

## STANDARDS COMMITTEE

7pm on Wednesday 4<sup>th</sup> July 2018  
Staincliffe Suite, 1 Belle Vue Square, Broughton Road, Skipton.

**Committee Membership:** Councillors Ireton (Chairman), Mason, Mercer, Solloway and Whitaker.

**Parish Council Representatives** (non-voting): Veronicka Dancer, Michael Rooze and Robert Stead.

**Independent Persons** (non-voting): John Boumphrey, Peter Charlesworth and Roger Millin.

## AGENDA

1. **Apologies for Absence**
2. **Confirmation of Minutes** – 25<sup>th</sup> April 2018 attached.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Work Programme 2018/2019** - Report of the Solicitor to the Council (Monitoring Officer). Attached.

Purpose of Report – To consider and set the work programme for the 2018/19 municipal year.

6. **Monitoring Report** – Report of the Solicitor to the Council (Monitoring Officer). Attached.  
Purpose of Report – To update Members following the last report to Committee on the 14<sup>th</sup> March 2018.
7. **Equalities and Diversity** – Report of the Partnerships Officer. Attached.  
Purpose of Report – To receive and note the equalities obligations placed on local authorities including Parish Councils.
8. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Agenda Contact Officer: Vicky Davies,  
Tel. 01756 706486, e-mail [vdavies@cravenc.gov.uk](mailto:vdavies@cravenc.gov.uk)  
26<sup>th</sup> June 2018

If you would like this agenda or any of the reports listed in a way which is better for you, please telephone 01756 706494.

### **Recording at Council Meetings**

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

### **Emergency Evacuation Procedure**

In case of an emergency or if the alarm sounds, leave the committee room and leave the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

**STANDARDS COMMITTEE**25<sup>th</sup> April 2018**Present** – Councillors Ireton (Chairman), Mason, Mercer and Solloway.**Independent Persons (non-voting)** : John Boumphrey and Peter Charlesworth. **Parish****Representatives** : Veronicka Dancer, Michael Rooze and Richard Simpson.**Officers** – Solicitor to the Council (Monitoring Officer) and Committee Officer.

Apologies for absence were received from Councillor Whitaker, Independent Person Roger Millin and Parish Representative Robert Stead.

Start: 7pm

Finish:8:32pm

The minutes of the Committee's meeting held on 14<sup>th</sup> March 2018 were confirmed and signed by the Chairman.

**Minutes for Report**

STN.342      **COMMITTEE ON STANDARDS IN PUBLIC LIFE – REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS**

Further to Minute STN.340/17-18, the Solicitor to the Council (Monitoring Officer) submitted a report inviting the Committee to consider its response to the Committee on Standards in Public Life's consultation on the workings of local government's current ethical standards regime. As instructed at Minute STN.340 Members of the Committee had been asked to submit their views to the Solicitor to the Council (Monitoring Officer), and all other Members of the Council had similarly been invited and provided with copies of the consultation questions in the form of a questionnaire.

During the course of the ensuing discussion details of comments, if any, received on each question posed by the Standards in Public Life Committee were drawn to the Committee's attention. In summary the following key points were made

- a. The lack of meaningful sanctions is a fundamental weakness and has resulted in a lack of respect for the standards regime. A return to a regime in terms of sanctions more in line with that which existed prior to the changes introduced under the Localism Act would be welcomed.
- b. The lack of perceived accountability at national level undermines confidence in the whole process.
- c. A national code should be established that applies to all levels of public office, the existence of a standard national code would enable the development of appropriate guidance. A code of this nature would simplify the position for dual and triple hated members.
- d. A more flexible regime in relation to the granting of dispensations is needed, ideally forming part of a national code. For purposes of transparency the dispensation should be supported by an oral declaration at the meeting in question.
- e. Distinguishing between the different types of disclosures and interests can be confusing.
- f. The level of information which individuals are required to divulge about both themselves and partners in completing the register of interests, and which has to be published, can be

viewed as excessive and disproportionate resulting in potential candidates and existing councillors, particularly, but not exclusively, at parish level, being reluctant to stand for office.

g. Refresher training for members would provide an opportunity to reflect on cases to have arisen in the preceding 12 months, that training should be conducted on an annual basis.

h. Where an allegation of misconduct relates to a parish councillor and the complaint results in a complaints hearing being convened, a parish member of the standards committee should sit on the panel.

i. Provision which allows dialogue between the independent person and the member who is the subject of a complaint is an important part of the process, and similarly the ability of a member who is the subject of a complaint to use an independent person (not the independent person dealing with the complaint) as a sounding board.

j. Use of external investigators to carry out investigations in respect of allegations against this Council's Members is an important part of the process, mitigating the risk of a conflict of interest or undue pressure being placed upon the monitoring officer.

k. Actions which undermine confidence in the Council or other body whether acting in the capacity of councillor or not should be a consideration and open to sanction.

l. The power to suspend should be reinstated as a sanction and also extended to enable a member in receipt of three periods of suspension to be suspended for the remainder of their term of office and thereafter barred from standing for election within the District in any capacity.

m. Publication of censures would be a powerful tool, but their continued / period for which they remained publicly availability would need careful consideration.

On conclusion of the discussion it was moved, and

**Resolved** – (1) That, taking into account comments now made and presented, the Solicitor to the Council (Monitoring Officer) is authorised, in consultation with the Chairman of this Committee, to prepare and submit the final consultation response to the Committee on Standards in Public Life.

(2) That, copies of the draft response is circulated to all Members of this Committee with an invitation to provide feedback thereon prior to its submission.

Note : During the course of the above discussion the following matters were raised / actions requested :-

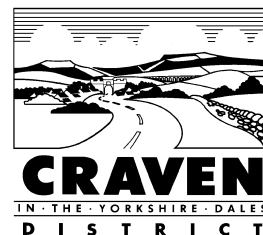
- a. Include within the Committee's work programme for 2018/19 production of guidance or similar for members on how to deal with intimidation and social media when it becomes problematic.
- b. Consideration to be given to the timing of a review of the Council's code of conduct, such review, when conducted, to consider the possibility of introducing a dispute element.
- c. Circulate to all members of the committee copies of the scenarios used in the recent training for members who will be sitting on the complaints panel.
- d. Consideration to be given in the Committee's work programme for 2018/19 to the possible introduction of compulsory attendance at planning related training for members sitting on the Planning Committee.

**Minutes for Decision**

- None -

Chairman

## Standards Committee – 4<sup>th</sup> July 2018



### WORK PROGRAMME 2018/19

Report of the Solicitor to the Council (Monitoring Officer)

Ward(s) affected: ALL

1. **Purpose of Report** – To consider and set the work programme for the 2018/19 municipal year.
2. **Recommendations** – Members are recommended to:
  - 2.1 Note the work of the Committee during 2017/18; and
  - 2.2 Agree the Committee’s work programme for 2018/19.
3. **Report**
  - 3.1 At the first meeting of the municipal year, this Committee has routinely set its work programme for the coming year. This enables the Committee to take a structured approach to reviewing the local codes and protocols contained in the Council’s Constitution but also to have the flexibility to deal with any issues which arise during the year.
  - 3.2 During 2017/18 the Committee has continued its work reviewing the local codes and protocols. The table below summarises the key work of the Committee during the year:

Whistleblowing Policy	Revised Policy adopted by Council February 2018 (CL.1020);
Probity in Planning	Revised ‘Good Practice for Members’ guidance adopted by Council October 2017 (CL.987);
Training for Members	Formal training programme for members of the Council’s Planning Committee agreed (STN.330).

- 3.3 The Committee has also submitted detailed responses to two significant national consultations:

Department for Communities and Local Government (as it was previously known)  
– ‘Disqualification Criteria for Members (November 2017);

Committee on Standards In public Life – Review of Local Government Ethical  
Standards (April 2018).

- 3.4 The District Council members of the Committee attended a training session on conducting standards hearings, which was presented by Mr Paul Hoey of Hoey Ainscough Associates Limited. The Independent Person, Mr Roger Millin, attended the annual Independent Person workshop.
- 3.5 Two items from the 2017/18 work programmed are incomplete and will be carried forward to the 2018/19 programme. These are:

Audit of Parish Councils Code of Conduct and Register of Interests	To be commenced on the 2 <sup>nd</sup> July 2018;
Review of the Code of Conduct for Members	This was last reviewed in 2015.

- 3.6 Members are asked to consider the Committee’s Terms of Reference (attached as appendix A) and set the work programme for the coming year.
- 3.7 In addition to the work programme, the Committee may receive unscheduled items from time to time and sub-committees may be constituted on an ad-hoc basis to deal with hearings in relation to member conduct.

#### 4. **Implications**

- 4.1 **Financial and Value for Money Implications** – None arising directly from the report.
- 4.2 **Legal Implications** – these are set out in the body of the report.
- 4.3 **Contribution to Council Priorities** – Not applicable.
- 4.4 **Risk Management** – Not applicable.
- 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – Not applicable.
6. **Access to Information: Background Documents** – Not applicable.

7. **Author of the Report** – Annette Moppett, Solicitor to the Council (Monitoring Officer); telephone 01756 706325; e-mail: amoppett@cravenc.gov.uk.

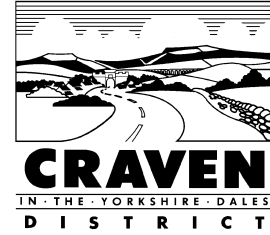
Members are invited to contact the Deputy Monitoring Officer in advance of the meeting with any detailed queries or questions.

8. **Appendices** – Terms of Reference.



