality and diversity policies and practices. The Assistant City Mayor for Communities & Equalities has a specific responsibility to ensure that equality is embedded in all the work of the council and to champion the work of the council's employee equality groups.

The Corporate Management Team maintains a corporate overview of the implementation of the council's equality and diversity policies and practices and approves operational proposals for new equality and diversity practice.

The Overview Select Committee regularly reviews actions undertaken by the council in meeting its Public Sector Equality Duty and on occasion, establishes specific task forces to examine particular issues in depth.

All decision-making reports contain an equalities implications section to highlight issues for consideration by those making the decisions and by those reading about the decisions being made.

Priorities

- P1 Design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities in Leicester
- P2 Raise awareness of equalities issues and tackle prejudices, both internally and externally
- P3 Attract, recruit, retain and progress a diverse range of employees in a culture which celebrates diversity and inclusion
- P4 Provide a working environment where employees are treated with fairness, dignity and respect

Priority 1: Design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities in Leicester

Ref	Desired Outcome	Action	Lead Service Area	Lead Officer	Supporting Services	How will we measure success?
1a	Staff have the skills and awareness to be able to support digital inclusion for service users from across all protected characteristics, with a particular focus on service users who are older aged, have a disability or English is not their first language. Services are supported through digital change and being inclusive.	Provide training to key staff on IT and digital inclusion. Develop a 'digital champion' role and identify 'digital champions' within the organisation who will sit on a Digital Transformation Change working group that will work with the Digital Transformation board. Develop volunteering opportunities possibly in partnership with VCS organisations e.g. Leicestershire Cares, Age UK for LCC staff to support service users with learning basic IT skills.	Digital Transformation/ Smart Cities and Equality Team	Hannah Watkins	Equality Team	Frontline staff in Customer Service Centre, libraries and neighbourhood centres have received training in basic IT skills and digital inclusion. There is at least one digital champion in each service area where there is a digital transformation project. 30 LCC staff have used their volunteering day to support older people, people who have a disability or those for whom English is not their first language to learn basic IT skills.
1b	There is volunteer capacity in the community to support the digital inclusion agenda.	Work with community groups and charities who have identified digital inclusion as a priority area of work to develop a volunteer digital champions role. Set up a volunteer digital champion and service user group to act as a critical friend in providing feedback on Digital Transformation projects. Explore opportunities for digital inclusion projects which meet the aims of the PSED to be funded via crowdfunding platform Spacehive.	Voluntary & Community Sector Engagement Manager, Digital Transformation/ Smart cities	George Ballentyne	Equality Team and Adult Learning	There is a volunteer digital champions and service user group who act as a critical friend in relation to Digital Transformation projects. There is community interest in taking forward a digital inclusion project which meets the aims of the Public Sector Equality Duty. We have promoted digital inclusion projects at National Local Charities Day Dec 2018.
1c	Staff are able to signpost new arrivals and other Leicester residents who do not speak English to where they are able to learn English in a variety of different ways e.g. conversation cafes, online	Information gathering exercise to establish what is available in the city (including third sector offer). Raise awareness with staff about the support available.	Equality - Internal offer, Voluntary and Community Sector Engagement - External offer	Hannah Watkins (internal) George Ballentyne (external)	Communications, Community Languages	We know what language support is available across the city and we have promoted this to staff in order that they are able to signpost effectively.

1d	Managers can confidently and robustly assess the equalities impacts of service change, are able to identify mitigating actions where needed and are able to implement mitigating actions effectively	Introduce an improved equality toolkit which covers general equality and diversity awareness, demographics of Leicester, Equality Monitoring, Equality Impact Assessment, Equality in Procurement. Work with OD to identify training needs - e.g. deliver Equality Impact Assessment Workshops	Equality Team	Surinder Singh	Organisational Development	Feedback from managers about the usefulness of the toolkit. Feedback from managers about effectiveness of training/workshops. Annual assessment of implementation and effectiveness of mitigating actions identified in Equality Impact Assessments reported to CMT.
1e	There is good quality and consistent equality monitoring information available to use for service improvement and in assessing the impacts of service change	Develop and implement a best practise approach to Equality Monitoring, including an updated Equality monitoring template and guidance.	Equality Team	Hannah Watkins	HR Policy and Projects, Communications	Managers are aware of the changes. Equality monitoring is updated as appropriate. Feedback from services who have implemented the best practise approach.
1f	Relevant services (e.g. leisure centres, school admissions) are equipped to meet the need of transgender service users/ pupils	Engage with relevant service areas and HR Policy and Projects to develop a policy and guidance.	Equality Team	Sukhi Biring	HR Policy and Projects	Policy and guidance implemented in relevant service areas by April 2019

