



Equality and health analysis guidance and template

Guidance notes

Things to remember:

Under the Public Sector Equality Duty (PSED) public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. Understanding the affect of the council's policies and practices on people with different protected characteristics is an important part of complying with the general equality duty. Under the PSED the council must ensure that:

- Decision-makers are aware of the general equality duty's requirements.
- The general equality duty is complied with before and at the time a particular policy is under consideration and when a decision is taken.
- They consciously consider the need to do the things set out in the aims of the general equality duty as an integral part of the decision-making process.
- They have sufficient information to understand the effects of the policy, or the way a function is carried out, on the aims set out in the general equality duty.
- They review policies or decisions, for example, if the make-up of service users changes, as the general equality duty is a continuing duty.
- They take responsibility for complying with the general equality duty in relation to all their relevant functions. Responsibility cannot be delegated to external organisations that are carrying out public functions on their behalf.
- They consciously consider the need to do the things set out in the aims of the general equality duty not only when a policy is developed and decided upon, but when it is being implemented.

Best practice guidance from the Equality and Human Rights Commission recommends that public bodies:

- Consider all the [protected characteristics](#) and all aims of the general equality duty (apart from in relation to marriage and civil partnership, where only the discrimination aim applies).
- Use equality analysis to inform policy as it develops to avoid unnecessary additional activity.
- Focus on the understanding the effects of a policy on equality and any actions needed as a result, not the production of a document.
- Consider how the time and effort involved should relate to the importance of the policy to equality.
- Think about steps to advance equality and good relations as well as eliminate discrimination.
- Use good evidence. Where it isn't available, take steps to gather it (where practical and proportionate).
- Use insights from engagement with employees, service users and others can help provide evidence for equality analysis.

Equality analysis should be referenced in community impact statements in Council reports.

Community impact statements are a corporate requirement in all reports to the following meetings: the cabinet, individual decision makers, scrutiny, regulatory committees and community councils. Community impact statements enable decision makers to identify more easily how a decision might affect different communities in Southwark and to consider any implications for equality and diversity.

The public will be able to view and scrutinise any equality analysis undertaken. Equality analysis should therefore be written in a clear and transparent way using plain English. Equality analysis may be published under the council's publishing of equality information, or be present with divisional/departmental/service business plans. These will be placed on the website for public view under the council's Publications Scheme.

Equality analysis should be reviewed after a sensible period of time to see if business needs have changed and/or if the effects that were expected have occurred. If not then you will need to consider amending your policy accordingly. This does not mean repeating the equality analysis, but using the experience gained through implementation to check the findings and to make any necessary adjustments.

Engagement with the community is recommended as part of the development of equality analysis. The council's Community Engagement Division and critical friend, the Forum for Equality and Human Rights in Southwark can assist with this (see section below on community engagement and www.southwarkadvice.org.uk).

Whilst the equality analysis is being considered, Southwark Council recommends considering health and wellbeing implications, as health and health inequalities are strongly influenced by the environment we live and work in. As a major provider of services to Southwark residents, the council has a legal duty to reduce health inequalities and this is reflected in its values and aims. For this reason, the council recommends considering health & wellbeing impacts in all equality analyses, not forgetting to include identified potential mitigating actions.

Section 1: Equality analysis details

Proposed policy/decision/business plan to which this equality analysis relates		Southwark Living Wage Place Action Plan			
Equality analysis author		Liz Gardiner, Senior Strategy Officer James Reed, Project Management Higher Apprentice			
Strategic Director:		Chief Executive			
Department		Chief Executive's	Division	Local Economy Team	
Period analysis undertaken		February 2020			
Date of review (if applicable)		March 2021			
Sign-off	Stephen Gaskell	Position	Head of Chief Executive's Office	Date	09/03/20

Section 2: Brief description of policy/decision/business plan

1.1 Brief description of policy/decision/business plan

The Living Wage Place accreditation scheme has been developed by the Living Wage Foundation (LWF) as an area based approach aiming to drive uptake of the real Living Wage by local employers. This is achieved by local organisations and employers coming together and using their collective power and influence to promote Living Wage accreditation; tackling low pay and the inequality it creates.