COMMITTEE	<b><u>STANDARDS COMMITTEE</u></b>
MEMBERSHIP	5 District Councillors, 4 parish representatives and 3 independent persons (12 in total)
LEAD OFFICERS	Monitoring Officer
SUB-COMMITTEES	Will be constituted on an ad hoc basis to deal with hearings in relation to member conduct
<p><b>TERMS OF REFERENCE</b></p> <ul style="list-style-type: none"> <li>• To review, at least every two years, the Council's Member / Employee Protocol and Codes of Conduct, the Planning Protocol, and any other local codes and protocols, and to recommend changes to the Council Meeting</li> <li>• To consider other areas where there may be a need for local codes or protocols and make appropriate recommendations to the Council</li> <li>• To monitor the operation of the codes and protocols and to advise Members individually (as requested) and as a whole on the codes and protocols</li> <li>• To grant dispensations to Members as provided for by the Localism Act 2011 and regulations made thereunder</li> <li>• To deal with complaints relating to a breach of the Members Code of Conduct and to appoint sub-committees, as required on an ad hoc basis to hear complaints following investigation.</li> <li>• To advise the Parish Councils on the adoption or revision of their Codes of Conduct, to monitor their operation and to advise on matters relating to their Codes</li> <li>• To ensure the provision of effective training on Members' interests and Code of Conduct issues for Members of the District Council and the Parish Councils in the Craven District</li> <li>• To receive and deal with reports resulting from Ombudsman complaints</li> <li>• To be consulted when reviews are carried out of elements of the Council's Constitution that relate to the ethical framework</li> </ul>	

**Standards Committee –  
4<sup>th</sup> July 2018**



**MONITORING REPORT**

Report of the Solicitor to the Council (Monitoring Officer)

Ward(s) affected: ALL

1. **Purpose of Report** – To update Members following the last report to Committee on the 14<sup>th</sup> March 2018.
2. **Recommendations** – Members are asked to note the contents of the report.
3. **Report**
  - 3.1 The usual monitoring report is attached at Appendix A.
  - 3.2 A verbal update will be given at the meeting, if required.
4. **Implications**
  - 4.1 **Financial Implications** – None arising directly from the report.
  - 4.2 **Legal Implications** – None.
  - 4.3 **Contribution to Council Priorities** – Not applicable.
  - 4.4 **Risk Management** – Not applicable.
  - 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – None.
6. **Access to Information: Background Documents** – Not applicable.
7. **Author of the Report** – Annette Moppett, Solicitor to the Council (Monitoring Officer); telephone 01756 706325; e-mail: amoppett@cravenc.gov.uk.
8. **Appendices** –  
Appendix A – Monitoring report

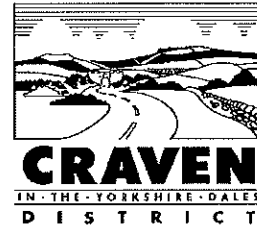
**APPENDIX A**

Date complaint received	Reference	Status	Alleged Breach
23 June 2017	AM.1480	Decision Notice issued 7 July 2017. Referral for investigation. Investigator appointed 10 July 2017. Investigation Report issued 14 November 2017. Referred to the Hearings Panel.	District Councillor. Behaving in a disrespectful manner and/or seeking to confer an advantage/disadvantage and/or failing to use the Council's resources in accordance with its requirements.
8 January 2018	AM.1579	Decision Notice issued 16 March 2018 – no further action.	District Councillor. Seeking to confer an advantage/disadvantage.
25 January 2018	AM.1591	Decision Notice issued 19 March 2018 – no further action.	District Councillor. Seeking to confer an advantage/disadvantage and/or compromising or attempting to compromise the impartiality of an officer and/or breaches of the Principles of Public Life.
26 February 2018	AM.1621	Information requested from the Clerk to the Town Council and also sent to the Independent Person for a view - 11 April 2018. Complainant withdrew complaint – 11 April 2018. Monitoring Officer of the view that no further action required.	Town Councillor. Taking part in a matter in which the Councillor had a Disclosable Pecuniary Interest or alternatively, a paragraph 15 interest.
10 April 2018	AM.1623	Decision Notice issued 11 May 2018 – Informal action. Apology given at Planning Committee meeting and also in writing to the Complainant.	District Councillor. Behaving in a disrespectful manner.
10 April 2018	AM.1622	Decision Notice issued 11 May 2018 – Informal action. Apology given.	District Councillor. Behaving in a disrespectful manner.

**APPENDIX A**

26 April 2018	AM.1637	Decision Notice issued 13 June 2018 – No further action.	District Councillor. Failure to comply with Appendix B and/or Appendix C of the Code and/or behaving in a disrespectful manner.
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**Standards Committee**  
**4th July 2018**



**Equalities & Diversity Briefing**

Report of the Partnerships Officer

**1. Background**

The Equality Act 2010 says that we must not treat people unfairly because of age, disability, sex (gender), gender reassignment, sexual orientation, race, religion or belief, pregnancy or maternity, marriage or civil partnership.

These are called “protected characteristics” and full definitions for each of these protected characteristics and how they relate to Craven district are set out in our Annual Equality Report 2016-17.

The Equality Act 2010 places a duty on all public sector bodies, including district councils, parish councils and parish meetings constituted under section 13 of the Local Government Act 1972, requiring them to consider all individuals when carrying out their day to day work – in shaping policy, in delivering services and in relation to their own employees.

The duty has three aims and requires public authorities to:

- Advance equality of opportunity,
- Foster good relations between different people when carrying out their activities, and
- Have due regard to the need to eliminate discrimination.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up opportunities, public bodies can be more efficient and effective. The Equality Duty therefore helps public bodies to deliver the Government’s overall objectives for public services.

Provided below are examples of how public bodies could address these aims taken from “The Public Sector Equality Duty and Equality Impact Assessment”, House of Commons Library 15 December 2017.

## AGENDA ITEM 7

### **Advancing equality of opportunity**

The duty could lead a local authority to target training and mentoring schemes at disabled people to enable them to stand as local councillors, with the aim of advancing equality of opportunity for different groups of people who have the same disability, and in particular encouraging their participation in public life.

The duty could lead a local authority to review its use of internet-only access to council services; or focus "Introduction to Information Technology" adult learning courses on older people, with the aim of advancing equality of opportunity, in particular meeting different needs, for older people.

### **Fostering good relations**

The duty could lead a school to review its anti-bullying strategy to ensure that it addresses the issue of homophobic bullying, with the aim of fostering good relations, and in particular tackling prejudice against gay and lesbian people.

The duty could lead a local authority to introduce measures to facilitate understanding and conciliation between Sunni and Shi'a Muslims living in a particular area, with the aim of fostering good relations between people of different religious beliefs.

### **Having due regard**

The Act does not identify what is meant by the requirement to "have due regard" so in order to approximate a definition of "due regard" case law has been reviewed to establish the following six principles, known as the "Brown Principles"

1. The public authority decision maker must be aware of the duty to have "due regard" to the relevant matters;
2. The duty must be fulfilled before and at the time when a particular policy is being considered;
3. The duty must be "exercised in substance, with rigour, and with an open mind". It is not a question of "ticking boxes"; while there is no duty to make express reference to the regard paid to the relevant duty, reference to it and to the relevant criteria reduces the scope for argument;
4. The duty is non-delegable; and
5. Is a continuing one.
6. It is good practice for a decision maker to keep records demonstrating consideration of the duty.

## AGENDA ITEM 7

### **2. Craven District Councils Commitment to Equalities**

Craven District Council delivers its commitment to Equalities in a number of ways, it sets out its approach to equalities, publishes equality objectives and reports annually on progress. The following documents give further detail about how we address our Equality Duty.

#### **Equality Policy Statement**

The Council's Equality Policy Statement outlines the Council's commitment to equalities and the processes we have in place to help achieve our equality aims.

#### **Annual Equality Report**

Since 2012 we have produced annual reports demonstrating how Craven District Council is complying with the Equality Duty.

The report includes information relating to employees and Councillors who share protected characteristics, Information relating to people who are affected by the public body's policies and practices, who share protected characteristics and Case Studies showing how we are working to meet our Equalities Duties.

#### **Equality Objectives**

The Equality Act requires Councils to publish one or more equality objectives every 4 years. We published our first Equalities Objectives in April 2012 and progress made against these objectives has been reported in our subsequent Annual Equality Reports. We are now intending to publish our revised objectives by 1<sup>st</sup> April 2016.

Revised Equality Objectives for 2016-2020 were published in March 2016. The revised objectives are :-

Ensure we embed equalities in the way we provide services.

Advance equality of opportunity and make sure our services are accessible to all.

Development of the revised objectives was informed by the Annual Equality Report 2014/15 and discussions with North Yorkshire Equality and Diversity Strategic Partnership & North Yorkshire and York Community Engagement Group.

## Equality Analysis

Craven District Council places a strong emphasis on equality analysis. When developing policies and making decisions, the Council will make sure that those making the decisions know how the change could affect people with any of the protected characteristics.

If the change might cause difficulties for people with a protected characteristic, we will do our best to find ways to reduce this impact. If we can't then we should think carefully about whether we need to make the change to achieve a legitimate aim.

The Council has links with a range of local community groups that it consults with around specific issues when completing equality analysis. These groups are often consulted when developing and refreshing policies, strategies, procedures and functions to ensure that we are meeting the needs of our local communities.

Recent examples of working with local groups includes.

- Asking Craven Disability Forum and Exclusively Inclusive to help test the accessibility of our new website.
- Listening to feedback from Craven Disability Forum whilst drafting our new Taxi Licencing Policies.
- Helping to promote the setting up of Dementia Friendly Communities in Craven.
- Promoting the North Yorkshire Safe Places Scheme and ensuring that our Town Hall and Belle Vue Reception were both members of the Scheme.
- Working with Craven Development Education Centre to develop the Celebrate Craven project which included Craven's first Human Library event which aimed was to challenge prejudices in a positive manner through social interaction and provide a legacy that would be available for schools.