Priority 2: Raise awareness of equalities issues and tackle prejudices, both internally and externally

Ref	Desired Outcome	Action	Lead Service Area	Lead Officer	Supporting Services	How will we measure success?
2a	Staff understand how to communicate in 'Plain English', are aware of the interpretation and translation policy and know how to access translation and interpretation for service users	Raise awareness of language line via comms article in face and promote the new Plain English e-learning	Communications	Dan Walton	Equality Team, Organisational Development	Quarterly communication about language needs, use of plain English and translation and interpretation service
2b	Staff and members of the public have a greater awareness and understanding of hidden disability	Internal campaign and external social media campaign has been run to raise awareness of hidden disability: 1. Autism Awareness Week 26th March -2nd April 2018, 2. Mental Health Awareness Week 14th - 20th May 2018, 3. Deaf Awareness Week 15th - 21st May 2018, 4. National Diabetes Week 11th - 17th June 5. Dyslexia Awareness Week 1st - 7th October 2018, 6. Crohns and Collitis Awareness Week 1st - 7th December 2018.	Communications and Equality Team	Surinder Singh	Communications, Disabled Employees Group, Mental Health and Wellbeing Group	Internal communications on each hidden disability to raise awareness. Social Media Communications to replicate and raise awareness.
2c	Staff have a greater awareness and understanding of trans issues and managers are equipped to support trans employees	Implement and promote Transgender Policy and Guidance inc. transitioning template. Promote trans awareness e-learning.	Equality Team	Sukhi Biring	HR Policy and Projects, Communications, LGBT Employee Group, Organisational Development	Transgender policy and guidance has been implemented and promoted. Trans awareness e-learning has been promoted and at least 100 staff members have completed the training.
2d	We have played a role in fostering good relations by raising awareness and tackling prejudices	Pilot a Human Library Event (http://humanlibrary.org/) for staff to attend (with the view to holding further events which are open to the public, voluntary and community sector organisations to attend in the future if successful).	Equality Team	Hannah Watkins	Communications, Disabled Employees Group, Mental Health and Wellbeing Group, Community and Voluntary Sector Engagement	Feedback about the event from those attending.

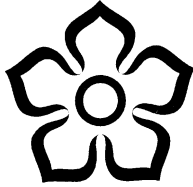
Priority 3: Attract, recruit, retain and progress a diverse range of employees in a culture which celebrates diversity and inclusion

Ref	Objective	Action	Lead Service Area	Lead Officer	Supporting Services	How will we measure success?
3a	We have good quality information about our workforce which enables us to take appropriate action to make improvements in areas where we notice that there are issues with attracting, recruiting, retaining and progressing people with particular protected characteristics.	Implement new 'best practise' Equality Monitoring questions in recruitment portal and SAFE system (MyView). Write an article about why equality monitoring in employment is important. Once this has been achieved, promote in face and via employee groups to encourage staff to complete.	Equalites Team	Hannah Watkins	Human Resources Recruitment and Organisational Development, employee groups, Communications	New questions have been implemented on Recruitment Portal and SAFE (MyView). A communication has gone out in face. There has been an improvement in the levels of declaration.
3b	There is a proportionate representation of BME employees in Senior posts.	Undertake recruitment analysis to understand the split of white/BME employees during recruitment. Develop diversity awareness training offer to managers, particularly around preconceptions, stereotypes, unconscious bias and mitigating affinity.	Organisational Development	Owain Turner	Equality Team	Longer term, the gap between the 63/35% split of white/BME employees during recruitment will have reduced to more accurately reflect the demographics of Leicester.
3c	We understand the impact of recruitment to senior posts from outside of the city (where there is a lower concentration of BME people than in the city) on the representation of BME employees in senior posts	Investigate the impact of recruitment to senior posts from outside of the city (where there is a lower concentration of BME people than in the city) on the representation of BME employees in senior posts	Organisational Development	Owain Turner	Equality Team	The impact of recruitment to senior posts from outside of the city (where there is a lower concentration of BME people than in the city) has been investigated and we have a greater understanding. We have identified a target for BME representation in Senior posts, which takes the findings into account.

