



Please ask for Rachel Appleyard
Direct Line: 01246 34 5277
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The Chair and Members of Cabinet

8 July 2019

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 16 JULY 2019 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 4)

To approve as a correct record the Minutes of the Cabinet meeting held on 25 June, 2019.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

Items Recommended to Cabinet via Cabinet Members

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

Telephone: 01246 345 345, Text: 07960 910 264, Email: info@chesterfield.gov.uk

www.chesterfield.gov.uk

Deputy Leader

5. Quarter 1 Budget Monitoring 2019/20 & Updated Medium Term Financial Forecast (Pages 5 - 22)

Cabinet Member for Governance

6. Equality and Diversity Annual Report 2018/19 (Pages 23 - 48)
7. Equality and Diversity Strategy and Action Plan 2019-2023 (Pages 49 - 72)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 25th June, 2019

Present:-

Councillor P Gilby (Chair)

Councillors Blank
T Gilby
Ludlow

Councillors Holmes
J Innes
Mannion-Brunt

*Matters dealt with under the Delegation Scheme

13 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

14 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Sarvent and Serjeant.

15 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 4 June, 2019 be approved as a correct record and signed by the Chair.

16 **FORWARD PLAN**

The Forward Plan for the four month period July to October, 2019 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

17 **DELEGATION REPORT**

Decisions taken by Cabinet Members during May and June, 2019 were reported.

***RESOLVED –**

That the Delegation Report be noted.

18 MINUTES OF THE SHEFFIELD CITY REGION MAYORAL COMBINED AUTHORITY

Minutes of the meeting of the Sheffield City Region Mayoral Combined Authority held on 25 March, 2019 were reported for information.

***RESOLVED –**

That the Minutes be noted.

19 HS2 STATION MASTER PLAN

The Assistant Director – Economic Growth submitted a report that informed members of the proposed public consultation process with regards the Council's 'Chesterfield Station HS2 Masterplan' and its relationship with the Council's Local Plan. The Chief Executive delivered a presentation detailing the seven objectives that had been taken into account during the design of the masterplan. Members were also provided with an overview of the regeneration work that would take place in the Staveley and Barrow Hill areas alongside the planned HS2 line maintenance depot.

***RESOLVED –**

That the update on preparations for the Council's 'Chesterfield Station HS2 Masterplan' consultation programme be noted.

REASON FOR DECISION

To ensure there is a full and thorough understanding of the 'Chesterfield Station HS2 Masterplan' consultation process and that Members are able to input into preparations to help inform the production of the consultation materials.

For publication

Quarter 1 Budget Monitoring 2019/20 & Updated Medium Term Financial Plan

Meeting:	Council Cabinet
Date:	17 th July 2019 16 th July 2019
Cabinet Portfolio	Deputy Leader
Report by:	Acting Chief Finance Officer

For publication

1.0 Purpose of report

- 1.1 To provide the Council with an update on the budget position at the end of quarter 1, covering:
- General Fund Revenue
 - General Fund Capital Programme
 - Housing Revenue Account
- 1.2 To meet the requirement in the Financial Procedure Rules to provide the Council with regular updates on the Council's financial position.

2.0 Recommendations

- 2.1 To note the financial performance in the first quarter of the financial year and the new medium term forecast (Sections 4 and 8).

- 2.2 That the changes to the medium term forecast outlined in Section 4 are approved.
- 2.3 That the growth request outlined in paragraph 4.3 is approved.
- 2.4 To note the reserves position (Section 5).
- 2.5 To note the updated capital programme outlined in section 7.
- 2.6 That the additions to the capital programme detailed in paragraph 7.2 are approved.
- 2.7 That the financing of the capital programme detailed in paragraph 7.3 is approved.
- 2.8 To note the position on HRA budgets (Section 8).

3.0 Background

- 3.1 The Council approved the original budget for 2019/20 on 27th February 2019. The Band 'D' Council Tax was set at £164.89. The forecast budget for 2019/20 was a deficit of £202k.
- 3.2 All of the indications are that the medium term outlook will continue to be challenging. The Medium Term forecast approved by the Council on 27th February 2019 showed increasing deficits of £803k in 2020/21 rising to £1.3m by 2023/24.

4.0 Current Year's Budget

- 4.1 We started the year with a forecast deficit of **£202k**. At the end of the first quarter, known variances have produced an anticipated deficit forecast of **£203k**. A summary of the key variances is provided in the table below:

2019/20 UPDATED BUDGET FORECAST - TO QUARTER 1		
Deficit Forecast at the start of the year		202
<u>Budget Saving - increased income:</u>		
OSD Trading Surplus (Adjusted for Latest Business Plan)	(82)	
Business Rates S31 and Admin Grant	(79)	
Town Hall Rental Income – Housing Services	(35)	(196)
<u>Budget Saving - reduced expenditure:</u>		
Contribution from HRA – Grants to Voluntary Organisations (Approved 2018/19)	(80)	
Private Sector Housing – Staffing Capitalised	(60)	
Cost of Collection – Court Fees	(20)	(160)
<u>Budget Increase - reduced income:</u>		
Spirepride Trading Surplus (Adjusted for Latest Business Plan)	86	
Investment Income	60	
Open Market – Rents (Forecast to year end)	40	
Saltergate MSCP – Revised opening date	31	
Town Hall Rental Income – Delays in arrival of Coroners Court	24	
Legal Fees – Sale of Poolsbrook completed in 2018/19	10	251
<u>Budget Increase - increased expenditure:</u>		
Tapton House – Security Costs and Utilities	52	
Legal Services – staffing	11	
NHS Procurement Contract	11	
Civil Parking Enforcement – 2018/19 deficit	8	82
Other Miscellaneous Movements		24
Updated Deficit Forecast		203

4.2 Changes to Approved Budgets

4.2.1 Tapton House – ongoing revenue costs for security, maintenance and running costs have been included in the

forecast for 2019/20. Other remediation work is required but should be met from the dilapidations contribution from the outgoing tenant.

4.2.2 The reduction in the Spirepride surplus is due to increases in staffing costs following the 2 year pay deal which took effect from the 1st April 2018 and internal recharges. The service is currently focusing on identifying actions to recover this position.

4.2.3 ICT savings delivery – the savings target for 2019/20 is £227k. At quarter 1, £207k of this saving has been achieved.

4.2.4 Interest rates earned on investments have fallen during 2019/20. It is expected that this position will improve in future years when uncertainty regarding Brexit has receded.

4.2.5 Rental income from Markets continues to fall below target. If this current trend continues there will be a shortfall of £40k for the year.

4.2.6 An assessment of underspends identified in 2018/19 has been made with any variances of a recurring nature being built into the updated medium term forecast.

4.3 Growth Requests

4.3.1 A growth request has been received for a car park barrier at Dunston Innovation Centre for £15,000. Further details are included at Appendix A. If approved, it is proposed to fund the growth request through a one-off payment from the Budget Risk Reserve.

5.0 Reserves

5.1 In addition to the General Working Balance, which is maintained at £1.5m, the Council operates a number of other reserves. Many of the reserves are earmarked and committed

for specific purposes, such as property repairs and vehicle & plant replacements. There are two major reserves where the Council has wider discretion on how they are used – the Budget Risk Reserve and the Service Improvement Reserve.