## 4. Appendices

Craven District Council Equality Report 2016-2017  
A Library of Life: Celebrating the Diversity of Craven Residents (to follow)

### Author of the Report

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# Craven District Council

## Annual Equality Report 2016-17

Published: September 2017

Partnerships Officer

[ksenior@cravenc.gov.uk](mailto:ksenior@cravenc.gov.uk)

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## Summary

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This report sets out how Craven District Council is meeting its equality duties from 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017

The production of this report has identified the key equality issues affecting Craven District Council service users and employees based on evidence gathered from within the Council, its partners and at a national level.

This information will help the Council to inform the development of its services to make them as effective as possible for everyone.

By carrying out equality analysis the Council can better understand how the decisions we make impact on people with different protected characteristics and can therefore plan services more effectively.

By gathering equality data we know that the main issues affecting Craven's communities are:-

- Ageing population,
- Rurality and access to services
- Housing

The rural nature of our area means that many residents live further away from key services than the regional average and this can lead to cases of rural isolation.

Craven District Council equality objectives were published by the Council in April 2012 and refreshed in April 2016, each year new actions are established to help meet our equality objectives.

The information contained in this report will help the Council develop actions which support these equality objectives and ensure better outcomes for the people in Craven.

This report contains the most current data sets available and is for the financial year 2016-2017 (1 April 2016 – 31 March 2017).

## Introduction

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### Our Commitment

Craven District Council welcomes and celebrates diversity and the strengths this brings to our communities and workforce. The council aims to provide excellent and efficient local services enabling everyone to fulfil their potential. To do this we must give everyone equal access to services and job opportunities.

Treating everyone the same does not necessarily give people equality of opportunity. Sometimes we need to treat different people in a different way to give them equal access to a service or job.

### Our Responsibilities

The Equality Act 2010 says that we must not treat people unfairly because of age, disability, sex (gender), gender reassignment, sexual orientation, race, religion or belief, pregnancy or maternity, marriage or civil partnership. These are called “protected characteristics”.

As a local authority we must:

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

The protected characteristics are :-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership (only in respect of eliminating unlawful discrimination)
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

## Meeting our Responsibilities

Everyone has a part to play to realise our vision for Craven to be a prosperous place with strong, vibrant and diverse communities. We will work with our communities and partners to achieve our vision.

As part of meeting our equality responsibilities we make the following commitments.

- We will treat staff and customers with dignity and respect.
- We will develop our councillors and staff to help us meet our equality duties.
- We will use information and talk to people to identify where inequality exists so that we can plan to tackle it.
- When it will help us to improve our services and to understand how we are meeting our equality duties, we will ask questions about people's protected characteristics, including age, race, gender and disability. We will always make it clear that people do not have to answer these questions and that they will still receive the services they need. We will keep personal data confidential.
- We will consider equality issues when we deliver our services. Our service plans will include any major equality actions that we plan to undertake. We publish least one equality objective every four years which will help us focus on some of the areas which we want to improve.
- When we think about changing our services we will make sure that those making the decision know how the change could affect people with any of the protected characteristics. We will collect information about how people might be affected before making a decision. If the change might cause difficulties for people with a protected characteristic, we will do our best to find ways to reduce this impact. If we can't then we should think carefully about whether we need to make the change to achieve a legitimate aim.
- We have a duty to make reasonable changes to the way we do things so that disabled people can use our services and work for us. We recognise that everyone is different and we will treat people as individuals.
- We will make sure that anyone who provides a service for us treats people fairly. We will do this through our procurement process and by monitoring their work.
- We will recruit, select, train and promote staff fairly. We will try to get the make-up of our staff to match our communities. We will have clear systems for staff to complain if they are treated unfairly.
- We will make it easy for customers to complain if something goes wrong and we will respond quickly and efficiently.

- If we find that anyone has broken our equality policy we will investigate and take disciplinary action if appropriate.
- We will monitor our equality actions through our usual reporting systems, illustrated in appendix one.
- We will publish information each year in our Equality Report to show how we are meeting our equality duties.

## **Providing Information and Services**

All information produced by the Council is available in a variety of formats including Braille, audio, large print and a variety of languages. An accessibility logo should be included on all Council publications.

### **Council Website**

Craven District Council is committed to ensuring this website can be accessed and used effectively by the vast majority of our website users. The information on the website should be available to the widest possible audience, regardless of technology or ability. It is accessible to a variety of disabled users and has been assessed by external assessors for accessibility. The website has features to change the contrast and font size. The accessibility page on the website provides the latest information.

This website has been built to closely adhere to as many web standards as appropriate; reference has been made to the Disability Discrimination Act, PAS 78, W3C Web Accessibility Initiative, E-GIF and Metadata standards such as the IPSV. We aim to conform to Level AA of the World Wide Web Consortium (W3C) W3C Web Content Accessibility Guidelines 1.0

Accessibility has been measured and reported on as part of the annual SOCITM Better Connected survey and our internal guidelines prescribe standards for clarity of content and clear website page design. And our Content Management System helps enforce standards.

### **Publishing Council Information**

Craven District Council offers all information produced by the Council in a variety of formats which include, Braille, audio, large print and a range of languages. The logo below is printed on all or our publications so that customers are aware of the different options to access information produced by Craven District Council. Documents are published in Arial 12 based on the guidelines for Clear print developed by RNIB.

## Access to Council Premises and Services

Craven is a three tier system of authority; this means the district has Parish and Town Councils, Craven District Council and North Yorkshire County Council. All of these authorities deliver different services to Craven's communities. The following services are delivered to the public by Craven District Council:

- Leisure Facilities & Sport Development
- Housing, Environmental Health & Licensing
- Community Safety
- Bereavement Services
- Planning and Building Control
- Economic & Tourism Development
- Museum, Cultural Facilities & Arts Development
- Facilities and Event Management
- Revenues and Benefits
- Election Administration and Democratic Services
- Waste Management
- Community Development
- Communications, Partnerships and Engagement

The Belle Vue Square offices are shared with North Yorkshire County Council which means that residents are now able to access many public services from one town centre location. The building complies with disabled accessibility regulations. Features include; hearing loops, lifts, accessible toilets, location of the building, ramped access, a changing places facility, power assisted doors, knee recesses for wheelchair users in all kitchens, three height adjustable desks and consistent lighting. The offices are also registered as a Safe Place under the North Yorkshire Safe Places Scheme which means that anyone who might need help and support when they are out and about in the community can call in to get assistance.

Craven Leisure, our Pool & Fitness Centre is built on one level to allow complete access to any customer regardless of their ability. The centre has four disabled toilets, two with shower facilities and one of this with a changing bed and disabled hoist. The pools have a fully submersible hoist that allows customers to swim from one pool to the other (without leaving either pool). The Centre is Inclusive Fitness Initiative (IFI) accredited. A hearing loop is available throughout the centre.

Skipton Town Hall has two accessible entrances to Skipton Town Hall (side and rear of the building) which allows residents and visitors to access the town hall, Skipton Tourist Information Centre and Craven Museum & Gallery. There is a disabled toilet on the ground floor. There is a lift from the ground floor to the first floor to allow access to some office space and the Council Chamber. The Tourist Information Centre is also registered as a Safe Place under the North Yorkshire Safe Places Scheme which means that anyone who might need help and support when they are out and about in the community can call in to get assistance.

The Crematorium has disabled access around the cemetery, Crematorium Chapel and Book of Remembrance Chapel. A fully accessible toilet is available on site and disabled access is reviewed as part of on-going improvements to the Crematorium.

## This Report

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This report will demonstrate how Craven District Council ensures it is complying with the aims of the Equality Duty and will be broken into two sections to show how:

1. **Craven District Council Employees & Councillors**  
Information relating to employees who share protected characteristics.
2. **Cravens Communities**  
Information relating to people who are affected by the public body's policies and practices who share protected characteristics.

This report will consider the protected characteristics covered by the Equality Act 2010; these are the grounds upon which discrimination is unlawful.

This report contains the most current data sets available and is for the financial year 2016-2017 (1 April 2016 – 31 March 2017). All information published will be as recent as possible and all data sources will be referenced.

We recommend this report is read online to make best use of the links to external website and online information. Paper copies are also available from all Council premises which include, Belle Vue Square, Crematorium, Craven Leisure, our Swimming Pool and Fitness Centre and Craven Museum and Gallery. Copies can be made available in a range of formats on request including audio, braille, large print and a variety of languages.

You can also request a copy by contacting the Partnerships Officer;  
Communications and Partnerships,  
1 Belle Vue Square,  
Broughton Road,  
Skipton,  
BD23 1FJ  
T: 01756 700600    E: [contactus@cravencd.gov.uk](mailto:contactus@cravencd.gov.uk)

## Data protection

In accordance with the Data Protection Act 1998 information published in this report will not identify individuals and Craven District Council will not publish information about groups of fewer than ten people.



## About Craven

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Craven is one of the most beautiful areas in Northern England. Its outstanding landscape is reflected in the designation of two thirds of the District being situated within the Yorkshire Dales National Park. The District is the most westerly in North Yorkshire, spread across 1179 square kilometres of land that extends north from a boundary near Skipton, with West Yorkshire to the south-east, Lancashire to the west, and Cumbria to the north-west.

Craven is a rural district with a sparse population, 2011 population estimates of the district were 55500<sup>1</sup>. Craven's largest town is Skipton with a population of 14526<sup>2</sup> and the majority of Craven's population is concentrated in the Skipton and West Craven and South Craven areas. Craven's other towns include Settle in Mid Craven, Ingleton and Benthams in North Craven and Grassington in Wharfedale. The district also has a number of smaller scattered villages and hamlets.

### Craven's key issues

The rural nature of the district poses several challenges when delivering services to such a sparse population. The big issues affecting the residents of Craven are:

**Transport** - Craven's main road and rail links are to Leeds and Bradford, and also Lancashire and Cumbria. The A65 links the urban areas of West Yorkshire to the Dales and further to the Lake District. Craven is also within easy reach of Leeds/Bradford and Manchester airports. 17.5% of households do not own a car or van<sup>3</sup>, with many of these households being located in Gargrave and Malhamdale, Glusburn, Ingleton and Clapham, Skipton East, Skipton North, Skipton South, Skipton West, and Sutton in Craven. Without access to personal transport accessing local services can be difficult, one third of the rural population are more than 4km away from the nearest bank, a quarter are more than 2km from the nearest post office and two fifths are over 4km from the nearest doctors surgery. The majority of working people in Craven travel to work by car and less people use public transport to get to work than the English average.