3d	We support the authority's commitment to improving employment opportunities for Looked After Children	Implement a guarantee that all Looked After Children (LAC) will have an interview when applying for apprenticeship roles within the organisation when they have successfully undertaken a Traineeship. Increase the opportunities for LAC and care leavers, particularly those who are NEET (Not in Employment, Education or Training), to benefit from work experience and other employer/employability related activities within the city council in order to help their awareness of options and 'work ready' skills.	Organisational Development, Post 16 Looked After Children Team, Connexions	Craig Picknell, Joanne Ives	Human Resources Recruitment	All LAC are guaranteed an interview when applying for apprenticeship roles within the organisation when they have successfully undertaken a Traineeship. We have considered other ways in which to increase the opportunities for LAC to benefit from work experience and other employer/employability related activities within the city council and implemented specific actions to achieve this.
3e	There is a greater representation of young people in the workforce longer term.	Continue work with the Young Employees Network, to develop an 'entry to employment offer' and to consider how we can retain graduates and apprentices post placement. Continue work on the workforce strategy which will underpin more detailed workforce planning across each department. This will consider issues such as hard to recruit / retain posts and ways of effectively succession planning for future workforce needs.	Organisational Development	Craig Picknell	Young Employees Network	We will have worked with service areas as part of workforce planning to identify potential opportunities and create meaningful measures. These measures will be used to identify if we are achieving in creating opportunities for young people within LCC, retaining them into full time employment and, as a result, supporting in filling talent shortages, hard to fill posts and 'growing our own' talent within LCC. It will also ensure we are getting the most out of the Apprenticeship Levy.
3f	Recruitment processes are robust from an Equalities perspective and are free from unlawful discrimination	Undertake a review of job descriptions and recruitment processes, from an equalities perspective. Identify improvements to be implemented.	Equality Team	Hannah Watkins	Human Resources Recruitment	A review has been undertaken, improvements identified and implemented. Mechanisms for monitoring the effectiveness of any changes have been identified.

Priority 4: Provide a working environment where employees are treated with fairness, dignity and respect

Ref	Desired Outcome	Action	Lead Service Area	Lead Officer	Supporting Services	How will we measure success?
4a	The Dignity at Work Policy has been embedded, managers are confident to respond to bullying and harrasment and the policy is used consistently. We have an understanding of bullying and harrasment within the organisation and respond to it effectively.	Conduct a Dignity at Work staff survey and identify SMART actions to respond to the evidence.	HR Policy and Projects	Parveen Atwal	Equality Team , Employee Groups	A staff survey has been conducted and we have a greater understanding of where issues lie and that actions that can be taken to make improvements. SMART actions for further work have been identified.
4b	Managers understand their responsibilities in relation to equality and diversity and take action to meet their responsibilities	Develop a diversity awareness training offer to managers. Develop a champion role for manager's who can provide advice and support to other managers in relation to the use of both the Health and Wellbeing Passport and the Carer's Passport. Pilot a Reverse Mentoring or 'walk in my shoes' buddy scheme where Senior Managers are mentored by Employee Group Members.	Equality Team	Hannah Watkins	Organisational Development, Employee Groups	There is a diversity training offer in place. There is a 'Passport champion' in each division. A 'Reverse mentoring' scheme has been piloted and feedback gained from participants.
4c	Staff are aware of the support that is available to them	Clarify and promote the Time off for Dependents Policy. Promote the Health and Wellbeing and Carer's Passports and other initiatives more widely via face, face for noticeboards, employee groups. Use case studies to illustrate and promote how passports can be used to achieve positive outcomes. Promote Employee Groups.	Equality Team	Sonya King	Communications, HR Policy and Projects and Employee groups	Communications have gone out to staff about the Time off for Dependents Policy and about the Passports (inc case studies). There is staff feedback, employee group feedback which suggests that staff are more aware of the support that is available to them. Employee Groups have a brochure to make available to staff without PC or who need a paper version and the groups have been promoted electronically.



Leicester
City Council

WARDS AFFECTED
All Wards

7.2

COUNCIL

14 JUNE 2018

**SCHEME OF MEMBER ALLOWANCES 2018/19 & 2019/20 –
APPLICATION OF INDEXATION**

**REPORT OF THE DIRECTOR OF DELIVERY, COMMUNICATIONS AND
POLITICAL GOVERNANCE**

1. PURPOSE OF REPORT

Following the recent agreement of the Local Government Employees pay award Council is asked to consider Schemes of Members Allowances for 2018/19 and 2019/20.