Southwark Council became a Living Wage accredited employer in 2012, since then the council has committed to helping residents and employees in the borough get a fair day's pay for a fair day's work.

To drive further improvement in this area the council has led the development of Southwark's Living Wage Place Action Plan. In order to develop a locally owned and delivered action plan a Steering Group has been set up. Steering Group members have been responsible for setting the Action Plan's strategic approach and will continue to lead and oversee its delivery and evaluation; the Steering Group is chaired by the Cabinet Member for Jobs, Business and Innovation. This makes Southwark an accredited Living Wage Place and commits the partnership to increase the number of:

- Living Wage accredited local organisations
- People working for a Living Wage accredited organisations
- People who receive a wage uplift as a consequence of their employer becoming Living Wage accredited

By becoming a Living Wage Place, Southwark is demonstrating a commitment to tackling low pay and improving the quality of work for people across our borough. As employers, the Steering Group are committed to paying our staff the real Living Wage and acting as champions and advocates to encourage the uptake of the Living Wage in Southwark. As a Living Wage Place, Southwark is harnessing the power of local employers, communities and people to help extend the Living Wage to more workers and lift more people out of poverty.

Through implementing this Action Plan the council and Steering Group partners will be advancing equality.

Section 3: Overview of service users and key stakeholders consulted

2. Service users and stakeholders	
<p>Key users of the department or service</p>	<p>This EIA looks at what we know about low pay and Southwark / London residents. Information is not available for all demographics and in a lot of instances information used is an indicator of low pay (Universal Credit in work claimants) or London wide data (Trust for London research).</p> <p>Information about local businesses and their employees' pay and demographics is unknown.</p> <p>There is a distinction between low pay and the London Living Wage. Low pay is generally defined as earning less than two thirds of median pay, whereas London Living Wage is based on a calculation made according to the cost of living.</p> <p>For this action plan, the 'key users' will be the local businesses or residents the Action Plan will engage with in order to meet the Action Plan's aims of increasing the number of local organisations who are accredited Living Wage employers, the number of people who work for a Southwark Living Wage employer and the number of people who receive a wage uplift as a consequence of a Southwark organisation becoming a Living Wage accredited employer. Through the delivery of the action plan, the Steering Group will seek to involve residents who are affected by low pay or residents as consumers.</p>
<p>Key stakeholders were/are involved in this policy/decision/business plan</p>	<p>In order to develop a locally owned and delivered Action Plan a Steering Group has been established to oversee the development and delivery of this Action Plan.</p> <p>Steering Group members have been responsible for setting the Action Plan's strategic approach and will continue to lead and oversee the delivery and evaluation of the Action Plan.</p> <p>With the aim of ensuring the Steering Group remains relevant to both local businesses and people experiencing low pay, membership of the group is not static, and will continue to evolve as the Action Plan develops and is implemented.</p> <p>Steering Group members include:</p> <ul style="list-style-type: none"> • London South Bank University • Team London Bridge Business Improvement District (BID) • Better Bankside BID • South Bank Employers Group • Kings College • Citizens UK (Living Wage Foundation parent charity) • St Giles Trust • Essentia (Non-clinical arm of Guys and St Thomas' NHS Foundation Trust) • British Land • Lendlease • Southwark News • SGTO (Southwark Group of Tenants Organisations) • Dulwich Hamlets FC

Section 4: Pre-implementation equality analysis

This section considers the potential impacts (positive and negative) on groups with ‘protected characteristics’, the equality information on which this analysis is based and any mitigating actions to be taken.

The first column on the left is for societal and economic issues (discrimination, higher poverty levels) and the second column on the right for health issues, physical and mental. As the two aspects are heavily interrelated it may not be practical to fill out both columns on all protected characteristics. The aim is, however, to ensure that health is given special consideration, as it is the council’s declared intention to reduce health inequalities in the borough. The Public Health Team can assist with research and data.