**An ageing population** - Craven's total population has a greater proportion of people aged over 65 and a smaller proportion of people are aged 20-29 years compared to other areas of the country. People in Craven have better health and longer life expectancy than the national average, however there are more people aged over 65 reporting a limiting long term illness than the English average.

**Housing** - Craven has significantly less property available to rent, partly because of the number of houses reserved for holiday lets, and house prices are very high in relation to local wage levels. There are even higher pressures within the National Park area, where average house prices are over eight times average incomes. This means that many people, especially young adults, cannot afford to buy housing in

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<sup>1</sup> Total Resident Population (2011) Office for National Statistics district local authority level figures. North Yorkshire County Council Stream Data.

<sup>2</sup> Population Age Structure by Broad Age Band [June 2010] Office for National Statistics district local authority level figures. North Yorkshire County Council Stream Data.

<sup>3</sup> Car or Van Availability (2011) Census, Office of National Statistics.

the district and so move out of the area. Nearly half of the housing in Craven was built before 1919 and the housing stock is less energy efficient than the average in England.

## **Equality Analysis**

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Craven District Council places a strong emphasis on equality analysis. When developing policies and making decisions, the Council will make sure that those making the decisions know how the change could affect people with any of the protected characteristics. If the change might cause difficulties for people with a protected characteristic, we will do our best to find ways to reduce this impact. If we can't then we should think carefully about whether we need to make the change to achieve a legitimate aim.

The Council has links with a range of local community groups that it consults with around specific issues when completing equality analysis. These groups are often consulted when developing and refreshing policies, strategies, procedures and functions to ensure that we are meeting the needs of our local communities.

All of the Council's equality analysis is publically available via the [Council website](#) and are available in a variety of formats on request including Braille, audio, large print and a range of languages. We welcome people to challenge any equality analysis carried out by the Council.

## **Procurement**

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The Council's procurement process of acquiring goods, works and services from third parties and from in-house providers reflect the Council's commitment to equality and diversity. The Council will seek to ensure that all external contractors that may deliver services on behalf of the Council embrace the principles of equality and diversity.

## **Working with our Communities**

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The Craven District Council Plan 2016- 2019 outlines the Council's priorities and how local citizens are supported to be involved in their communities.

The Council recognises the decisions it makes and the services it delivers will be used by different people in different ways. Therefore Craven District Council aims to involve all communities in the decisions which affect them. All of our current consultations are on the [Have Your Say](#) pages of our website and advertised through all of usual methods of communication including Twitter, newsletters and the Residents Feedback panel. Feedback about past consultations are also available on the [You Said, We Did](#) pages of the Council website.

## **Craven Community Engagement Toolkit**

It is important that we hear everyone's voice when developing and delivering our services to make sure they suit everyone's needs. The Council recognises that some groups may find it more difficult to make their voice heard or need extra support to be able to have their say. Therefore the Craven Community Engagement Toolkit has been developed as a practical guidance document for Craven District Council staff which gives advice about engagement and consultation methods for locally engaging with protected characteristic groups.

## **Working in Partnership**

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The Council has many links with other organisations that also provide services to the residents of and visitors to Craven. We are a member of the North Yorkshire Equality and Diversity Strategic Partnership and work with other public and voluntary organisations across York and North Yorkshire to tackle issues collaboratively so that resources are shared and used efficiently to ensure services are as effective as possible. All agencies monitor who uses their services so that we know locally

- The number of service users with different protected characteristics;
- Customer satisfaction levels of those with protected characteristics;
- The number of complaints received due to discrimination on the grounds of a protected characteristic.

This information is used to improve services for people with characteristics protected by the Equality Act 2010.

We work with local statutory & voluntary organisations and representatives from local community groups through **Craven Together** to promote effective joint working around Equality and Diversity issues and initiatives.

Through membership of the **North Yorkshire and York Community Engagement Officers' Group** we share information and best practice in relation to consultation and engagement. Membership includes representatives from local authorities, the health service, police and fire services and the voluntary sector.

Public service organisations in North Yorkshire, such as local councils, police, fire, and health, are committed to improving the quality of services, making better use of resources and more effectively meeting the needs of communities.

We have adopted the **North Yorkshire Partnerships Joint Working Principles for Engaging Communities** to ensure that consultation and engagement activities are delivered to consistent standards across North Yorkshire Local Authorities.

## Knowing our Communities

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Craven District Council continually gathers local information, statistics and research about the communities which live, visit and work in Craven. This gives the Council an overview as to who is using its services and helps ensure we are meeting local needs. The following information sources help the Council inform and shape its priorities:

- DATA North Yorkshire - Provides statistics, research and mapping using nationally available data relating to North Yorkshire and York, together with local information from partner organisations.
- Office of National Statistics - The Office for National Statistics (ONS) is the UK Government's single largest statistical producer and provides local and national data on a range of topics.
- Census data - A census is a count of all people and households in the country. It provides population statistics from a national to neighbourhood level for government, local authorities, business and communities.
- Nomis - Provide labour market profiles of an area. Includes data on population, employment, unemployment, qualifications, earnings, benefit claimants and businesses.
- Ipsos Mori - Polls consist of tracking data from our research on a wide variety of subjects, including education, healthcare, crime, the monarchy, race, business and politics. Survey data encapsulates the views, experiences and behaviours of the general public and specific audiences.
- Hate Crime data - A hate crime is any criminal offence committed against a person or property that is motivated by an offenders hatred of someone because of their: race, colour, origin, nationality or national origins; religion; gender or gender identity; sexual orientation or disability. The number of hate crimes reported are a useful indicator to help foster good relations and advance equality of opportunity.
- Craven District Council Community Grants - Craven District Council awards grants to local community groups for projects which benefit the local community. The applications we receive help us to know local needs across the whole of the district

## Part 1: Craven District Council Employees & Councillors

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Craven District Council employed 234 people at 31<sup>st</sup> March 2017 (excluding those on casual contracts) which is a 2.2% decrease from March 2016.

Details of the workforce are given below based on the information currently held.

Craven District Council does not hold information on all protected characteristics covered by the Equality Duty. CDC has considered which protected characteristics it is appropriate to hold data on for existing members of staff and have improved the information which is collected for new employees. Improvements need to be made to the HR system to enable this to be reported on. It was not considered necessary to collect any additional information for existing members of staff.

In accordance with the guidance notes information has not been published for groups of fewer than 10 people.

### Gender

The following table shows the gender of employees by grade:

Grade	Female		Male		TOTAL
	Number	%	Number	%	
CLT / Principal Officer	16	44%	20	56%	36
Senior Officer	18	64%	10	36%	28
Scale 1-6	81	49%	84	51%	165
Other	3	60%	2	40%	5
<b>TOTAL</b>	<b>118</b>	<b>50%</b>	<b>116</b>	<b>50%</b>	<b>234</b>

Overall there is a fairly even split of employees between males and females

A slightly higher proportion of Senior Officers and 'Others' (mainly Apprentices) are female and slightly more CLT / Principal Officers and scale 1 – 6 employees are male.

Average FTE salaries are as follows:

<b>Male</b>	£23,648
<b>Female</b>	£23,004
<b>TOTAL</b>	£23,324

This shows that average FTE salaries are very similar for males and females and the average female salary is 97.3% of the average male salary.

## Disability

Due to the small numbers involved detailed information is not available on employees with disabilities.

Overall 2% of Craven District Council's staff identify themselves as having a disability.

## Age

The following table shows the breakdown of CDC employees by age:

Age	Number	%
16-24	30	12.8%
25-34	32	13.7%
35-44	38	16.2%
45-54	74	31.6%
55-59	39	16.7%
60+	21	9.0%
<b>TOTAL</b>	<b>234</b>	<b>100%</b>

## Ethnic Origin

The following table shows the breakdown of CDC employees by ethnic origin:

Ethnic Origin	% of Employees
White	98.3%
Other	1.7%
<b>TOTAL</b>	<b>100%</b>

## Training and Development

The training records held by CDC need to be improved in order to be able to meet the reporting requirements of the Equality Duty.

## Grievance and Disciplinary Process

Information is not available on the protected characteristics of employees involved in the grievance and disciplinary processes due to the small numbers involved.

## Flexible Working Applications

Information is not available on the protected characteristics of employees applying for flexible working due to the small numbers involved.

## Turnover

Between April 2016 and March 2017, 31 employees left Craven District Council, which is a turnover rate of 13%.

The table below shows the reasons that people left Craven District Council:

<b>Reason for Leaving</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Resignation	10	12	22
Redundancy	1	0	1
End of FT Contract	4	1	5
Retirement	1	1	2
Dismissal	0	1	1
<b>TOTAL</b>	<b>16</b>	<b>15</b>	<b>31</b>

## Recruitment

48 jobs were advertised between April 2016 and March 2017 of which 2 were advertised only internally. There were a total of 379 applicants.

Information on ethnic origin, disability, gender, age, ethnic origin, marital status and religion is collected on the final page of the application form and is separated from the application form before it is passed onto the line manager for shortlisting, to ensure that the application is considered fairly. It is then used only for the production of statistical information.

Craven District Council have considered which protected characteristics it is appropriate to collect data on and have improved the application form accordingly. Data is not collected on all protected characteristics.