2. RECOMMENDATIONS (OR OPTIONS)

Members are recommended to:

1. Agree the Members' Allowances Schemes for 2018/19 and 2019/20 (attached at appendices 1 and 2) implementing indexation of allowances in line with the recent Independent Remuneration Panel report and the link to the Local Government employees pay award of 2% for each of the two years.
2. Agree that arrears relating to applicable allowances be payable to Members in receipt of those allowances for the period 1 April 2018 (or for the period the allowance was applicable) to 14 June 2018. This process reflects that for council employees for whom where the pay award is agreed following the start of the financial year arrears are paid back to that point.
3. Note that under the terms of the Local Authorities (Members' Allowances) (England) Regulations 2003 consideration of a further Independent Remuneration Panel will be required prior to consideration of a scheme of allowances for 2020/21.

3. REPORT

The main Regulations relating to Members Allowances are the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations).

Section 19.1 of the Regulations require that all councils must make a scheme providing for the payment of allowances to Members (ie Councillors and Elected

Mayors) and that before a Council makes or amends such a Members' Allowances Scheme, it must publish and have regard to a report and recommendations made by its statutory Independent Remuneration Panel (IRP).

Sections 10 (1), 10 (4) and 10 (6) of the Regulations define that Schemes should be made before the beginning of each year; that within certain specific criteria, local authorities may rely on an index for annual adjustment, which has the effect of removing the requirement to undertake a new IRP process before making a Scheme each year; and that local authorities have the ability to choose to backdate allowances where they see fit.

The IRP report as agreed by Council on 17 March 2016 (minute no. 33 refers) defined that the following allowances be indexed for 4 years from 2016/17 to 2019/20 the maximum period permitted by legislation, without reference to the Panel as follows:

- Basic Allowance, SRAs, Co-optees, Civic Allowances and the Telecommunications and Support Allowance: updated annually in line with the annual percentage pay increase given to Leicester City Council employees (and rounded to the nearest £ as appropriate) as agreed for each year by the National Joint Council for Local Government employees.
- Out of Council area Mileage Allowance: indexed to the HMRC AMAP (Authorised Mileage Allowance Payments) approved mileage rates.
- Out of Council area other travel and subsistence: reimbursement of actual costs taking into account the most cost effective means of transport and/or accommodation available and the convenience of use with the maximum rates indexed to the same periodic percentage increase that may be applied to Officer Travel and Subsistence Allowances.
- Dependants' Carers' Allowance: the maximum hourly rates to be indexed to the government's national living wage applicable to the age of the carer (childcare) and Council's own hourly rate for a Home Care Assistance (care of other dependants).

The 'In-Council' Travel and Subsistence Allowance was not indexed.

Notification of an agreed employees pay award for the period 1 April 2018 to 31 March 2020 was received in late April 2018. The award consisted of an uplift of 2% on 1 April 2018 and a further 2% on 1 April 2019, with those on lower salaries receiving higher increases. The new rates, together with arrears were included in the April 2018 pay for City Council employees.

As the employee pay award covers the period until 31 March 2020 it is open to the Council to also consider, at this point, a Scheme for 2019/20 in addition to the requirement to make a Scheme for 2018/19.

4. FINANCIAL, LEGAL AND OTHER IMPLICATIONS

4.1. Financial Implications

If the proposals are accepted as detailed within the report, the 2% rise in the costs of applicable allowances is expected to be £19,300 in 2018/19 and a further £19,700 in 2019/20, plus on-costs. However assuming no further change to allowances in that period and that the budgets are updated for the pay award as anticipated, then the annual costs will remain within budget.

Colin Sharpe, Head Finance

4.2 Legal Implications

Detailed in Section 3 of the report.

Kamal Adatia, City Barrister & Monitoring Officer

4.3 Climate Change

There are no significant climate change implications associated with this report.

Mark Jeffcote, Environment Team (x37 2251)

5. OTHER IMPLICATIONS

OTHER IMPLICATIONS	YES/NO	Paragraph References Within the Report
Equal Opportunities	n	There are no specific implications relating to this report.
Policy	n	
Sustainable and Environmental	n	
Crime and Disorder	n	
Human Rights Act	n	
Elderly/People on Low Income	n	
Corporate Parenting	n	
Health Inequalities Impact	n	

6. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972

None

7. CONSULTATIONS

Kamal Adatia, City Barrister & Monitoring Officer

8. REPORT AUTHOR

Miranda Cannon

Director of Delivery, Communications & Political Governance

ELECTED MEMBERS' ALLOWANCES SCHEME 2018/2019

Note: Where the term 'Member' is used it will apply to Councillors and the City Mayor

Council, at its meeting on 14 June 2018, agreed a Members' Allowances Scheme, applicable for the 2018/2019 Municipal year which takes into account the recommendations of the Independent Panel on Members' Allowances which agreed a scheme of indexation through to the end of the Municipal year 2019/2020.