- 5.2 **Budget Risk Reserve** – the Council maintains this reserve as a supplement to the Working Balance. It is also used to finance the severance costs arising from voluntary staffing reductions and the outcomes of service restructuring exercises. The table below shows the opening balance in the reserve at the start of the financial year and the currently approved or anticipated movements on the reserve.

Budget Risk Reserve	Updated Forecast £'000
Balance b/fwd 1st April	1,240
Less Approved Commitments:	
18/19 carry forward – Generation of capital receipts	(100)
Health & Safety training	(25)
Relocation of car boot sale	(3)
D2N2 – enterprise advisor network	(5)
Feasibility study – Peak Resorts	(22)
Extend Industrial portfolio	(20)
IDOX – reimbursement	9
Uncommitted Balance	1,074

- 5.3 **Service Improvement Reserve** – The table below shows the opening balance in the reserve at the start of the financial year and the currently approved or anticipated movements on the reserve.

Service Improvement Reserve	Updated Forecast £'000
Balance b/fwd 1st April	315
TPIC/DIC - Reimbursement	43
Uncommitted Balance	358

5.4 The uncommitted balances in these two major reserves is £1.432m. There will be significant demands on these reserves to fund budget deficits, investment in transformation projects and to pay for severance costs from staffing restructures. The Cabinet should, therefore, continually review the commitments against these finite financial resources to ensure that they are used in the most effective way.

6.0 Medium Term Outlook

6.1 The latest medium term forecast indicates increasing deficits in future years. The deficits beyond 2019/20 are challenging without officer and member plans to increase income and reduce costs. The Council has a number of savings and income generation opportunities:

- Strengthening how the Council procures supplies and services
- Making the right investments in property and in ICT to achieve economies and efficiencies
- Tighter cost controls to avoid overspends
- Increased focused on hitting and exceeding income targets; particularly at our sports centres and cultural venues
- Generating more funding through business rates and new homes bonus
- Voluntary redundancy / voluntary early retirement

6.2 However, the Council also faces a number of costs pressures and uncertainties around budgets including:

- Inflation on pay and non-pay costs
- Retendering of refuse collection contract
- Business Rate appeals
- Declining rents particularly across our retail portfolio
- Resourcing (staffing and resource) demands to deliver services

- Government policy changes
- Loss of New Homes Bonus and Revenue Support Grant
- Lower interest rates on investments
- Continuing uncertainty around Brexit

6.3 The table below compares the latest forecast with the original budget forecast:-

	Budget Forecasts				
	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
February 2019 budget Deficit / (Surplus)	202	803	1,125	1,196	1,311
Increase / (Decrease) Quarter 1	1	44	(4)	0	6
Latest Forecasted Deficit / (Surplus) Quarter 1	203	847	1,121	1,196	1,317
Transformation Projects - Savings to be Achieved	20	17	374	605	795
Latest Savings Requirement	223	864	1,495	1,801	2,112

7.0 General Fund Capital Programme

7.1 **Capital Receipts** - To date, £100k of capital receipts have been received during 2019/20. The original forecast for the year was £4.1m and included the capital receipts for land at Poolsbrook and Whitebank Close, and the first payment in respect of the land at Linacre. The current forecast of capital receipts for the year is £4.6m, the increase is due to re-profiling of capital receipts that were expected in 2018/19. Further large capital receipts need to be identified by the Council beyond 2019/20 when the 'pipeline' declines, otherwise the Council's borrowing will increase to fund further capital projects, putting more pressure on the General Fund deficits.

7.2 **General Fund Capital Spend** –the original capital budget for 2019/20 was £8.5m, the revised position now stands at £14.0m

(see appendix B for details). This includes £3.0m in respect of slippage from the 2018/19 capital programme. The other major differences in the capital programme are:

- Inclusion of Revitalising the Heart of Chesterfield expenditure (£1.4m), of which 75% is to be funded from a successful grant bid from the Derby & Derbyshire Business Rate Growth Fund;
- Purchase of new car parking machines for Beetwell Street, Soresby Street and Rose Hill car parks (£240k);
- Purchase of land in Spire Neighbourhood (£240k);
- Additional Disabled Facilities Grants (£500k), fully funded from the Better Care Fund grant;
- Inclusion of essential underpinning works to Tapton House (£50k)
- Inclusion of £20k for surveys in respect of the feasibility of building new industrial units at Calow Lane.

7.3 Net Capital Financing – The original 2019/20 capital programme assumed a break even position and was approved by Council on 27th February 2019. The 2018/19 capital programme included borrowing for Saltergate MSCP of £3m, however due to slippage in the wider capital programme this was deferred and will now be required in 2019/20. Total borrowing of £4.7m is required in 2019/20 and £120k in 2020/21 to fund Saltergate MSCP (£3m) and the increased capital programme. Repayment of prudential borrowing in respect of the Town Hall Restack has been deferred in order to utilise the capital receipts flexibility in respect of the IT Project and to fund the increased capital programme. An updated capital programme will be reported to members in October 2019.

8.0 Housing Revenue Account (HRA)

8.1 Housing Revenue - Rental income is slightly ahead of target due to void losses being less than forecast. The main expenditure items are on target, except for Housing Repairs

where an increase in Responsive and Change of Tenancy orders has led to an overspend. The Repairs budget will be carefully monitored over the coming months to see if this trend continues.

8.2 Housing Capital Programme - At the end of month 2 there was an underspend of £217k on the Housing Capital Programme. The programme for 2019/20 (budget of £26.5 million) is due to be reviewed shortly and any proposed revisions will be presented to a future Cabinet meeting.

8.3 HRA Business Plan - The 30 Year HRA Business Plan is due to be reviewed shortly to account for changes since the last version was presented to Cabinet. This includes accounting for underspends in 2018/19, approved revenue carry forwards, right to buy sales, changes to the capital programme and reviewing the assumptions made in respect of bad debts, voids, inflation rates etc. The revised Business Plan will be presented to Cabinet at a future date.

9.0 Risk Management

9.1 Budget forecasting, particularly over the medium term, and in the current economic climate is not an exact science. Assumptions have to be made about possible changes where the final outcome could be very different e.g. government grants, pay awards, investment returns, etc. A full budget risk assessment will be included in the budget setting reports later in the year.

10.0 Legal Considerations

10.1 There is a legal requirement for the Council to set a balanced budget before the start of each financial year and for the Chief Finance Officer to report on the robustness of the estimates and the adequacy of the reserves. Clearly, there is a lot of work to be done over the coming months to be in a position to set a balanced budget for 2020/21 in February 2020.

11.0 Conclusions

- 11.1 Work continues to identify savings and to raise income. Already officers are working on procurement savings, efficiency savings, cost control etc. We are still facing a budget deficit in the next financial year and some major financial challenges in the years ahead. Officers and members will have to agree plans to reduce the deficits as under the Local Government Act 2012 the Council must produce a balanced budget. Decisions on where costs/services have to be managed, investment focused/reduced and income raised will be required to formulate medium term plans. At the same time there are a number of risks that could add further pressure to the forecast deficits in future years e.g. Business Rates income, Universal Credit, retail rents, inflation, staffing resource and the economy (Brexit).