<p>Age - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>Through implementing this Action Plan the council will advance equality for all age groups. In identifying local organisations to target Living Wage accreditation support the council and Steering Group will consider any information available on the specific impact on all age groups.</p> <p>Unfortunately, it will not be possible to measure the impact of Living Wage accreditation on different age groups; assumptions can be made about the sector of the organisation the Steering Group is working with and the demographic of employees, though the Living Wage Foundation does not collect information on the demographics of people receiving a wage uplift.</p> <p>Traditionally as people got older they progress in their careers. This is not always the case in the current labour market many older workers can in particular cycle in and out of low paid jobs. We know from Southwark Universal Credit in work figures that the largest age group to claim in work Universal Credit is 30-34 year olds, followed closely by 35-39 year olds. This can be an indicator of low pay, but also a consideration is that the level of UC received is based on family size and circumstances of the household.</p>	<p>Through implementing this Action Plan the council will be improving the health of local employees. In identifying local organisations to target Living Wage accreditation support the council will consider the specific impact on all age groups.</p> <p>The Marmot review found that whilst employment rates have increased since 2010, there has been an increase in poor quality work, including part-time, insecure employment. It also found that the incidence of stress caused by work has increased since 2010. Real pay is still below 2010 levels and there has been an increase in the proportion of people in poverty living in a working household.</p> <p>The Living Wage Place Action Plan will increase the number of people who both work for a Living Wage accredited organisation and receive a wage uplift as a consequence of this. Indirectly affecting the health of local employees. Information about the specific demographics of those affected by Living Wage accreditation will not be available.</p>
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>
<p>Universal Credit in work figures Figure 1</p>	<p>Health Equity in England: The Marmot Review 10 Years On www.health.org.uk/publications/reports/the-marmot-review-10-years-on</p>

Mitigating actions to be taken

- The council and Steering Group will consider the demographics of employees who are more likely to work in different sectors
- Whilst no specific information on the demographics of employees who work for Living Wage accredited organisations is known, the council and Steering Group will consider how future activity could take this into account when engaging with academic support to evaluate impact of the Action Plan.

Disability - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>As above</p> <p>Information from the Trust for London (Figure 2) demonstrates that in London disabled people are more likely to be low paid: 37% of disabled people compared with 27% of non-disabled people. The difference between the low pay rate for disabled and non-disabled adults is smaller for full-time employees than for part-time employees. Of those who are working full-time, 25% of disabled people are low paid compared with 19% of non-disabled people, a six percentage point difference. However, of those who are working part-time 62% of disabled people are low paid compared with 54% of nondisabled people. This is an eight percentage point difference.</p>	<p>As above</p>
Equality information on which above analysis is based	Health data on which above analysis is based
<p>Trust for London, Low pay and disability www.trustforlondon.org.uk/data/low-pay-disability/</p>	<p>As above</p>

Mitigating actions to be taken

- The council and Steering Group will consider the demographics of employees who are more likely to work in different sectors
- Whilst no specific information on the demographics of employees who work for Living Wage accredited organisations is known, the council and Steering Group will consider how future activity could take this into account when engaging with academic support to evaluate our work.

Gender reassignment - The process of transitioning from one gender to another.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
As above	As above
Equality information on which above analysis is based.	Health data on which above analysis is based
None available	None available
Mitigating actions to be taken	
<ul style="list-style-type: none"> • The council and Steering Group will consider the demographics of employees who are more likely to work in different sectors • Whilst no specific information on the demographics of employees who work for Living Wage accredited organisations is known, the council and Steering Group will consider how future activity could take this into account when engaging with academic support to evaluate our work. 	

Marriage and civil partnership – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples and must be treated the same as married couples on a wide range of legal matters. (Only to be considered in respect to the need to eliminate discrimination.)	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
As above	As above
Equality information on which above analysis is based	Health data on which above analysis is based
None available	None available
Mitigating actions to be taken	

None

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

Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>As above</p> <p>Evidence from the Fawcett Society and Timewise has shown that the gender pay gap is exacerbated after women who have children return to work due to the lack of part time senior roles, flexibility in the workplace and uneven distribution of caring responsibilities.</p> <p>Where it's possible, the Action Plan will aim to target sectors where part time working is more prevalent (such as care and cleaning).</p>	<p>As above</p>
Equality information on which above analysis is based	Health data on which above analysis is based
<p>No local data available</p>	<p>As above</p>
Mitigating actions to be taken	
<ul style="list-style-type: none"> The Steering Group will consider how sectors where part time working is more prevalent will be targeted through the delivery of the Action Plan 	