The Scheme below and operates from 1 April 2018.

Members should be aware that allowances payable in return for acting as an Member are regarded as the same as salary or wages for the purposes of Income Tax and National Insurance Contributions (NIC), ie income tax and NIC will usually be deductible from such allowances.

1. ALLOWANCES PAID AUTOMATICALLY

(All amounts stated are gross)

(a) Basic Allowance

£10,556 per annum for each Member.

(b) Special Responsibility Allowances

Members will only be able to receive 1 SRA (including Civic Allowances).

City Mayor	£60,047
Deputy City Mayor	£42,397*
Assistant City Mayors NB. The City Mayor will allocate Assistant City Mayors to relevant Band according to responsibility and workloads assigned - to be indicated on appointment.	Payable at Rate i £17,686* or Rate ii £14,147* or Rate iii £10,611*
Chair, Overview Select Committee	£10,002
Vice Chair, Overview Select Committee	£2,500
Chair, Children Young People and Schools Scrutiny Commission	£8,335
Vice Chair, Children Young People and Schools Scrutiny Commission	£2,084
Chair, Health and Wellbeing Scrutiny Commission	£8,335
Vice-Chair, Health and Wellbeing Scrutiny Commission	£2,084
Chair, Neighbourhood Services and Community Involvement Scrutiny Commission	£8,335

Vice Chair, Neighbourhood Services and Community Involvement Scrutiny Commission	£2,084
Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission	£8,335
Vice Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission	£2,084
Chair, Adult Social Care Scrutiny Commission	£8,335
Vice Chair, Adult Social Care Scrutiny Commission	£2,084
Chair, Economic Development, Transport and Tourism Scrutiny Commission	£8,335
Vice Chair, Economic Development, Transport and Tourism Scrutiny Commission	£2,084
Chair, Housing Scrutiny Commission	£8,335
Vice Chair, Housing Scrutiny Commission	£2,084
Chair, Planning and Development Control	£8,335
Vice Chair, Planning and Development Control	£2,084
Chair, Licensing & Public Safety Committee	£8,335
Vice Chairs, Licensing & Public Safety Committee (two)	£2,084
Chair, Audit & Risk Committee	£6,112
Chair, Standards Committee	£2,973
Minority Group Leader	£1,112 per annum plus an additional £278 per Member.
Majority Group Whip	£8,335

*The City Mayor may choose to vary from the specified SRAs for the Deputy and Assistant City Mayor provided any variance does not result in the combined total allowances for these roles exceeding the total allocated budget for Executive SRAs.

Civic Allowances

Lord Mayor	£17,227
Deputy Lord Mayor	£5,279

High Bailiff	£1,847
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*£11,667 of the Lord Mayor's allowance will be provided via allowances, the other £5,560 will be administered by the Democratic & Members Support Manager.

(d) 'Independent Persons' 'Independent Members' Co-optees

The Council is required to appoint 'Independent Persons' and 'Independent Members' to support the Standards process. There is also a statutory requirement for co-optees to input into the Council's activities from an education perspective. These positions will receive an allowance as follows:-

'Independent Persons', Standards Committee 'Independent Members', Standards Committee Note: The rate for these roles is not considered by the Independent Remuneration Panel as they come under separate legislation but are included here for completeness.	£2,142 plus travel expenses £528
Co-opted Members of Committees / Commissions	£528

(e) Travel and Subsistence – Inside the City

£100.39 per month (£1,205 per annum) is payable to each Member. This is intended to cover all travel (including taxis) and subsistence costs for all activities within the City boundary.

(f) Telecommunications & Support Allowance

Paid to all Members at £26 per month (£312 per annum) as a contribution to council related costs for use of:

- telecommunications at a Member's home including any private mobile phone costs and;
- miscellaneous items which the Member feels necessary to support their role as an Member.

2. ALLOWANCES TO BE CLAIMED FOR

Travel and Subsistence - Outside the City

Outside the City of Leicester Members are entitled to claim travel and subsistence in accordance with the details attached at Schedule 1 whilst undertaking Approved Council Duties.

Dependant Carers' Allowance

Allowances can be claimed towards childcare or dependent care costs incurred by a Member on the basis set out in Article 7 of the Local Authorities (Members Allowances) (England) Regulations 2003 up to a limit of 20 hours per Member per week subject to the provisions attached at Schedule 2.