12.0 Recommendations

- 12.1 To note the financial performance in the first quarter of the financial year and the new medium term forecast (Sections 4 and 8).
- 12.2 That the changes to the medium term forecast outlined in Section 4 are approved.
- 12.3 That the growth request outlined in paragraph 4.3 is approved.
- 12.4 To note the reserves position (Section 5).
- 12.5 To note the updated capital programme outlined in section 7.
- 12.6 That the additions to the capital programme detailed in paragraph 7.2 are approved.

12.7 That the financing of the capital programme detailed in paragraph 7.3 is approved.

12.8 To note the position on HRA budgets (Section 8).

13 Reasons for recommendations

13.1 To actively manage the Council's finances in the current financial year and forecast forward the emerging budget position to future financial years.

Decision information

Key decision number	881
Wards affected	All
Links to Council Plan priorities	To become financially self-sufficient

Document information

Report author	Contact number/email
Helen Fox	Ext. 345452
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Appendices to the report	
Appendix A	Growth Request
Appendix B	Revised Capital Programme

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Growth Block (delete as appropriate)	One-off		
Brief Description	<p>One off increase to Security Budget (cc4271 0079) from £3,330 to £18,330 to fund the installation of a parking barrier.</p> <p>A barrier is required at Dunston Innovation Centre to limit access to the car park to authorised personnel and visitors only.</p> <p>There is presently no restriction and as the surrounding technology park has become busier employees from neighbouring businesses increasingly use the Innovation Centre’s car park meaning that Innovation Centre tenants and conference delegates occasionally struggle to find a parking space.</p> <p>Verbal complaints have been received from tenants and the management are concerned of the negative impact this could have on occupancy, free parking is a key selling point for the building.</p> <p>In addition, we are reaching a point where Dunston Innovation Centre will have tenants for wo large rooms and we need to ensure that we have sufficient car parking spaces to service the tenancies.</p> <p>Having a barrier would also alleviate the other problem of antisocial behaviour in the car park in the evening. The car park is often accessed by groups of youths in their cars at night time, whilst there is no criminal activity just their presence can be intimidating for anyone working at the centres in the evening. Littering by these groups is also a problem. Increased night patrols by security have been arranged to help tackle the issue but a barrier would alleviate the necessity.</p>		
Discretionary			
Links to the Council's Corporate Plan Priorities	<p>Priority – Making Chesterfield a thriving borough</p> <p>Objective– A great place to live, work and visit</p>		
Consultation undertaken to support the request	<p>Kier have been consulted and after a brief initial survey have given a £12,000 budget estimate plus</p>		

	<p>8% for their fees for the work required. Three quotes would need to be obtained upon approval of funding.</p> <p>Senior Managers Lynda Sharp and Neil Johnson have also been consulted and are in support of the request.</p>			
Equalities outcomes				
Impact on performance targets/indicators	<p>Target occupancy for Dunston Innovation Centre is 80%, the centre is currently operating at 83%. Leases on two large rooms are currently being negotiated so the likelihood that they will be let within the next month or two months is high. With these rooms occupied occupancy will rise to 94% each of these businesses will employ around 10 people all of whom will expect to be able to park without difficulty at their new place of work.</p> <p>Just one of these offices presents an annual rental income of £20,000.</p> <p>Furthermore, income from conferencing at Dunston is approx. £30,000 p/a, conference hirers book the venue on the basis that free parking for their delegates will be available.</p>			
Budget Implications:	2019/20 £	2020/21 £	2021/22 £	Future years (£)
Growth request amount	15,000			
Revenue savings (invest to save bids only)				
Risk management considerations if approved	<p>Tapton Innovation Centre already has a barrier with Intercom to the main admin office and this works well.</p> <p>Service costs for the barrier system at Tapton are in the region of £550 p/a which covers two maintenance visits per year plus any additional parts so the same ongoing costs should be budgeted for Dunston.</p> <p>Availability of parking would allow us to continue attracting and supporting new businesses as is the purpose of the building - a 10% increase in occupancy would result in increased rental income of £39,600 p/a</p>			
Risk management considerations if <u>not</u> approved	<p>The main risk as outlined above would be loss of income from conferencing and office occupancy if we are unable to accommodate tenants and conference delegates in the car park.</p> <p>Using the above example a 10% decline in occupancy would result in a reduction of income of £39,600p/a</p>			

Other Comments	<p>This is a problem which is likely to worsen in the near future as the top floor of Venture House has now been let to BT Pension Scheme, they are relocating personnel there but do not have adequate parking. They have already approached the manager to ask if their employees can park at Dunston or rent spaces. This has been declined but because there is no restriction to the car park some people are already parking without permission.</p>
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For publication

Equality and Diversity Annual Report 2018/19 (GV430)

Meeting:	1. Cabinet
Date:	1. 16/07/2018
Cabinet portfolio:	Governance
Report by:	Policy Officer

For publication

1.0 Purpose of report

To present the Council's Equality and Diversity Annual Report for 2018/2019 for consideration.

2.0 Recommendations

- 2.1 That the Equality and Diversity Annual Report be supported.
- 2.2 That the Equality and Diversity Annual Report is published on the Council's website and circulated to partners.

3.0 Report details

- 3.1 Equalities legislation and good practice require public bodies to publish annual equalities reports. The report should

summarise equalities progress during the last year, and future plans.

3.2 The Equality and Diversity Annual Report is attached. It covers improvements and achievements over the last year, including progress in delivering the corporate Equality and Diversity Strategy and Action Plan, and also future plans.

3.3 The Annual Report has been developed in consultation with the Equality and Diversity Forum. It also includes a summary of the EIAs undertaken during 2018/19 along with progress on Equalities issues during the year.

3.4 Risk management template

This work concerns the implementation of statutory and good practice performance requirements. It is required than all relevant documents and reports are published.

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Reputational and legislative risk of not publishing the Annual Report which demonstrates compliance with Equality Annual Report.	M	L	Publish the Annual Report on the Council's website and distribute via partner mailing lists (eg. Links).	L	L

4.0 **Alternative options and reasons for rejection**

4.1 The alternative approach would be to not publish the Annual Report, however, this would make it difficult to demonstrate the Council's progress in delivering Equalities outcomes.

5.0 Recommendations

5.1 That the Equality and Diversity Annual Report be supported.

5.2 That the Equality and Diversity Annual Report is published on the Council's website and circulated to partners.

6.0 Reasons for recommendations

6.1 To provide the community and relevant organisations with an update of the Council's progress in delivering equalities outcomes.

Decision information

Key decision number	<i>Non-key 137</i>
Wards affected	All
Links to Council Plan priorities	An inclusive Borough, where everyone feels valued and has equal and fair access to local services.

Document information

Report author	Contact number/email
Katy Marshall	Allison.potter@chesterfield.gov.uk
Background documents These are unpublished works which have been relied on to a material extent when the report was prepared.	
Appendices to the report	
Appendix A	Equality and Diversity Annual Report 2018/19

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Chesterfield Borough Council

**Equality and
Diversity Annual
Report
2018 - 2019**

ARE WE ACCESSIBLE TO YOU?

If not, ask us

- ✓ We want everyone to be able to understand us.
- ✓ We want everyone to be able to read our written materials.
- ✓ We aim to provide what you need for you to read, talk, and write to us.

On request we will provide free:

- ✓ Language interpreters, including for British Sign Language.
- ✓ Translations of written materials into other languages.
- ✓ Materials in braille, large print, on tape, in Easy Read.