Race - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others

Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>As above</p> <p>The Trust for London reports that in London low pay rates vary substantially among ethnic groups. The low pay rate for Bangladeshi and Pakistani employees, at</p>	<p>As above</p>

<p>46%, is more than double the rate for White British employees at 19%. Those from Other ethnic groups and Black/African/ Caribbean/Black British have the next highest rates of low pay, at 37% and 35% respectively.</p> <p>The ethnic make-up of the working-age population means that the low-paid workforce as a whole looks different from what the numbers above might suggest. The largest group of low-paid workers are White British who make up 34% (310,000) of the low paid. This is a reduction on several years ago, which reflects that the proportion of employees who are White British has fallen. Other White and Black/African/Caribbean/Black British also make up a substantial proportion of the low paid, at 19% (180,000) and 15% (140,000) respectively. Conversely, Pakistani and Bangladeshi employees only account for 6% (58,000) of the low-paid workforce.</p>	
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>
<p>Trust for London – Low pay by ethnicity (Figure 3) www.trustforlondon.org.uk/data/low-pay-ethnicity/</p>	<p>As above</p>
<p>Mitigating actions to be taken</p>	
<ul style="list-style-type: none"> • The council and Steering Group will consider the demographics of employees who are more likely to work in different sectors • Whilst no specific information on the demographics of employees who work for Living Wage accredited organisations is known, the council and Steering Group will consider how future activity could take this into account when engaging with academic support to evaluate our work. 	

<p>Religion and belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</p>	
<p>Potential impacts (positive and negative) of proposed policy/decision/business plan</p>	<p>Potential health impacts (positive and negative)</p>
<p>As above</p>	<p>As above</p>
<p>Equality information on which above analysis is based</p>	<p>Health data on which above analysis is based</p>
<p>No information available</p>	<p>No information available</p>

Mitigating actions to be taken
None

Sex - A man or a woman.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
<p>As above</p> <p>The Trust for London reports that 55% of all low paid jobs in London are held by women. In 2016 the biggest group among the low paid were female part-time employees at 220,000, or 31% of the total. Male full-time jobs were the next biggest group (200,000, 27%), followed by female full-time jobs (170,000, 24%). The smallest group with just under a fifth of the total (130,000, 18%) were male part-timers.</p> <p>In Southwark, Universal Credit information shows that 69.2% on in work Universal Credit claimants are women, 30.8% are men. This can be an indicator of low pay, but also a consideration is that the level of UC received is based on family size and circumstances of the household.</p>	As above
Equality information on which above analysis is based	Health data on which above analysis is based
<p>Trust for London – Low paid men and women www.trustforlondon.org.uk/data/low-paid-men-and-women/ Figure 4</p> <p>Universal Credit in work figures Figure 5</p>	As above
Mitigating actions to be taken	
<ul style="list-style-type: none"> • The council and Steering Group will consider the demographics of employees who are more likely to work in different sectors • Whilst no specific information on the demographics of employees who work for Living Wage accredited organisations is known, the council and Steering Group will consider how future activity could take this into account when engaging with academic support to evaluate our work. • The Steering Group will consider how sectors where part time working is more prevalent will be targeted through the delivery of the Action Plan 	

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Sexual orientation - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
As above	As above
Equality information on which above analysis is based	Health data on which above analysis is based
No information available	No information available
Mitigating actions to be taken	
None	
Socio-economic disadvantage – although the Equality Act 2010 does not include socio-economic status as one of the protected characteristics, Southwark Council recognises that this continues to be a major cause of inequality in the borough. Socio economic status is the measure of an area's, an individual's or family's economic and social position in relation to others, based on income, education, health, living conditions and occupation.	
Potential impacts (positive and negative) of proposed policy/decision/business plan	Potential health impacts (positive and negative)
As above	As above
Equality information on which above analysis is based	Health data on which above analysis is based
As above	As above
Mitigating actions to be taken	
<ul style="list-style-type: none"> • The council and Steering Group will consider the demographics of employees who are more likely to work in different sectors • Whilst no specific information on the demographics of employees who work for Living Wage accredited organisations is known, the council and Steering Group will consider how future activity could take this into account when engaging with academic support to 	

evaluate our work.