## **Supporting the Recruitment of Employees with Protected Characteristics**

The following measures are in place to support the recruitment of employees with protected characteristics:

- All recruitment material is available in a variety of formats including Braille, large print, other languages and audio;
- Recruitment material is all available electronically so that it can be adapted by any software the applicant may have to make it more accessible to them;
- Applicants are encouraged to inform CDC of any disabilities and any reasonable adjustments which may help them in the recruitment process or enable them to carry out the duties of the role;
- The new Council offices comply with the accessibility requirements (see page 10 for more details);

The following information is based on 39 job applicants between April 2016 and March 2017.

### **Ethnic Origin of Job Applicants**

Based on the information available 92% of applicants were White and 8% were from other ethnic groups. This means that a higher proportion of applicants were from other ethnic backgrounds than in the population of Craven (2.6% according to the 2011 Census). 42% of the White applicants were shortlisted for interview compared to 28% of the applicants from other ethnic groups. This is however based on a small number of applicants.

### **Job Applicants with Disabilities**

3% of job applicants identified themselves as having a disability. 36% of these applicants were shortlisted for interview (compared to 41% without a disability).

### **Gender of Job Applicants**

54% of job applicants were female and 43% male (the remainder did not indicate their gender on the form).

40% of female applicants were shortlisted for interview and of these 27% were successful at interview.

43% of male applicants were shortlisted for interview and of these 35% were successful at interview.



## Age of Job Applicants

The following table shows the age of job applicants and how successful they were in the recruitment process:

	16-24	25-34	35-45	46-54	55-59	60-65	Not known	TOTAL
Number of Applicants	95	90	63	80	19	17	15	379
% Shortlisted for Interview	34%	40%	41%	51%	42%	24%	4%	40%
% Successful at Interview	50%	25%	31%	24%	13%	25%	13%	31%

## Marital Status of Job Applicants

The largest proportion of applicants were single (40%), followed by 31% who were married and 20% who were co-habiting.

## Religion

46% of applicants stated that they had no religion and an additional 43% were Christian. 4% were Muslim and 4% 'Other'. 3% declined to give their religion.

47% of the Christian applicants were shortlisted for interview compared to 45% of applicants from 'other' religions, 37% of those with no religion and 10% of Muslims.

Of those who were interviewed 26% of Christians were successful at interview compared to 36% of those with no religion, 38% of applicants from 'other' religions.

These figures are based on small numbers of people.

## CDC Councillor Equality Information

Craven District Council has 30 councillors for 19 wards.

Craven District Council does not currently hold information about the protected characteristics of its Councillors.

There are 5 female (17%) and 25 male (83%) councillors in Craven.

## Part 2: Cravens Communities

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Craven District Council has many ways of knowing its communities and collects equality related information from many sources to build a picture of our communities. This includes national, regional and local data and this helps Craven District Council to know how services which are accessible for everyone.

This part of the report contains information about the protected characteristic groups within Cravens Communities (see page 4 for a list of all protected characteristics). It contains statistical information to identify demographic trends among protected characteristic groups as well as a selection of case studies that illustrate some of the achievements the Council has made during 2015-2016. The case studies demonstrate some of the ways the Council is working to meet its equality duties. More examples are available by viewing the [equality analysis](#) section of the Council website.

### Age

Craven's total population is 55,409 according to the 2011. This is 91 people less than recorded by the Office of National Statistics Mid-Year estimates in 2011 and a 3% increase from the 2001 census.

#### The definition of age<sup>4</sup>

(1) In relation to the protected characteristic of age:

(a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular age group;

(b) a reference to persons who share a protected characteristic is a reference to persons of the same age group.

(2) A reference to an age group is a reference to a group of persons defined by reference to age, whether by reference to a particular age or to a range of ages.

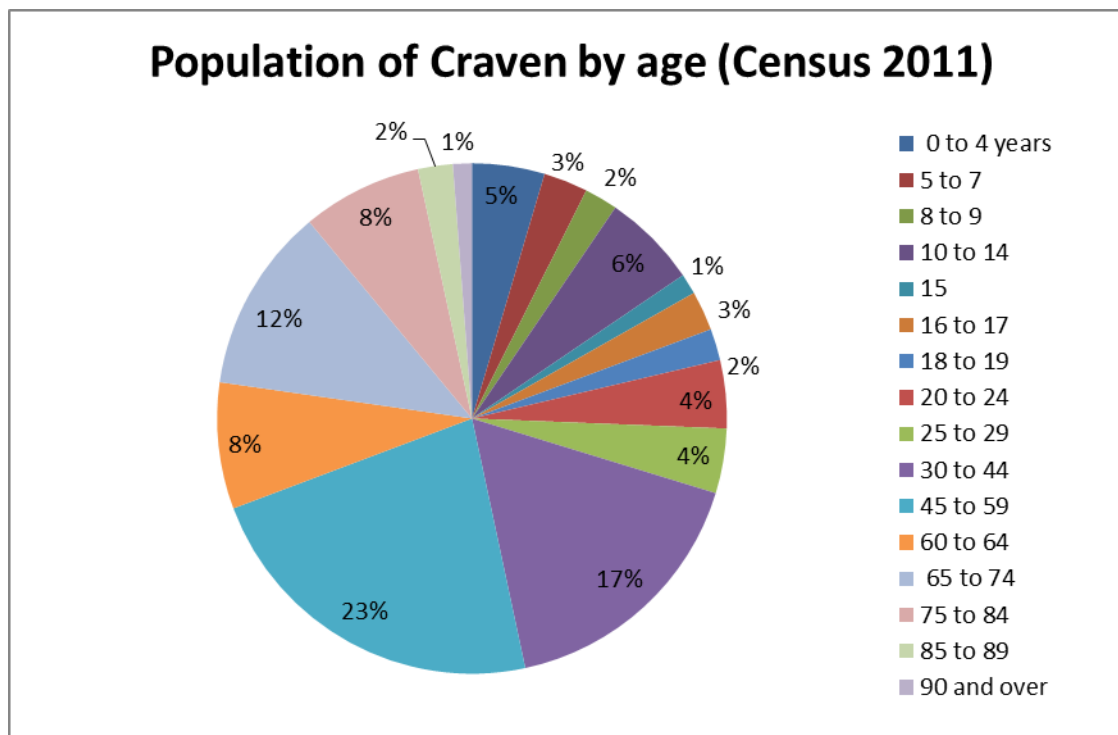
Craven's population is getting older. By 2020 the Office for National Statistics predict that 27.5% of Craven's population will be over 65 and 4.4% aged 85+.

The following chart shows current populations according to the Census (2011). 23% of the population is over 65 and 3% of those are aged over 85.

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<sup>4</sup> Equality Act (2010) <http://www.legislation.gov.uk/ukpga/2010/15/section/5>

**Chart 1: Population of Craven by Age (2011) Office of National Statistics**



- A number of older people are living alone, leading to issues around isolation, especially given rurality and access to services.
- Young people in Craven achieve much better educational results than the English average. However Craven also has a high proportion of adults with low literacy and numeracy this could limit employment opportunities and affect income levels.<sup>5</sup>
- Only 16% of Craven’s population are young people (age 16 – 24).

## Disability

### The definition of disability<sup>6</sup>

The Equality Act 2010, considers a person has a disability if:

- they have a physical or mental impairment

<sup>5</sup> 2011 skills for life survey [Department for Business, Innovation & Skills](#).

<sup>6</sup> [http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG\\_4001068](http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG_4001068)

- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.

### **Progressive conditions considered to be a disability**

There are additional provisions relating to people with progressive conditions. People with HIV, cancer or multiple sclerosis are protected by the Act from the point of diagnosis. People with some visual impairments are automatically deemed to be disabled.

### **Conditions that are specifically excluded**

Some conditions are specifically excluded from being covered by the disability definition, such as a tendency to set fires or addictions to non-prescribed substances.

Much of the data collected about disability is gathered at a North Yorkshire level and is not broken down to identify trends at a district level. This is due to health and social care services being delivered by North Yorkshire County Council. In Craven we know that;

- Disability has a strong link with age. People aged over 85 are more likely to need health and social care support. 1662 people in Craven are over 85.
- According to the 2011 Census, 17.9% of people in Craven have health problems which limit their day to day activities. This is higher than the average for North Yorkshire (17.5%) and England (17.6%).
- There are also issues around people providing unpaid care. According to the 2011 Census, 6,612 people (11.9%) in Craven are providing unpaid care (compared to England average 10.2%).
- Men in Craven can expect 65.1 disability free years and women 67.4.<sup>7</sup>

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<sup>7</sup> Life Expectancy: Health and Disability-Free Years: Disability Free Life Expectancy at Birth (2011) Office of National Statistics (2011)

- DLA is payable to children and adults who need help with personal care or have walking difficulties because they are physically or mentally disabled. People can receive DLA whether they are in or out of work. It is a non-means tested and is unaffected by income or savings of the claimant  
3.3% of Craven's whole population claim disability living allowance. This is lower than percentage for North Yorkshire as a whole which is (3.4%).
- There are five wards in Craven where DLA rates are over 3.3%. these are Skipton South (5.5%), Skipton West (4.7%), Sutton-in-Craven (4.4%), Settle and Ribblesbank (4.0%), Glusburn (3.9%)
- Of those who claim DLA, 16% are under 16, 6.1% of claimants are aged 16 – 24, 18.2% are 25 -49, 15.4% are 50 – 59, 22.6% are aged 60 – 69 and 21.8% are aged 70 and over.<sup>8</sup>
- As of March 2016 there were 649 households on the Council assist list which is a service available to elderly and disabled residents in which our waste operatives collect the residents bin from their usual place and return it their emptied.

Between the 1 April 2016 and 31 March 2017 there were 3 reported disability related hate crimes / incidents in Craven.

## Gender Reassignment

### The definition for gender reassignment<sup>9</sup>

1. A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.
2. A reference to a transsexual person is a reference to a person who has the protected characteristic of gender reassignment.
3. In relation to the protected characteristic of gender reassignment
  - (a) a reference to a person who has a particular protected characteristic is a reference to a transsexual person; .
  - (b) a reference to persons who share a protected characteristic is a reference to transsexual persons.