3. IT EQUIPMENT AND MOBILE TELEPHONES

Members will be offered standard specification equipment as defined in the list prepared by the City Information Officer and the Director of Delivery, Communications and Political Governance.

4. MISCONDUCT/WITHHOLDING OF ALLOWANCES

In the event of a Member suspension/partial suspension, the Member's allowances will be withheld in full or in part in accordance with the duration of the suspension.

5. PAYMENT ARRANGEMENTS

- i. All automatically paid allowances (as outlined in the first section) will be paid in twelve equal monthly instalments via the Payroll system.
- ii. Entitlement will commence from the fourth day after the date of the election or the date of making the Declaration of Acceptance of Office, whichever is later. Where not returned entitlement for the former Member will cease on the fourth day after the election.

Entitlement to allowances will be calculated on a pro rata basis avoiding any overlap of the same allowance.

- iii. Payment of travel and subsistence for expenditure outside the City will be made in arrears on the basis of a claim form being submitted and signed by Members within three months of the event claimed for taking place.
- iv. Payment of Dependent Carer's Allowances will be made in arrears on the basis of a claim form being submitted and signed by Members within three months of the event claimed for taking place.
- v. Allowance claims over three months old will only be paid in **exceptional circumstances** such as long-term illness. Such payments will be made in consultation with the relevant Group Whip (if a member of a constituted Group).

- vi. Where any overpayments occur the Member will be notified and the amount will be recovered from the next monthly payment (unless instalments are requested by the Member for accounts over £50).
- vii. A Member may decide not to claim any element of automatic allowances (in full or in part) and must notify the Director of Delivery, Communications and Political Governance in writing of their intention.

DRAFT

Travel and Subsistence - Outside the City

Approved Duties include:-

- i. Attendance at meetings of Outside Bodies as approved by the Executive/Council or the Group Whips.
- ii. Training courses, conferences and seminars in the furtherance of the Member's performance of their duties as a Member.
- iii. Other activities which, in the view of the Director of Delivery, Communications and Political Governance are in the interests of the Council.
- iv. For all claims for travel expenses, tickets, receipts or equivalent travel documents must be provided. The claim must include the reason for the journey.

i) Travel

Public Transport	Paid at the amount of an ordinary fare or any available cheap fares (tickets/receipts required).	
Taxi	Where no public transport is reasonably available, the amount of the fare plus any reasonable gratuity paid (receipt required). In other cases the amount of the fare for travel by appropriate transport will be paid. Taxis should only be used in exceptional circumstances. Significant taxi expenditure should be approved in advance by the Group Whip.	
Private Transport	Rates payable at the level of the Approved Mileage Allowance Payments (AMAPs) laid down by the Inland Revenue as a tax free "approved amount" and shall be amended in line with any changes made to these amounts as and when they occur.	
	Car or Van*	45p per mile for the first 10,000 miles, 25p per mile thereafter
	Motor Cycle*	24p per mile (all miles)
	Pedal Cycle	20p per mile (all miles)
	An additional 5p per mile will be paid when one or more passengers travel to an approved duty in the same car. The cost of parking fees (including overnight garaging), tolls and ferries can also be claimed.	
*A valid VAT receipt for fuel is required for any car/van or motorcycle mileage claims.		

Hired Motor Vehicle (car/light van)	The same rates as if the vehicle were privately owned (where approved by the Director of Delivery, Communications and Political Governance the rate may be increased to an amount not exceeding the cost of hiring)
	If the Council hires the vehicle the tax free rates are limited to the fuel element as detailed in HMRC guidance.
Travel by Air	Payable provided that the Director of Delivery, Communications and Political Governance agrees that the time saved justifies the fare. The rate of payment will not exceed the ordinary or any cheap fare available, or where no such service is available or in case of an emergency, the fare actually paid by the Member. This must be receipted to be tax-free.

ii) Subsistence Allowance (outside of Leicester)

- The allowance will not apply to a meal which is already provided at no charge or included in a conference/course fee.
- Receipts must be provided (where available a VAT receipt) for audit and reclaim purposes as a condition of the allowance.
- The actual money spent on the meal can be reclaimed up to a maximum allowance (see table below) on production of a receipt.