Human Rights

There are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour, Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol

Potential impacts (positive and negative) of proposed policy/decision/business plan

In developing the Action Plan, the Steering Group have considered how the Action Plan could benefit those who are working in the hidden economy, specifically in relation to the Modern Day Slavery Act 2015. This is particularly challenging and involves further consideration and work with enforcement agencies.

Information on which above analysis is based

Mitigating actions to be taken

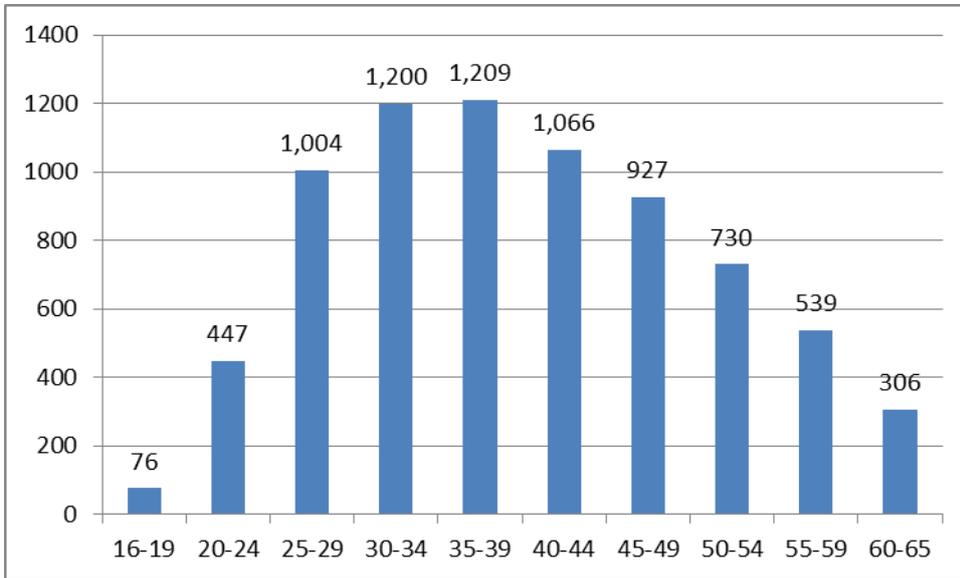
Section 5: Further actions and objectives

5. Further actions			
Based on the initial analysis above, please detail the key mitigating actions or the areas identified as requiring more detailed analysis.			
Number	Description of issue	Action	Timeframe
1	Demographic information not available at a local level	Steering Group to consider how the academic partner could support	Year 1 of delivery (2020-21)
2	Targeting sectors where part time work is more prevalent	Steering Group will develop an engagement plan that details the specific businesses to be worked with	March – May 2020
3			
4			
5			
6			
7			