<sup>8</sup> Department of Work and Pensions (May 2016)

<sup>9</sup> Equality Act 2010

<sup>20</sup> Craven Hate Crimes/ Incidents (2016/17) North Yorkshire Police

The Gender Identity Research and Education Society (GIRES) suggests that across the UK

- 1% of employees and service users may be experiencing some degree of gender variance.
- At some point about 0.2% may undergo transition (i.e. gender reassignment).
- Around 0.025% have so far sought medical help and about 0.015% have probably undergone transition. In any year 0.003% may start transition.

There are no known organised groups in the Craven area which meet around the issue to gender reassignment. Where the Council needs input from this group to deliver its services we would consult with national organisations such as [The Beaumont Society](#) or [The Gender Trust](#).

## Marriage and Civil Partnership

### The definition for marriage and civil partnership<sup>10</sup>

1. A person has the protected characteristic of marriage and civil partnership if the person is married or is a civil partner.
2. In relation to the protected characteristic of marriage and civil partnership
  - (a) a reference to a person who has a particular protected characteristic is a reference to a person who is married or is a civil partner;
  - (b) a reference to persons who share a protected characteristic is a reference to persons who are married or are civil partners.

In Craven there are 46161 people who are over 16 and can legally be married or registered as a same sex civil partnership in the UK, of these the 2011 Census recorded;

- 54% of all people area married. This is an increase of 6% from 2001.
- The 2001 Census recorded that 21,141 people in Craven were married. That was 48.6% of all people aged 16 and over.
- 25% of all people are single, never married or never registered a same-sex civil partnership.
- 2.1% of people over 16 are separated (but legally still married or still legally in a same sex civil partnership).

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<sup>10</sup> The Equality Act (2010).

- 9.7% of people are divorced or formally in a same sex civil partnership which is now legally dissolved.
- 8.7% of people are widowed or are a surviving partner from a same sex civil partnership.
- 0.2% of people are registered in a same sex civil partnership.

The Civil partnership Act 2004 came into force on 5 December 2005. The Act enables same-sex couples aged 16 and over to obtain legal recognition of their relationship. Therefore figures from the 2001 census cannot be compared to the 2011 figures.

## Pregnancy and Maternity

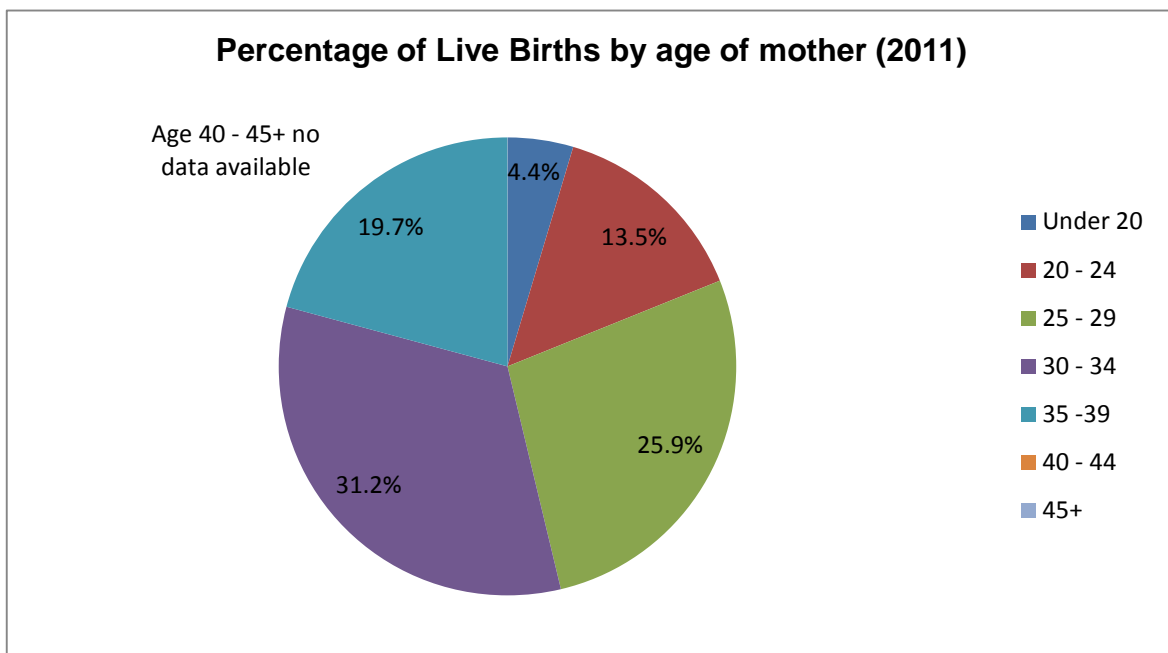
### The definition for ‘pregnancy and maternity’ under the Equality Act 2010<sup>11</sup>

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 unfavorably because she is breastfeeding.

**Chart 2:** Percentage of Live Births by age of mother (2011) Office of National Statistics



<sup>11</sup> Equality and Human Rights Commission (<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>)

- In 2011 there were 502 live births in Craven.<sup>12</sup> This is an increase of 30 births per year from 2009.
- In 2015 - 2016 conception rates for young people under 18 year olds in Craven was 9.7 per 1000. This is below the rate for North Yorkshire (16.7 per 1000) and significantly below the national average (22.8 per 1000)<sup>13</sup>

## Race

### The definition for race<sup>14</sup>

1. Race includes :-
  - (a) colour
  - (b) nationality
  - (c) ethnic or national origins.
2. In relation to the protected characteristic of race:-
  - (a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular racial group;
  - (b) a reference to persons who share a protected characteristic is a reference to persons of the same racial group.
3. A racial group is a group of persons defined by reference to race; and a reference to a person's racial group is a reference to a racial group into which the person falls.
4. The fact that a racial group comprises two or more distinct racial groups does not prevent it from constituting a particular racial group.
5. A Minister of the Crown may by order— .
  - (a) amend this section so as to provide for caste to be an aspect of race;
  - (b) amend this Act so as to provide for an exception to a provision of this Act to apply, or not to apply, to caste or to apply, or not to apply, to caste in specified circumstances.
6. The power under section 207(4)(b), in its application to subsection (5), includes power to amend this Act.

<sup>12</sup> Live births: numbers and rates Office for National Statistics.

<sup>13</sup> North Yorkshire JSNA 2016

<sup>14</sup> Equality and Human Rights Commission (<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>)



Craven has a low proportion of residents from minority ethnic groups.

The table below shows the percentage of the whole Craven's whole population and the ethnicity that people categorise themselves as.

According to the 2011 census 1441 people (2.6% of the whole population) in Craven are from a Non-White ethnic group. In 2001, 761 people from Craven were from a Non-White ethnic group (1.42% of the whole population).

A significant number of these people are part of Skipton's well established Kashmiri community.

**Table 1:** Ethnic Group (2011) Census. Office of National Statistics

Ethnic group	Percentage of whole population	
	2011 Census	2001 Census
All people	55409	53619
People in White British ethnic group	95.4	96.98
People in White Irish ethnic group	0.4	0.45
People in Other White ethnic group	1.5	1.12
People in Mixed White and Black Caribbean ethnic group	0.2	0.11
People in Mixed White and Black African ethnic group	Not measured	0.04
People in Mixed White and Asian ethnic group	0.3	0.14
People in Other Mixed ethnic group	0.1	0.09
People in Indian ethnic group	0.3	0.08
People in Pakistani ethnic group	0.9	0.50
People in Bangladeshi ethnic group	0.1	0.03
People in Other Asian ethnic group	0.3	0.05
People in Black Caribbean ethnic group	0	0.04
People in Black African ethnic group	0.1	0.04
People in Other Black ethnic group	0	0
People in Chinese ethnic group	0.2	0.22
People in Other ethnic group	0	0.1
People in Non-White ethnic group	2.6	1.42
People in White (Non British) Ethnic Group	2.0	1.57
People in Arab ethnic group	0.0	Not measured
People in Gypsy or Irish Traveller ethnic group	0.1	Not measured

While the fertility rate in Craven is the same as the average for Yorkshire and Humber, births to mothers who were themselves born outside the UK are comparatively low at 10% of all new births in 2011, compared to an average of 18% across Yorkshire and Humber.<sup>15</sup>

Between the 1 April 2016 and 31 March 2017 there were 16 reported racial hate crimes / incidents in Craven.<sup>20</sup>

<sup>15</sup> Migration Yorkshire (2012) Craven Local Migration Profile, November 2012. Migration Yorkshire. Leeds

<sup>20</sup> Craven Hate Crimes/ Incidents (2016/17) North Yorkshire Police

## Religion or Belief

### The definition for 'religion or belief' under the Equality Act 2010<sup>16</sup>

1. Religion means any religion and a reference to religion includes a reference to a lack of religion. .
2. Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief. .
3. In relation to the protected characteristic of religion or belief:-
  - (a) a reference to a person who has a particular protected characteristic is a reference to a person of a particular religion or belief;
  - (b) a reference to persons who share a protected characteristic is a reference to persons who are of the same religion or belief.

The table below shows the different religions and beliefs people in Craven have and the percentage of all people who worship different faiths according to the Census 2011 and 2001.

**Table 2:** All People by Religion (2011) Census. Office of National Statistics.

Religion	Craven		North Yorkshire	
	2011	2001	2011	2001
Christianity	67.3%	78.08%	66.9%	80.30%
No Religion	23.3%	13.77%	22.2%	11.96%
Not Stated	7.6%	6.97%	7.1%	6.97%
Muslim	0.9%	0.61%	0.4%	0.18%
Buddhist	0.2%	0.18%	0.2%	0.16%
Hindu	0.1%	0.06%	0.2%	0.11%
Jewish	0.0%	0.07%	0.1%	0.10%
Sikh	0.1%	0.03%	0.0%	0.02%
Other	0.3%	0.23%	0.3%	0.19%

<sup>16</sup> The Equality Act (2010).