Please contact us:

Telephone: 01246 345247

Email: enquiries@chesterfield.gov.uk

1. Introduction from Cllr Sharon Blank, Cabinet Member for Governance



Welcome to Chesterfield Borough Council's Equalities Annual Report for 2018/19. This report highlights the work we have been doing over the last year to promote equality with our partners and the wider community.

Our organisational vision is "Putting Our Communities First". Chesterfield Borough Council is committed to treating people fairly in everything we do as a service provider, employer and community leader. We want to ensure that our employees and the people we serve receive fair treatment in all aspects of our work.

In the current climate, our work promoting equality is becoming more of a challenge, but is also increasingly important - as you will see in this report, working with partners in the community is now an essential part of how we do this. We are very proud of our achievements over the last year, including our continued promotion of equalities and celebration of diversity within our services, as well as out in the wider community.

The Equality and Diversity Forum continues to promote equality and diversity in the wider community, and has organised a number of activities and events over the year on a range of locally relevant themes. We have now completed the second year of the Equality and Diversity Action Plan which is part of the Equality and Diversity Strategy launched during 2017, and we are confident that this framework is enabling us to continue to meet the changing needs of our communities in Chesterfield.

We believe we are continuing to make a real difference to the quality of life of our residents, businesses and visitors. We would like to take this opportunity to highlight some of our key equalities achievements during the last year.

2. Equality and Diversity Strategy – Action Plan Progress

2.1. Our current Equality and Diversity Policy and Strategy outlines our corporate equality objectives between 2017 and 2019, and the way in which we

planned to achieve them, including a set of corporate principles. The Policy and Strategy provide a framework for the Council to continue to ensure that the services we provide are fair and meet the needs of the local community, and that we discharge our responsibilities under the Equality Act 2010.

2.2. In addition to reporting on our progress in implementing the strategy and action plan through these annual reports, progress is also monitored via the corporate performance management framework. The Equality and Diversity Forum also have a role in scrutinising our performance in delivering the strategy.

2.3. During 2018/19 we have completed the following activities which make up the action plan for the second year of the Strategy:

Continue to work in partnership with communities to organise a range of equality themed awareness activities and events, through the Equality and Diversity Forum.

During 2018 and 2019, the Equality and Diversity Forum have worked together to plan and deliver a number of community events. These have helped us to work with residents to create communities which challenge discrimination and embrace difference, and to work in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate difference within the context of fairness and equality.

You can read more about these activities in the Equality and Diversity Forum section later in this report.

Outcome: - Working with residents to create communities which challenge discrimination and embrace difference, and working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate difference within the context of fairness and equality.

Review and relaunch the hate crime reporting form and process

The council has a responsibility to monitor and respond to hate crimes and incidents, including taking direct action to prevent such incidents occurring under



Section 17 of the Crime and Disorder Act.

The Hate Crime reporting form for use by staff to report hate crimes and incidents was reviewed and relaunched by the Policy team in April 2018.

The new Hate Crime form is now available on Aspire.

Outcome: - A confidential and accessible reporting document is now available for staff to provide support to victims, witnesses and third parties.

Maintain the State of the Borough report in line with latest available information

The State of the Borough report draws mainly on data from the 2001 Census and 2011 Census and more recent statistics from the Office of National Statistics. The Report considers information surrounding the demography and communities of Chesterfield and comparisons are shown with Derbyshire, the East Midlands and England, and where possible, at Ward Level.

The report was reviewed and updated in 2018 and is now available for viewing on the Borough Council website.

Outcome: - Communities are empowered, having access to knowledge and information about their local area. The information can be used to maximise the town's assets and build on them further to address key issues within communities.



Launch the revised Equality Impact Assessment process

An Equality Impact Assessment (EIA) allows you to find out whether your work has an impact on different equality groups. Some examples might be those on low income or unemployed, single parents or the gypsy or travelling community, carers and those who live in areas of high deprivation.

The revised EIA process was launched in May 2018 and full details and the EIA form can be found on Aspire, the Council's internal intranet for employees. The form should be completed before the policy, project, service function or strategy has been set up, if changes are needed it's easier to make these sooner rather than later.

Outcome: - The revised EIA assessment process helps us improve the way we treat customers, help with the decisions that we need to make and ensure that we all comply with legislation.

3. Chesterfield Equality and Diversity Forum

3.1. During 2018/19 members of Chesterfield Equality and Diversity Forum continued to work together to share ideas and best practice, be a 'critical friend', and raise awareness in the community of equality and diversity. One of the most important contributions of the forum is the successful engagement with the wider community, and at the beginning of this year, the Forum held a workshop looking at demographics and locally relevant topics to develop a plan of activities and events for the year. This resulted in another year of excellent educational and awareness raising activities led by the forum. The forum has acted as a critical friend for many of the Council's services during the year and has played a key role in the scrutiny and development of equality impact assessments which inform the Council's decision making process.

A message from Sarah Roy, Chair of Chesterfield Equality and Diversity Forum



I am very happy to be continuing as chair of the Equality and Diversity Forum again this year and I am proud that we have really put equality and diversity at the heart of Chesterfield communities again in the last 12 months. We have achieved a lot and exceeded the expected outcomes in all our areas of work. Two of my highlights from this year were International Women's Day in March and Holocaust Memorial Day in January. In addition we have been able to support the African Caribbean Community Association's event to mark Black History Month in October, free disability awareness training, a lip-reading workshop and a number of

speakers attending our forum meetings to promote their work with deaf people and how services can be made more accessible for all.

The Equality and Diversity Forum met in March to agree and plan our four events for 2019/20. We are now looking forward to being able to offer some free Autism awareness training in June and we will be developing some more interactive events to promote diversity later in 2019, so watch this space! The theme for our Holocaust Memorial Day in 2020 will be **'Stand Together'**. It explores how genocidal regimes throughout history have deliberately fractured societies by marginalising certain groups, and how these tactics can be challenged by individuals standing together with their neighbours, and speaking out against oppression.

3.2. Equality and Diversity Forum meetings and engagement

A key aim of the Forum is to raise awareness of equalities and issues affecting local people. The Forum now has over 200 members who receive regular information about the meetings, events and equalities news. Some of the participants represent a community group, or statutory organisation, while others are there as individuals from the community with an interest in promotion of equality and diversity.

During 2018/19 there were high levels of engagement at the meetings with a variety of issues being considered including an initial workshop to plan

equality and diversity events, training and activities, followed by ongoing planning throughout the year.

Equality and Diversity Forum events and activities

During 2018/19 the Equality and Diversity Forum have continued to organise, host and support a number of events throughout the year on a range of equality themes that are relevant to the community. We continued to work on these events in partnership with a number of organisations to maximise the impact we can all make in the community and to pool our limited resources. We would like to thank all those who have given up their time to support and help plan the following events that have taken place over the past year. Events during 2018/19 included:

Lunch and Mingle - Deaf Awareness

On 12th September 2019 the Equality and Diversity Forum joined resources with 'Links' (the Chesterfield and North East Derbyshire Council for Voluntary Service and Action Ltd) to focus on deaf awareness.

The Police attended to speak to the group regarding the work the Police are doing with the deaf community to improve access to their services and communication with people with hearing impairment.