Appendix 1 – Data analysis

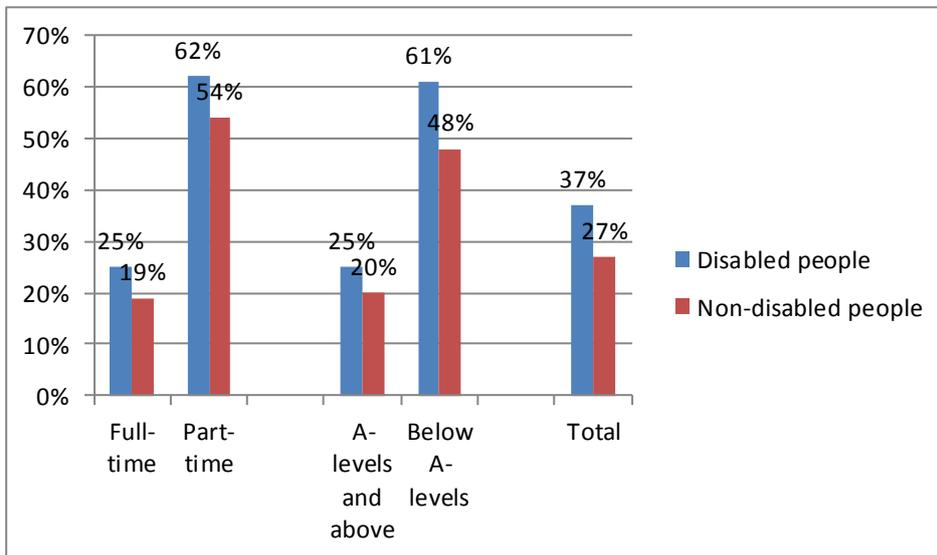
Age

Figure 1 - Universal Credit in work claimants December 2019 – by age



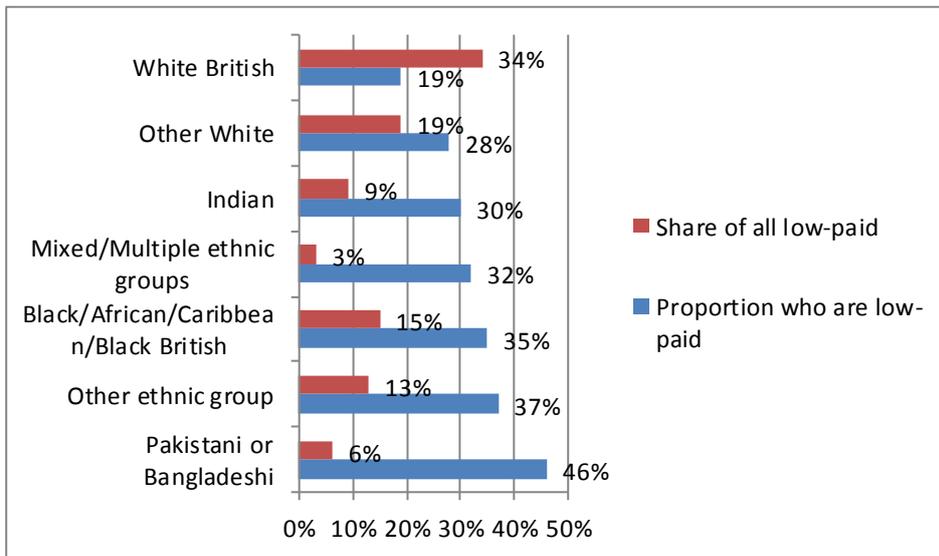
Disability

Figure 2 Low pay by disability



Race

Figure 3 - Low pay by ethnicity



Sex

Figure 4 - Low paid men and women

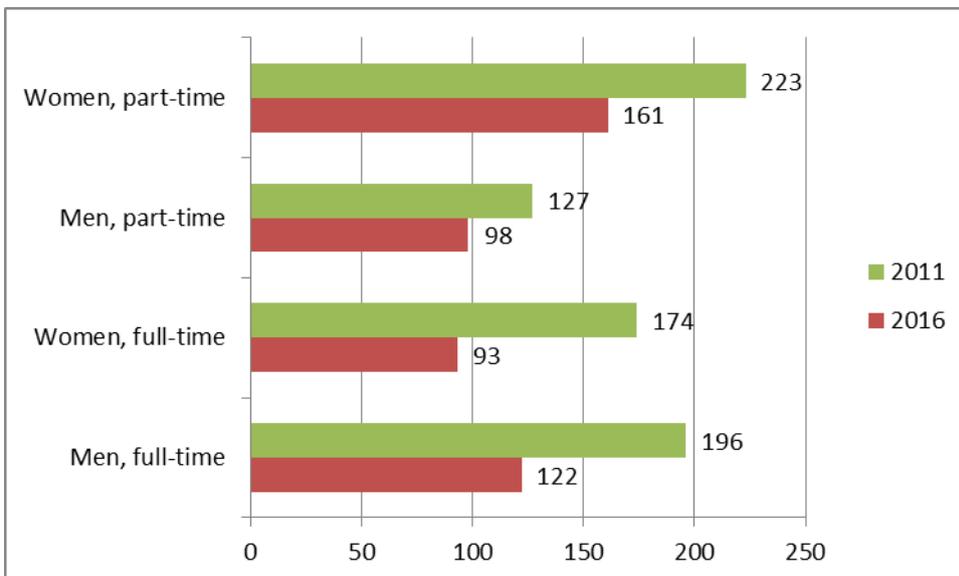


Figure 5 – Universal Credit in work claimants December 2019 – by gender