Meal	Qualifying duty period (inclusive of travelling time)	Rate
Breakfast	3 hours before 11.00 am	£8.00
Lunch	2 hours between 12 noon and 2.00 pm	£10.92
Tea	3 hours including 3.00 pm to 6.00 pm	£4.78
Dinner	3 hours ending after 7.00 pm	£18.72

Tea and dinner allowances will not be paid in respect of the same evening's duties. No claims should be made for alcohol.

iii) Overnight Accommodation and Out of Pocket Expenses

The following rates will apply for overnight absence (room only).

Provincial rate – not to exceed £86

London rate – not to exceed £146

Accommodation should be booked through Member and Civic Support Team.

Out of pocket expenses - maximum amount per night £4.81, maximum amount per week £19.15.

This amount is intended to cover out of pocket expenses whilst representing the Council.

These are only tax free when the Member is required to stay away overnight on Council business.

DRAFT

Dependant Carers' Allowance

- Allowances for childcare and dependent care are paid as a contribution to costs, rather than a full reimbursement;
- Allowances paid towards childcare or dependent care costs incurred by a elected Member are subject to Income Tax and NIC even if the costs are unavoidably incurred as a result of carrying out Council duties. The only exception is the £55 per week voucher scheme outlined below;
- The maximum hourly rate reimbursed for the independent care of a child under the age of 14 shall be equal to the minimum wage applicable to the age of the carer;
- The maximum hourly rate reimbursed for the professional care of a dependant relative shall be equal to the Council's own hourly rate for a Home Care Assistant;
- Members must certify that the costs have been actually and necessarily incurred and the allowance shall be paid as a reimbursement of incurred expenditure against receipts;
- The allowance shall not be payable to a member of the claimant's own household, and
- Any dispute regarding entitlement or any allegation of abuse should be referred to the Council's Standards Committee for adjudication.

Members using registered childcare provision may, if they so choose, receive tax free, up to £55 per week of their contribution to childcare by way of vouchers, which will be reimbursed by the Council direct to the childcare provider.

ELECTED MEMBERS' ALLOWANCES SCHEME 2019/2020

Note: Where the term 'Member' is used it will apply to Councillors and the City Mayor

Council, at its meeting on 14 June 2018, agreed a Members' Allowances Scheme, applicable for the 2019/2020 Municipal year which takes into account the recommendations of the Independent Panel on Members' Allowances which agreed a scheme of indexation through to the end of the Municipal year 2019/2020.

The Scheme below operates from 1 April 2019.

Members should be aware that allowances payable in return for acting as an Member are regarded as the same as salary or wages for the purposes of Income Tax and National Insurance Contributions (NIC), ie income tax and NIC will usually be deductible from such allowances.

1. ALLOWANCES PAID AUTOMATICALLY

(All amounts stated are gross)

(a) Basic Allowance

£10,767 per annum for each Member.

(b) Special Responsibility Allowances

Members will only be able to receive 1 SRA (including Civic Allowances).

City Mayor	£61,248
Deputy City Mayor	£43,245*
Assistant City Mayors NB. The City Mayor will allocate Assistant City Mayors to relevant Band according to responsibility and workloads assigned - to be indicated on appointment.	Payable at Rate i £18,040* or Rate ii £14,430* or Rate iii £10,823*
Chair, Overview Select Committee	£10,202
Vice Chair, Overview Select Committee	£2,550
Chair, Children Young People and Schools Scrutiny Commission	£8,502
Vice Chair, Children Young People and Schools Scrutiny Commission	£2,126
Chair, Health and Wellbeing Scrutiny Commission	£8,502
Vice-Chair, Health and Wellbeing Scrutiny Commission	£2,126
Chair, Neighbourhood Services and Community Involvement Scrutiny Commission	£8,502

Vice Chair, Neighbourhood Services and Community Involvement Scrutiny Commission	£2,126
Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission	£8,502
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Chair, Housing Scrutiny Commission	£8,502
Vice Chair, Housing Scrutiny Commission	£2,126
Chair, Planning and Development Control	£8,502
Vice Chair, Planning and Development Control	£2,126
Chair, Licensing & Public Safety Committee	£8,502
Vice Chairs, Licensing & Public Safety Committee (two)	£2,126
Chair, Audit & Risk Committee	£6,234
Chair, Standards Committee	£3,033
Minority Group Leader	£1,134 per annum plus an additional £284 per Member.
Majority Group Whip	£8,502

*The City Mayor may choose to vary from the specified SRAs for the Deputy and Assistant City Mayor provided any variance does not result in the combined total allowances for these roles exceeding the total allocated budget for Executive SRAs.