Then a representative from the Chesterfield Royal Hospital spoke about the work they have been doing with the Deaf Forum and improving access to services for people with hearing impairment.

Disability Equality Training



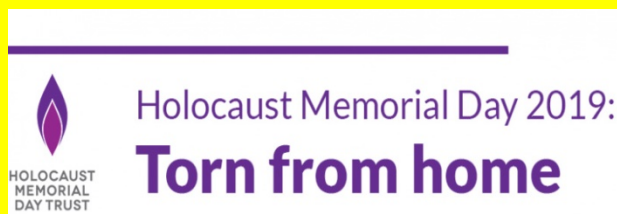
On 21st November 2018 the Forum ran a Disability Equality Training session at the Loundsley Green Community Centre, presented by Laura Chapman. Laura is an Equality and Diversity Specialist. As director of 'EQuality Training', she has sought to create a vibrant company that celebrates the positive and possible. As an experienced educationalist, researcher, author and trainer, her session drew not only on knowledge, but also on real life to give a refreshing and remarkable insight into the entire equality arena. Around 25 people from a range of local organisations took part in the training session to promote high quality service provision and customer service for people with disabilities.

Holocaust Memorial Day 2019

The Holocaust Memorial Day activities continue to be very well supported by local communities, drawing in large audiences. The theme set by the Holocaust Memorial Day Trust for 2019 was 'Torn From Home', which encouraged audiences to reflect on how the enforced loss of a safe place to call 'home' is part of the trauma faced by anyone experiencing persecution and genocide.

In keeping with this theme, the Equality and Diversity Forum organised for Mr Dieudonne Ganza Gahizi to be the key speaker at the event which took place on the evening of 28th January 2019. Ganza is a survivor, a researcher, and a writer. He is also the founder/director of Healing Plan Organisation, a charity which supports victims/survivors of rape and the children born as a result of rape during the 1994 Genocide against the Tutsi in Rwanda.

Ganza gave a personal testimony of loss, survival, and how he came to forgive those responsible for the murder of his relatives, particularly his father. Over 100 people attended the evening, which ended with a Q and A session touching on locally relevant issues and themes.



International Women's Day 2019

In celebration of inspirational women, the Equality and Diversity Forum held an open event in March this year to coincide with International Women's Day. The event was very well attended by members of local community groups, CBC staff and also a group of students from Chesterfield College.

Cllr Tricia Gilby, Leader of the Council, opened the event. Christine Stephenson and Lynn Elliott, coordinators for the Red Box Project in Chesterfield, introduced the delegates to their project, which is a countrywide community scheme that tries to ensure that no schoolgirl finds it difficult to access sanitary products for whatever reason or misses school because of the lack of them. Donations of sanitary / hygiene products were made by the delegates to support this project.

The first workshop was presented by Rashpal Rai from Wellbeing Works CIC. She encouraged the group to think about 'wellbeing' and what it means and also provided some exercises to help lift you up.

The second workshop was presented by Sonya Robotham from Vox Feminarum: Women's Voices. Her workshop examined and debated the impact of the media and explored ways that girls can resist and challenge negative messages and stereotypes which can diminish senses of self and esteem.



4. Promoting equality and diversity through our services

Throughout the year, a range of activities and developments take place in the Council's services which contribute towards our commitment to embrace diversity and treat everyone fairly.

4.1 Customer services

The Council's customer services have once again retained their Customer Service Excellence accreditation, meeting the standards with full compliance. Retaining the accreditation gets harder each year, requiring us to prove that we continue to deliver good customer service, whilst also making improvements since the last assessment.

The Customer Service Excellence standards consist of 5 key areas:

- Customer Insight
- The Culture of the Organisation
- Information and Access
- Delivery
- Timeliness and Quality of Service

Through our case studies and evidence, we were able to demonstrate that the customer service delivery over the five areas had been of a high standard, with numerous improvements. We were also able to show a commitment to continual development in the service which we provide to our customers.

Mental Health Awareness Week



The Customer Services team recently supported the NHS Foundation Trust in celebrating Mental Health Awareness Week which ran from 13th to 19th May. The Occupational Therapy team at the Hartington Unit at Chesterfield

Royal Hospital worked with service users to create some artwork, depicting happiness and well-being and breaking down the stigma of mental health. The artwork was then displayed during Mental Health Awareness Week in the Customer Service Centre.

4.2 Community Development

Our community development activity continues to contribute to the promotion of health, wellbeing and equality in the wider community.

During 2018/19 we continued to support and facilitate the successful financial inclusion partnership project, "Health, Wealth and Wellbeing" which takes an outreach approach to providing people with information and advice in their local community.

The 'Holiday Hunger' project in Barrow Hill continues to be a success, where packed lunches and activities are provided for local children during the school holidays. This project is designed to support nutrition for children who are likely to eat significantly less than they would during the school term when they have access to food in school.

The Rother Active Youth project, providing holiday activities and food for children and young people in Rother ward goes from strength to strength, supported in partnership with local councillors, residents and organisations active in the area. The weekly youth club for local young people aged 11 – 16 based at Queen's Park Sports Centre has focussed this year on young people's

mental health and wellbeing with activities and events offering information and support tailored to their age group and needs.

We continue to be a key partner in the 'Time 4 U Café' events. These are free multi- agency events aimed at facilitating members of the community to access information and advice from a range of health and wellbeing agencies within their own communities. Events are designed to be non-threatening and relaxing. The free beauty treatments, crafts, cookery activities, crèches, lunches incentivise attendance to the event and encourage interaction with the health and wellbeing agencies.

CBC continues to be a key partner in the Chesterfield Dementia Action Alliance (currently chairing the group) which is made up of representatives from local organisations and is committed to working towards Chesterfield being a dementia friendly place.

4.3 Sport and leisure

We continue to provide inclusive activities in our leisure centres and in the community to improve access to sport and leisure and reduce inactivity. All of our swimming lessons aimed specifically at supporting the needs of autistic children are now fully subscribed, with children gradually progressing into mainstream lessons. The approach we have taken has been nationally recognised by Swim England and also commended with staff recognition within the county through the Active Derbyshire Awards.

We directly support the delivery of the DCC weight management programmes in both our Leisure Centres. They are self-referral and are free for anyone in the borough.

We continue to run our successful Walking for Health programme, which provides free social walks. These are particularly beneficial for anyone new to physical activity, who may have a health condition, or who are socially isolated. This year we have worked with a range of organisations to provide health walks for residents with more specific needs alongside our program of general public walks.

We have worked with Macmillan Cancer Support to provide a health walk from the new NGS Macmillan centre at Chesterfield Royal Hospital for anyone affected by cancer.

We have enabled an organisation working with the Department of Work and Pensions to use health walks alongside lifestyle change to support people back into employment. Feedback from their clients has been extremely positive and the organisation is now looking to roll this initiative out nationally.

We have worked with the Chesterfield and North Derbyshire Tinnitus Support Group to provide walks offering relaxation and stress relief for those affected by Tinnitus. We have also supported Derbyshire Healthcare Foundation Trust to offer health walks for those with substance misuse issues.

For this year's Walking Festival we held a circular walk focussing on exploring some hidden green spaces, parks and works of art in Rother, one of our less well known, less visited wards. The walk was fully booked including visitors from America and local residents keen to learn more about what's on their doorstep.