## Sex

### The definition for sex according to the Equality Act 2010<sup>17</sup>

In relation to the protected characteristic of sex

- (a) a reference to a person who has a particular protected characteristic is a reference to a man or to a woman;
- (b) a reference to persons who share a protected characteristic is a reference to persons of the same sex.

The 2011 Census shows that 51.7% of the people in Craven are female and 48.28% are male.<sup>18</sup>

## Sexual Orientation

### The definition for sexual orientation<sup>19</sup>

1. Sexual orientation means a person's sexual orientation towards:

- (a) persons of the same sex, .
- (b) persons of the opposite sex, or .
- (c) persons of either sex.

2. In relation to the protected characteristic of sexual orientation— .

(a) A reference to a person who has a particular protected characteristic is a reference to a person who is of a particular sexual orientation; .

(b) A reference to persons who share a protected characteristic is a reference to persons who are of the same sexual orientation.

There are no known organisations within Craven set up to address issues which may arise around sexual orientation. Where we need advice and guidance on best

<sup>17</sup> The Equality Act 2010.

<sup>18</sup> Office of National Statistics (2011) Population by 5 year age group

<sup>19</sup> The Equality Act 2010.

<sup>20</sup> Craven Hate Crimes/ Incidents (2016/17) North Yorkshire Police

practice we liaise with Yorkshire Mesmac and Stonewall who provide a range of services for lesbian, gay, bisexual and transgender (LGBT) issues. Craven College also have an LGBT group the council are able to consult with on sexual orientation issues which affect young people

Between the 1 April 2016 and 31 March 2017 there were 2 reported sexual orientation related hate crimes / incidents in Craven.

## Rurality

Accessing services is a key issue in a rural area. The following table shows the percentage of people who live over 6km away from key amenities in Craven. The table also shows the figures for York and North Yorkshire, Yorkshire and Humberside and England which show how difficult far people have to travel to access services. The data is based on 2009 figures collected by the Commission for Rural Communities.

**Table 3:** Distance to services (2009) Commission for Rural Communities.

	Craven	York and North Yorkshire	Yorkshire and Humberside	England
Households more than 6km from a petrol station.	3.37%	2.47%	1.42%	0.98%
Households more than 6km from a primary school	0.48%	0.32%	0.05%	0.02%
Households more than 6km from a public house.	0.67%	0.11%	0.02%	0.11%
Households more than 8km from a bank or building society.	4.52%	4.86%	1.24%	1.28%
Households more than 8km from a cash point.	1.19%	1.08%	0.22%	0.10%
Households more than 8km from a dentist.	14.18%	5.82%	1.56%	1.22%
Households more than 8km from a Job Centre.	42.60%	32.04%	11.16%	12.53%
Households more than 8km from a principle GP. (2007)	5.65%	2.13%	0.57%	0.29%
Households more than 8km from a secondary school.	7.04%	6.28%	1.68%	1.45%
Households more than 8km from a supermarket.	9.68%	5.74%	1.42%	0.98%

The above information shows that in the majority of cases Craven residents live further away from amenities than residents in neighbouring authorities as well as regionally and nationally.

This is a key issue for the Council, the correlation with the fact that 18.94% of households do not have a car, the fact the population is getting older and the relatively high proportion of people with disabilities could lead to isolation.

## **Case Studies - How we are working to meet our Equalities Duties**

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Throughout the year the council has been working on a range of projects and initiatives which have improved outcomes for people with one or more protected characteristics. The following pages set out some examples of how we have carried out improvements to our own facilities and services, how we have worked in partnership with other groups and organisations and how we have supported improvements in the wider community.

### **Improvements to our Facilities and Services**

#### **Skipton Town Hall Museum & Gallery**

In summer 2016 the Museum and Gallery worked with local arts and health charity, Pioneer Projects to run ten sessions working with people living with dementia and their carers.

Items from the museum's permanent collections were used to stimulate imaginative creative responses from participants. The pieces made by the participants were then displayed alongside the works that had inspired them as part of the Artyfacts exhibition.

Prior to the workshops, training was provided for support staff at our own and volunteers working in museums, art galleries and other cultural venues in the Craven area, to develop site specific programmes for people living with dementia and their carers.

A significant outcome from the project was the Town Hall Teams increased awareness and understanding of barriers to engagement that participants faced and this has strongly informed the development plans for the building including physical building redevelopment, rebranding and way finding design.

As a result of the project, the Town Hall made a significant contribution to Craven District Councils commitment to becoming Dementia friendly and the processes behind our rebranding have been shared with other businesses and organisations in the area.

In September the Town Hall signed up to the North Yorkshire Safe Places scheme, joining other local businesses in providing safe spaces and assistance to vulnerable members of our society. A safe place is where anyone who might need a little more help and support when they are out and about in the community can call in to get assistance.

Members of the scheme carry a 'keep safe' card and may have a wristband. On the card there is a call center number that can be contacted by the safe place to check

the person's details. The call center will then contact the person's responders to make sure someone who knows them the best can come to take them home.

The safe place will make sure that the person is safe and feels comfortable until their responder is able to attend.

In November the museum was part of National Takeover Day on Friday 18th November when year 6 students from Water Street Primary School spent the day working alongside staff and volunteers to participate in the life of the museum. Students will run a number of activities for visitors to the museum, including a First World War object handling session and craft activities for young children.

In February 2017 the Stepping into View exhibition previewed in the Gallery and was very warmly received.

The photographic exhibition resulted from a partnership project between Stepping Stones, Craven College and Craven Museum & Gallery as part of our Arts Council funded Museum Resilience project.

The project drew upon the recent Mencap photography campaign by Rankin titled 'Here I am', which looked to challenge stereotypes round learning disabilities, instead trying to capture each individual, showing both their personality and identity.

The Stepping into View project looked to go deeper than that as participants were encouraged to explore their own creativity as they documented the community around them.

## **Craven Swimming Pool & Fitness Centre**

The Healthy Lifestyles Programme provides 12 weeks free access to advice and support to help people to maintain a healthier lifestyle, including nutritional advice, exercise classes, and concessionary use of facilities at the Craven Pool and Fitness Centre.

To qualify for the programme, people have to be over 18, living in Craven, with a BMI of over 25. Residents can now refer themselves to the scheme rather than relying on a health professional to do so.

In June staff from Craven Swimming Pool & Fitness Centre gave a presentation on the Healthy Lifestyles programme to GPs at Dyneley House Surgery in Skipton explaining the benefits of the scheme for their patients.

In September residents from the Greatwood and Horseclose Estate in Skipton were encouraged to join the Healthy Lifestyles Programme at Craven Swimming Pool and Fitness Centre through an outreach event at the Scoff Café at Greatwood and Horseclose Community Centre.

The aim of the session was to give residents information about the scheme and give them the opportunity to find out if they are eligible.

In September Craven Swimming Pool & Fitness Centre obtained funding to run a six month programme of Weekly Workout Sessions at Skipton Girls School as part of the national 'This Girl Can' Campaign.

Classes ran three times a week at the school, after four months classes down at the Leisure Centre were introduced to get the girls used to exercising in a leisure centre environment and to hopefully see them starting to regularly use the Leisure Centre facilities.

## **Corporate Review of Policies and Procedures relating to Equality and Diversity**

As part of Craven DC's ongoing activities to meet with and exceed its responsibilities within the Equality Act 2010 an external review was carried out by Premier Partnership Consultants in 2016.

The review covered current policies/procedures, analysed staff survey data and reviewed current activities in place to monitor Equality and Diversity across the Council.

The findings were then used to develop an Equality and Diversity Awareness training programme for staff and to produce, post training, an evaluation report detailing specific issues highlighted with recommendations for future actions.

The initial Equality and Diversity Workshop took place June 2016 with, four further workshops taking place in November 2016 and January 2017.

The workshop attendees represented a wide cross section of Council Employees and grades/bands and as such can be considered to be representative of the whole workforce.

The Conclusion of the External Review was that from the information documentation and discussions that have taken place to date it is clear that there are no major issues relating to discrimination, bullying, harassment and inappropriate behaviour within Craven District Council.

## **Dementia Friends Training**

Craven District Council is part of the Skipton and South Craven Dementia Action Alliance and part of our commitment to this initiative is to become a Dementia Friendly Authority by making our buildings dementia friendly and for front line staff to take part in Dementia Friends Training.

In December 2016 and January 2017 staff training sessions were held for staff so that they could learn more about dementia and the small ways they can help if they come into contact with someone with dementia.

## **Improvements Through Working in Partnership**

### **Community Safety Hub**

In May a Community Safety hub was established within Craven District council offices. A uniformed police officer will now be located in the office one day a week and will act as the single point of contact for the Council on any day-to-day matters which require police assistance or advice.

These arrangements are intended to facilitate more effective partnership working with a range of partners as well as local councils and the police, including the NHS, probation services, housing associations, and other agencies, so as to keep the area safe and secure and provide joined up support for vulnerable people.

### **Support for Refugees**

Craven received its first Syrian refugees at the end of July, the Council has pledged to take 26 people over the next year or so, and is working alongside the County Council, the police, NHS clinical commissioning groups and the Refugee Council to prepare for the arrival and accommodation of refugees.

The Refugee Council has been commissioned to work closely with refugees upon their arrival to help them with language support, access to services such as GPs and integration into the local culture.

This support is expected to be in place for a year, but will be most intensive in the first few weeks. The County Council will also be providing English language support during this period.

The Refugee Council will also be working with volunteers within communities to provide longer-term support and befriending to ensure that the refugees can become independent as quickly as possible.

### **North Yorkshire Safeguarding Week**

In October staff from Craven DC, Police, Children and Families' Service, Adult Social Care and local charities such as Independent Domestic Abuse Services, Age UK and Hand in Hand, used the Mobile Police Unit to hold three pop up public information events in Settle, Bentham and Skipton as part of North Yorkshire Safeguarding Week.