Civic Allowances

Lord Mayor	£17,571
Deputy Lord Mayor	£5,384

High Bailiff	£1,884
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*£11,900 of the Lord Mayor's allowance will be provided via allowances, the other £5,671 will be administered by the Democratic & Members Support Manager.

(d) 'Independent Persons' 'Independent Members' Co-optees

The Council is required to appoint 'Independent Persons' and 'Independent Members' to support the Standards process. There is also a statutory requirement for co-optees to input into the Council's activities from an education perspective. These positions will receive an allowance as follows:-

'Independent Persons', Standards Committee 'Independent Members', Standards Committee Note: The rate for these roles is not considered by the Independent Remuneration Panel as they come under separate legislation but are included here for completeness.	£2,185 plus travel expenses £539
Co-opted Members of Committees / Commissions	£539

(e) Travel and Subsistence – Inside the City

£100.39 per month (£1,205 per annum) is payable to each Member. This is intended to cover all travel (including taxis) and subsistence costs for all activities within the City boundary.

(f) Telecommunications & Support Allowance

Paid to all Members at £26.50 per month (£318 per annum) as a contribution to council related costs for use of:

- telecommunications at a Member's home including any private mobile phone costs and;
- miscellaneous items which the Member feels necessary to support their role as an Member.

2. ALLOWANCES TO BE CLAIMED FOR

Travel and Subsistence - Outside the City

Outside the City of Leicester Members are entitled to claim travel and subsistence in accordance with the details attached at Schedule 1 whilst undertaking Approved Council Duties.

Dependant Carers' Allowance

Allowances can be claimed towards childcare or dependent care costs incurred by a Member on the basis set out in Article 7 of the Local Authorities (Members Allowances) (England) Regulations 2003 up to a limit of 20 hours per Member per week subject to the provisions attached at Schedule 2.

3. IT EQUIPMENT AND MOBILE TELEPHONES

Members will be offered standard specification equipment as defined in the list prepared by the City Information Officer and the Director of Delivery, Communications and Political Governance.

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Approved Duties include:-

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- iii. Other activities which, in the view of the Director of Delivery, Communications and Political Governance are in the interests of the Council.
- iv. For all claims for travel expenses, tickets, receipts or equivalent travel documents must be provided. The claim must include the reason for the journey.

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	Pedal Cycle	20p per mile (all miles)
	An additional 5p per mile will be paid when one or more passengers travel to an approved duty in the same car. The cost of parking fees (including overnight garaging), tolls and ferries can also be claimed.	
*A valid VAT receipt for fuel is required for any car/van or motorcycle mileage claims.		

Hired Motor Vehicle (car/light van)	The same rates as if the vehicle were privately owned (where approved by the Director of Delivery, Communications and Political Governance the rate may be increased to an amount not exceeding the cost of hiring)
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ii) Subsistence Allowance (outside of Leicester)

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Tea and dinner allowances will not be paid in respect of the same evening's duties. No claims should be made for alcohol.

iii) Overnight Accommodation and Out of Pocket Expenses

The following rates will apply for overnight absence (room only).

Provincial rate – not to exceed £86

London rate – not to exceed £146

Accommodation should be booked through Member and Civic Support Team.

Out of pocket expenses - maximum amount per night £4.81, maximum amount per week £19.15.

This amount is intended to cover out of pocket expenses whilst representing the Council.

These are only tax free when the Member is required to stay away overnight on Council business.

DRAFT

Dependant Carers' Allowance

- Allowances for childcare and dependent care are paid as a contribution to costs, rather than a full reimbursement;
- Allowances paid towards childcare or dependent care costs incurred by a elected Member are subject to Income Tax and NIC even if the costs are unavoidably incurred as a result of carrying out Council duties. The only exception is the £55 per week voucher scheme outlined below;
- The maximum hourly rate reimbursed for the independent care of a child under the age of 14 shall be equal to the minimum wage applicable to the age of the carer;
- The maximum hourly rate reimbursed for the professional care of a dependant relative shall be equal to the Council's own hourly rate for a Home Care Assistant;
- Members must certify that the costs have been actually and necessarily incurred and the allowance shall be paid as a reimbursement of incurred expenditure against receipts;
- The allowance shall not be payable to a member of the claimant's own household, and
- Any dispute regarding entitlement or any allegation of abuse should be referred to the Council's Standards Committee for adjudication.

Members using registered childcare provision may, if they so choose, receive tax free, up to £55 per week of their contribution to childcare by way of vouchers, which will be reimbursed by the Council direct to the childcare provider.