We also continue to provide Health Referral opportunities at the leisure centres for people with a qualifying health condition to become more active using the Council's facilities to improve their health.

4.4 Parks and open spaces

Chesterfield's parks continue to provide excellent facilities for the community and visitors. We are proud to hold 5 Green Flags which recognise the best parks and green spaces across the country with one of the key considerations being accessibility. We continue to invest in our smaller local parks aiming to make them as accessible and appropriate as possible. Parks provide outlets to play sport (football, petanque, cricket, walking football) and informal recreation and we also maintain many equipped play areas, several of which have had makeovers and new facilities. We are also now running accessible bike sessions in Queen's Park.

A growing number of people are holding events on our parks and this has recently attracted an Eid picnic by members of the Muslim community as a celebration of the end of Ramadan. We also continue to host Chesterfield Pride, now in its fourth year which continues to grow year on year. As part of the

walking festival we hosted a roll and stroll event designed for people with physical and learning disabilities, and also a dementia walk.

We aim to instil ownership and pride at a young age by involving infants and junior school groups with bulb planting their local park. This has helped contribute towards the 20,000 spring bulbs planted to make Chesterfield a brighter borough.

4.5 Housing

During the last year, the council invested £23.4 million in its own housing stock and estates and plan to spend a further £26.5 million in the coming year to ensure that all 9,100 of our tenants continue to benefit from a decent and affordable home. We are becoming more active in providing new Council properties to meet demand for affordable homes in the Borough. Planning permission has been obtained for a ten unit scheme at Brampton, a four unit scheme at Brimington and a planning application for 21 new homes for Loundsley Green was recently submitted. The new homes to be constructed during 2019/20 will provide a mixture of 2/3/4 bedroom houses and two, two bedroom bungalows.

During the last financial year, our Private Sector Housing Team has supported the completion of 126 Disabled Facilities Grant adaptations in properties in Chesterfield. Adaptations have included the installation of stairlifts, extensions and bathrooms, a total spend of approximately £600k.

Our tenancy sustainment team provides support, advice and assessments to vulnerable tenants to reduce tenancies breaking down and prevent homelessness.

We are also working hard to secure more private sector housing to support our economic aspirations and the needs of a growing and changing population. Recent planning applications have included the provision of over 50 new affordable homes to be let by Housing Associations.

We continue to be part of the Syrian Vulnerable Persons Resettlement Scheme which is a national scheme that prioritises help for survivors of torture and violence, and women and children at risk or in need of medical care. As a

participating district, we have supported the resettlement of a number of families who are settling well locally.

4.5 Apprenticeships town and improving our economy

During 2018/19 we have continued deliver activity outlined in the Skills Action Plan. This includes working with Chesterfield College and other partners to develop Chesterfield as an Apprentice Town. We have our own successful apprenticeships scheme that currently supports 26 apprenticeships but we want to support all young people in our communities to gain employment, further education and develop their skills. Despite a number of significant changes to how apprenticeships are funded and delivered, in 2018/19 1120 apprenticeships were delivered in Chesterfield with 420 of those being undertaken by 16-18 year olds. There are now more opportunities to progress through apprenticeships and last year, almost half (540) of apprenticeships started in Chesterfield were at level 3 and above which included 100 higher level apprenticeships.

Apprenticeships also featured heavily in the annual employability and skills conference which took place in February 2019. Attended by almost 100 delegates from across Chesterfield's business and education community, including 11 year 13 students, the conference examined the work being done in Chesterfield to bridge the gap between education and business, and saw how, by forging relationships with local businesses, schools are enriching their curriculums and harnessing a strong pipeline of local talent. The work in this area will be strengthened in the coming year, following a successful bid by D2N2 to the Careers and Enterprise Company that will see the establishment of a Careers Hub in North Derbyshire.

At the same time, through the local HS2 Delivery Board and working with DCC, we have begun a programme of school engagement activity to raise awareness of the career opportunities arising in the sector and as a result of HS2. To date this has included the distribution of approximately 5000 'HS2 & You' leaflets to pupils from Year 5 to year 9 as well as the

commencement of a programme that seeks to deliver a carousel of careers workshop to nine Secondary and nine Primary Schools across the borough.

Ensuring that local people and businesses have the right skills to access current and future opportunities is a key objective underpinning the Skills Action plan and one that contributes to the Councils priority to make Chesterfield a thriving Borough. A significant amount of activity in 2018/19 focussed on responding to the opportunity to site Spanish Rail Manufacturer Talgo's UK Manufacturing base at Barrow Hill. Despite narrowly missing out to Longannet in Scotland, Talgo have cited Chesterfield as being central to achieving their 'All Britain Strategy', announcing that it is the preferred location for their Rail Innovation Centre. To help realise this vision, we have worked hard with partners to deliver a feasibility study to support the creation of DRIIve (Derbyshire Rail Innovation Vehicle) which will see a facility based adjacent to Barrow Hill Engine Shed, providing a suite of research and development workshops, specialist training facilities and commercial office space to support the Rail Supply Chain.

Sheffield City Region's Ambition and Talent Programmes unfortunately came to an end in December 2018 but supported 355 young people in Chesterfield enabling 117 to move into employment. A number of new ESF funded programmes were launched in April 2019 in both LEP areas, including Skills Support for the Unemployed and the Youth Engagement Programme which will provide support to unemployed individuals, including 16-24 NEET (Not in Education, Employment or Training).

Following the success of Sheffield City Regions Skills Bank programme which contributed £356,743 to the skills development of 498 learners across 40 businesses in Chesterfield, Skills Bank 2 was launched on the 16th April 2019 which seeks to support more businesses and individuals to develop their skills in the workplace.

Local labour clauses have been agreed on 100% of eligible developments during 2018/19 resulting in 217 local jobs, 15 apprenticeships and over £12.3m of

contracts being awarded to the local supply chain. Included in this activity was the delivery of a Sector Based work Academy to support the recruitment of staff to the new Premier Inn on Elder Way. Working with Chesterfield College and Job Centre Plus, we were able to broker a programme that provided 60 unemployed people with sector based training and a guaranteed interview resulting in 20 individuals securing positions with Premier Inn.

The Council is still actively supporting the delivery of key regeneration schemes (Peak and Waterside) and is actively engaged in the direct delivery of the Northern Gateway Scheme. These developments will directly deliver hundreds of new employment opportunities to Chesterfield. In doing so, we have worked with the support of Sheffield City Region LEP and secured SCRIF funding to enable delivery. Our engagement in LEP's is subject to review and we will need to ensure that Chesterfield continues to benefit from funding opportunities to accelerate developments (from both LEP's in the interim) and as appropriate in the future.

4.6 Arts and culture accessibility

The Theatres Access Group continues to deliver its action plan to improve access at the Council's Theatres. We continue to provide performances with audio description, signed performances and touch tours to improve accessibility for people with disabilities.

Over the last year, we have worked in partnership with Working with Matinee Project/Arts Derbyshire to deliver four film showings in a relaxed environment for people with dementia and their carers. These have been well-attended, with 170 people attending to see 'White Christmas' in December last year.

In May 2018 seven local schools were invited to the Winding Wheel to see a production called 'You've Got Dragons'. This was an accessible performance with both disabled and non-disabled actors and had sign language and audio description. The production covered the subject of mental health in children. After the performance, the production company visited three of the schools to facilitate workshops and discussions surrounding mental health.