The aim of the week was to raise awareness that everyone in our community is responsible for safeguarding vulnerable children and adults at risk and to highlight local sources of support and advice and this year the event has a focus on domestic abuse.



Staff handed out leaflets, chatted to the public, called into shops, pubs, cafes and other local businesses to ask them to consider how they could support both employees and customers who may be dealing with such issues. We will also highlight local initiatives such as the safe places scheme and dementia friendly communities to encourage people to think about how to keep vulnerable adults and older people safe.

There was also be an event for staff, councillors and community organisations, held at Belle Vue Square which included information stalls from a range of local organisations and services and short training sessions to raise awareness around domestic abuse delivered by Independent Domestic Abuse Services and North Yorkshire Police.

## **Winter Plus**

For the second year Craven District Council supported Age UK North Craven to deliver help and support to residents of Craven aged 65 and over.

Running from December to April our Winter Plus scheme brings partners together to provide advice and befriending as well as practical support including minor adaptations, repairs, insulation and other interventions to help keep residents safe and well over the winter months.

Examples of the type of help available to Craven residents included peer support and advice, minor adaptations, insulation, grit for pathways.

## **Energy Efficiency Improvements for Local Homes**

Working in partnership with West Yorkshire Combined Authorities, Craven has been successful in securing £83,000 over the next two years from the Leeds City Region Local Enterprise Partnership.

This funding will pay to insulate homes of low income households in the wards of Skipton (South & West), West Craven, Ingleton & Clapham, Barden Fell, Settle and Ribblesbanks.

## **Christmas Wreath Service**

In December Craven District Council and Stepping Stones team up to provide a Christmas wreath service at Waltonwrays Cemetery.

Adults with learning disabilities from the Stepping Stones project in Skipton produced Christmas wreaths in a variety of sizes and styles for people to lay on graves and memorials at Waltonwrays Cemetery over the Christmas period.

## **Funding to support Craven Rough Sleepers**

In December the Housing team were successful in their £162,000 bid to Department Communities and Local Government's Rough Sleeping Grant Fund to help those new to the streets, or at imminent risk of sleeping rough to get the rapid support they need.

The numbers of people sleeping rough in our district has increased recently due to restricted access to neighbouring specialist accommodation and increasing pressures resulting in a rise in homelessness – particularly for those with mental health and substance dependency.

Working in partnership with Horton Housing (Homelessness Prevention & Support Service) North Yorkshire Horizons (drug and alcohol services), Probation, Mental Health Team and Foundation (Ex-offender and Mental Health) the project will deliver a Rough Sleeper "HUB", providing an assessment centre, a No Second Night Out resource (i.e. a place of safety overnight for rough sleepers), supported accommodation, day services and an early intervention service for those at risk of rough sleeping.

## **Supporting Improvements in our Communities**

### **Aireville New Play Area**

The Council has continued to work with Friends of Aireville Park to gain funding to carry out further improvements to the park during 2016-17.

In October plans for a new play area were produced by Newground, an award winning social enterprise.

The space selected for the new play area is at the top of the park, close to Craven Swimming Pool and Fitness Centre, using the grass area above and past the disused band stand.

The initial designs were considered and refined by Council officers and Friends of Aireville Park, before going out for public consultation in November.

In November community consultation took place at the at the proposed play area site, the current play area and at the Swimming Pool and Fitness Centre. An online survey was also available for feedback for those that could not get to the consultations in the park.

The Council has secured planning gain funds from the Granville Street development and other housing sites, to help fund the new area and Friends of Aireville Park have already raised £12,000 of funds from the Tesco Bags of Help scheme and aim to raise further funds to make the play space as vibrant and exciting as possible.

Following approval of the final designs £12,000 of Tesco funding was used to install a zip wire which was installed in March.

## **Ingleton Riverside Park**

In July, the Council commissioned landscape architects, Newground, to produce designs for the development of the park as an attractive, welcoming place for people from the local area and wider region to visit and enjoy that is accessible and can be enjoyed throughout the year.

The park is currently a functional space which providing access to the outdoor swimming pool and childrens' play area, however, it was felt that the park had potential to draw more people into the village by enabling people to enjoy the hidden areas of the park such as the riverside and woodland.

The designs were prepared on behalf of the Ingleton Village Team, a partnership between Craven District Council, Ingleton Parish Council, the Ingleton & Area Business Group and the Ingleton Rural Community Association which was formed to oversee the delivery of a series of actions aimed at addressing the impact on declining visitor numbers on the vitality of the village centre.

In October a consultation event was held in Ingleton where residents were invited to comment on the designs for Ingleton Riverside Park.

Following feedback from the wide community a masterplan is being drawn up by the Ingleton Village Team for the longer term development of Riverside Park.

## **Raising Dementia Awareness in Skipton and South Craven**

An event to raise awareness of dementia in Skipton and South Craven was held at Belle Vue Mills, Skipton in February 2017.

A patient with dementia, was filmed talking about living with the condition and the Alzheimer's Society, Dementia Action Alliance, Dementia Friends, Making Space, Pioneer Projects, Carers' Resource and Dyneley House Surgery all attending the session.

Local organisations and businesses attended the event were very keen to learn more about how their organisations could become more dementia friendly and are now pledging to make their services more dementia friendly.

## **Sports Coach UK safeguarding course for local clubs**

In May a Sports Coach UK safeguarding course took place at Craven District Council. The course qualifies sports coaches and sports officials to meet their legal safeguarding requirement for working with children and young people under the Vetting and Barring regulations. It is also about upskilling them with best practice around safe-guarding all involved in sport. 19 candidates were booked on to the course.

## **Support for Craven Citizens Advice**

Citizens Advice is known and trusted by many of the most vulnerable people in the community because they are able to offer practical advice and support to enable them to receive income (through getting their benefits in payment), help them to manage their money and ensure they have secure housing through negotiation with landlords (both the council, social housing and private landlords).

Through its office at Skipton, outreach services in Settle Health Centre, Ingleborough Community Centre & Bentham Medical Practise and home visits Citizens Advice currently sees approximately 1600 people from across Craven every year. A quarter of these people have physical disabilities or long term ill-health conditions and many receive debt, benefits or employment advice. As financial hardship is one of the main reasons people access Citizens Advice it would be inappropriate to charge for services.

The Council provided ongoing financial support of £20,000 in 2016-17, to allow Craven, Harrogate and Ripon Citizens Advice to continue to provide a permanent office in Craven District and deliver outreach services across the district.

## **Support through Community Grants**

From April 2016 to March 2017 Craven District Council provided **£29,465.62** in grants to 58 Community Projects across the District a few examples of which are given below.

### **Kettlewell Village Hall**

The village hall was awarded £1,700.00 to provide new toilet facilities including accessible toilet and shower facilities for people with physical disabilities.

### **Hellifield Institute**

The institute was awarded £500.00 to improve accessibility of their toilet facilities making them easier to use for people with mobility difficulties.

### **Sutton Park Inclusive Play Equipment**

Sutton in Craven Parish Council were awarded £1250 to purchase and install a roundabout which can be used by wheelchair users and will encourage children of all abilities to play together.

### **Settle Area Swimming Pool, Parking for Disabled Users**

The Pool was awarded £400 to provide dedicated parking spaces for pool users which will support efforts to increase pool use by older and people who are less mobile.

### **Information booklet for Older People in South Craven**

South Craven Over 50s Forum (SCOFF) were awarded £200 towards the production of an information booklet detailing support services and leisure activities available to older people across the villages of South Craven.

### **Buddies Support Group**

The group were awarded £700 towards running a support group for families of children with autism, downs syndrome, epilepsy, cerebral palsy and neurological disorders. The group supports 25 families and runs activities, events and trips out.

### **Bentham Age Concern Christmas Party**

Bentham Age Concern were awarded £200 towards the cost of holding a Christmas Party for elderly members of the community, who would otherwise, due to geographical location or social isolation, be alone at a time of year.

### **Gargrave, Community Defibrillator Power Supply**

Gargrave Village Hall were awarded £150 to provide a power supply to allow the installation of a defibrillator at the Village Hall for community use.

### **Thornton in Craven, Community Defibrillator**

The Parish Council were awarded £1000 to purchase a defibrillator for community use as the village is located 25 minutes away from the nearest hospital.

### **Barden, Community Defibrillator**

Barden Parish Meeting were awarded £250 towards the purchase of defibrillator for community use to provide emergency life-saving facility for local residents & visitors.

### **Skipton Extended Learning For All, North Craven Holiday Activities**

SELFA were awarded £500 to deliver 12 school holiday activity sessions, for up to 30 vulnerable, disadvantaged and disabled young people aged 4-11. The sessions will offer a range of inspiring and engaging activities which will increase confidence and help develop new skills.

### **Craven Volunteer Centre Supported Volunteering**

Craven Volunteer Centre were awarded £350 to help people who have low confidence, physical or learning disabilities, mental health problems or other support needs to take up volunteering and improve their skills.

### **Broughton Road Community Centre**

The Community Centre were awarded £400 to hold an open day for residents of the Broughton Road community to encourage community engagement and to identify community needs to help plan improvement of the available facilities.

### **Craven Mosaic and Craft Group**

The group were awarded £250 to set up a weekly craft and mosaic making group for adults with depression, anxiety, social inclusion issues, mental or physical disabilities.

### **Neville's Kitchen Luncheon Club**

Neville's Kitchen in Gargrave were awarded £600 to set up a weekly luncheon club at the communal room at Neville Crescent, Gargrave, that provides a nutritious meal for local people that either live alone or are rurally and socially isolated.

### **Giggleswick Gardening Club Riverside Improvements**

The Club were awarded £150 to clear vegetation from the riverside pathway to improve accessibility for walkers, cyclists and mobility scooter users.

## Appendix 1: Equality reporting structure