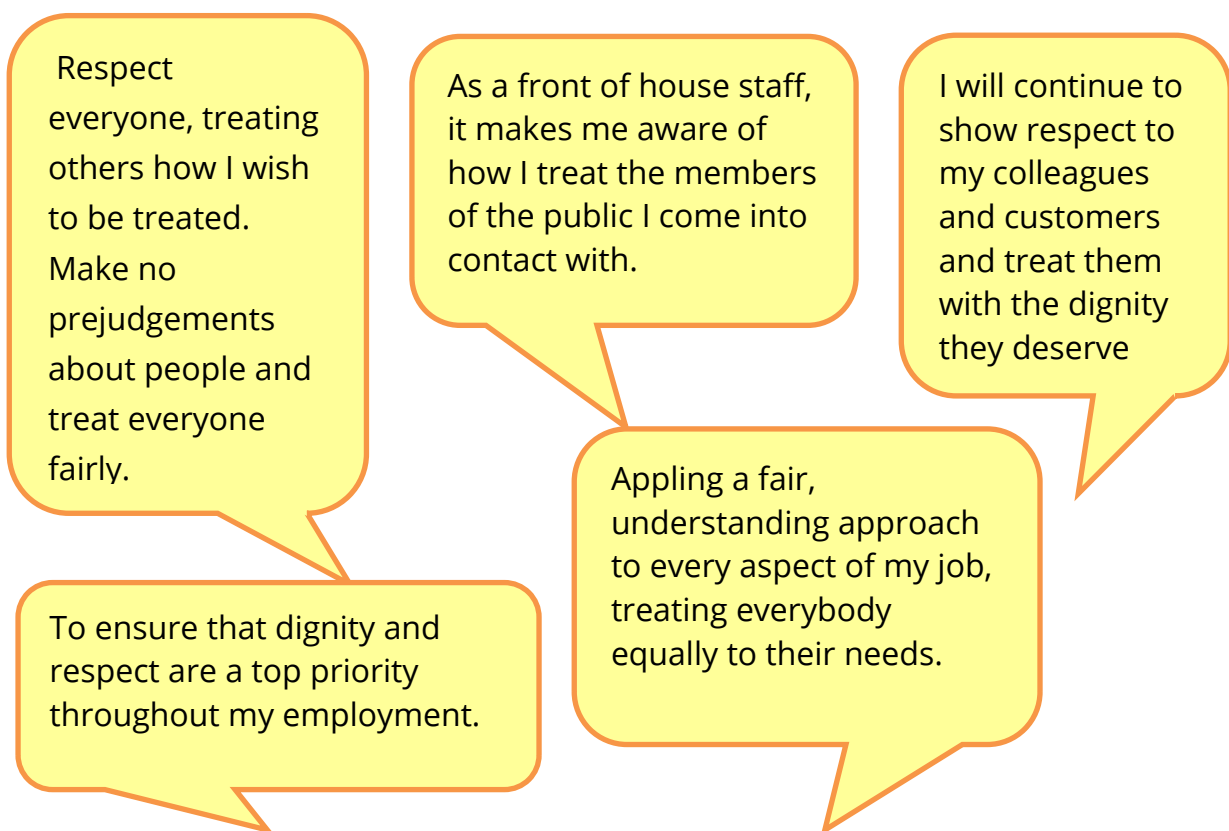
A new project, 'Afternoon at the Movies' has now started. This is a social isolation project aimed at encouraging people to get together for conversations and health and wellbeing discussions.

Chesterfield Museum continues to run its memory boxes project for people with dementia. The memory boxes contain items designed to inspire conversations about people's personal interests with friends and caregivers. During 2018/19, the Museum loaned out 25 memory boxes.

The Museum hosted an exhibition called 'Other Stories' by Derbyshire LGBT+ (supported by the Heritage Lottery Fund) until May 2018. This exhibition charted the social history of lesbian, gay, bisexual and transgender communities in Chesterfield and North Derbyshire. This was the first time a museum in Derbyshire has hosted an LGBT+ history exhibition. In the lead up to the opening, the Museum held an event for local lesbian, gay, bisexual and transgender communities to come forward with their stories and pictures for the exhibition.

4.7 Equalities training for our staff

We offer the three mandatory equalities training modules in an online format, covering the Equality Act 2010, equality and diversity in Chesterfield's communities, and a guide to reasonable adjustments. Feedback from employees shows that these modules have been effective, with an average of 97% of participating employees stating that the modules either met or exceeded their expectations. In addition, a number of comments were made by employees who completed the modules about how they would apply their learning including:



This year, we have continued to develop an additional online training package, which, when completed, will include a number of equalities training modules which are designed to improve employee's awareness of specific considerations in relation to customer service, for example, dementia, autism and LGBT awareness. We also offer a pre-retirement course for employees approaching retirement, and managing stress sessions.

5 Equality impact assessments

- 5.1 The Council is committed to demonstrating that all relevant equality issues have been considered before changes are made to policies, projects, services, functions and strategies, or when new ones are created. Chesterfield Borough Council does this through its robust Equality Impact Assessment (EIA) process.
- 5.2 The EIA process enables us to look at our work in depth to see what impact it has on different equality groups, and to mitigate against any potentially negative impacts that are identified. Staff received training in the completion of EIAs ensuring that the process is embedded across all council services.
- 5.3 During 2018/19 the Council undertook around 25 Equality Impact Assessments (EIAs) for a variety of changes to policies, strategies and projects. These have taken into consideration: best practice, demographic information and employee and customer feedback and other engagement activities. The EIAs were published with the relevant reports to the Council's Cabinet. Through the EIA process, we have been able to address any negative impacts on sections of the community promote equality by identifying and acting on opportunities to implement positive impacts for groups where possible.

6.0 **Looking forward to 2019/20**

There is much to look forward to over the next year, as we continue to work with partners to promote equality and diversity in our community and within the organisation. Some of the key activities include:

- Continuing to work in partnership with communities to organise a range of equality and diversity themed awareness activities and events, through the Equality and Diversity Forum.
- Continuing to embed the Council's commitment to equalities in its service planning and delivery by delivering a robust equality impact assessment process, and upholding the importance of this during financially challenging times.
- Ensuring that translation and interpretation made available by Chesterfield Borough Council meets the needs of local communities by reviewing and revising our current arrangements.

- Providing employees with training and development opportunities so that they have the skills, abilities and confidence to recognise and respond appropriately and sensitively to diversity and discrimination, both within the workplace, when delivering services and, ultimately, in their everyday lives. Delivering ongoing equality and diversity refresher training as required with services and a range of additional awareness raising modules on locally relevant themes.
- Support the planning and delivery of the local arrangements for the 2021 Census.
- Preparing and delivering the new Equality and Diversity Strategy for 2019-23.

7.0 Further information

If you have any comments on our Equalities Annual Report or would like to request further information or copies of any of the documents highlighted in the report please contact:

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For publication

Equality and Diversity Strategy 2019-2023 (GV430)

Meeting:	1. Cabinet 2. Council
Date:	1. 16/07/2019 2. 17/07/2019
Cabinet portfolio:	Governance
Report by:	Policy Officer

For publication

1.0 **Purpose of report**

- 1.1 To advise Members of the production of a new draft Chesterfield Borough Council Equality and Diversity Strategy 2019 – 2023.
- 1.2 To seek approval of the Council’s Equality and Diversity Strategy 2019 – 2023.

2.0 **Recommendations**

- 2.1 That Members consider the draft Equality and Diversity Strategy 2019-2023.

2.2 That Cabinet recommend that Full Council approves the draft Equality and Diversity Strategy 2019-2023.

3.0 **Report details**

3.1 The current Equality and Diversity Strategy is now due to be updated. This update will ensure that the Strategy reflects our current understanding of the needs of our local communities, and the priorities within the Council Plan 2019-23. The new Strategy is also proposed to cover the next four years, bringing it in line with the Council Plan.

3.2 The updated Equality and Diversity Strategy 2019-23, which has been developed in consultation with the Equality and Diversity Forum, outlines our corporate equality objectives for the next four years, and how we plan to achieve them. The Strategy is attached at Appendix B, and includes:

- our corporate commitment to equality and diversity
- roles and responsibilities across the organisation in relation to equalities
- local context and community profile
- achievements during the previous Equality and Diversity Strategy
- corporate equality and diversity principles
- our corporate equality objectives and related actions to deliver the strategy

4.0 **Financial implications**

4.1 The action plan will be delivered within existing resources.

5.0 **Legal and data protection implications**

5.1 The Strategy incorporates the organisation's approach to discharging its responsibilities under the Equality Act 2010 (including the Public Sector Equality Duty) as a service

commissioner, service provider, and employer. The Duty requires the Council to publish our equality objectives, at least every four years, and to publish information to demonstrate our compliance annually – this includes information about the workforce, and access to and satisfaction with the Council’s services, broken down by protected characteristics. This information is collected on an ongoing basis as part of the Council’s community engagement programme.

5.2 In addition to requirements under the Public Sector Equality Duty, the Council is now required to carry out gender pay gap reporting, including:

- Calculating the mean and median gender pay gap
- The difference between mean and median bonus payments paid to men and women
- The proportion of men and women in each quartile of their pay distribution

This data is calculated as a ‘snapshot’ on the 5th April each year.

6.0 **Equality Impact Assessment**

6.1 The strategy provides a framework for the Council to achieve its equality and diversity objectives delivering positive outcomes across the protected characteristics for employees and the wider community. Some actions will have positive impacts on particular groups, such as the work on apprenticeships which mainly attract younger participants. No negative impacts are anticipated.

7.0 **Risk management template**

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
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Reputational and legislative risk of not publishing the Strategy which demonstrates compliance with Equality Act.	M	L	Publish the Strategy on the Council's website and distribute via partner mailing lists.	L	L
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8.0 **Alternative options and reasons for rejection**

8.1 The alternative approach would be to not publish the Strategy, however, this would make it difficult to demonstrate the Council's compliance with the Public Sector Equality Duty under the Equality Act.

9.0 **Recommendations**

9.1 That Members consider the draft Equality and Diversity Strategy 2019-2023.

9.2 That Cabinet recommend that Full Council approves the draft Equality and Diversity Strategy 2019-2023.

10.0 **Reasons for recommendations**

10.1 The Strategy provides a framework for the Council to continue to ensure that the services we provide are fair and meet the needs of the local community, and that we discharge our responsibilities under the Equality Act 2010.

10.2 **Decision information**

Key decision number	Non-key 138
Wards affected	All

Document information

Report author	Contact number/email
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Katy Marshall – Policy Officer	Katy.marshall@chesterfield.gov.uk
Appendices to the report	
Appendix A	Equality and Diversity Strategy 2019-2023

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Equality and Diversity Strategy

2019 – 2023



CHESTERFIELD
BOROUGH COUNCIL

Equality and Diversity Strategy

2019 – 2023

Are we accessible to you?

- We want everyone to be able to understand us.
- We want everyone to be able to read our written materials.
- We aim to provide you with what you need to read, speak and write to us.

On request we will provide free:

- Language interpreters, including British Sign Language.
- Translations of written materials into other languages.
- Materials in Braille, large print, on tape, and in Easy Read.

Please contact us:

Telephone: 01246 345247

Text: 07960 91 02 64

Email: enquiries@chesterfield.gov.uk

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1. Foreword

Welcome to Chesterfield Borough Council's Equality and Diversity Strategy 2019-2023. This ambitious Strategy and Action Plan sets out our objectives for the next four years to promote equality and diversity both within the Council and in our communities. The strategy has been designed to complement our new Council Plan and to ensure that our approach to equalities is embedded within everything we do.

Chesterfield Borough Council recognises and welcomes the diversity of our Borough. Our strategy provides a framework for continuing to celebrate this diversity and foster good relations within our communities.

Despite the financial challenges, we will continue to demonstrate our commitment to equality and diversity, ensuring that it is an integral part of our decision making processes and service delivery so that our communities have equitable and fair access to services.

2. Our Commitment to Equality and Diversity

Our vision at Chesterfield Borough Council continues to be 'putting our communities first'. We are here to serve and support our communities including our residents, tenants, businesses, visitors, students and voluntary groups. Together we will continue to make our borough a great place to live, work, visit and invest.

The Council as a community leader, a service provider, employer and commissioner of goods and services, has a clear social and legislative responsibility to prevent discrimination and advance equality. By working to eliminate discrimination and promote equality we will empower our residents and help them to realise their full potential.

Our duties under the Equality Act 2010

As a Local Authority, we are subject to the Public Sector Equality Duty which was introduced in the Equality Act 2010. This duty requires all public bodies to have due regard to the need to:

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

In order to support public bodies to meet the Public Sector Equality Duty there are Specific Duties which public bodies must meet:

- Set and publish equality objectives, at least every four years, and
- Publish information, at least annually, to show their compliance with the Equality Duty. This must include information relating both to its employees and to people who are affected by the public body's policies and procedures.

The other important pieces of legislation that we need to adhere to and impact on the work of both the inclusion and prevention agenda are:

- 1998: Human Rights Act
- 1996: Employment Rights Act

The Equality and Diversity Strategy sets out the Council's commitment and approach to eliminating unlawful discrimination, harassment and victimisation, advancing equality of opportunity, and fostering good relations in the Borough over the next four years. It includes:

- *the roles and responsibilities for delivering the Council's Equality and Diversity Strategy*
- *the local context and achievements made so far by the Council and partners*
- *our Equality and Diversity Principles, which will guide our approach to equality and diversity*
- *our specific objectives and anticipated outcomes in relation to Equality and Diversity*
- *the way that we will monitor our progress in delivering the strategy and how we will make a real and positive difference to the lives of those affected by Chesterfield Borough Council's services*

When developing this Strategy, we have been guided by the Council's four key values:

1. *We are customer focused*
2. *We take a can do approach*
3. *We act as one council, one team*
4. *We believe in honesty and respect*

The Equality and Diversity Strategy complements and supports the delivery of the priorities within the Chesterfield Borough Council Plan, which are:

- *Making Chesterfield a thriving Borough*
- *Improving the quality of life for local people*
- *Providing value for money services*

3. Roles and Responsibilities

Our Constitution governs how decisions are made, how we operate and the procedures that are followed to ensure that these are efficient, transparent and accountable. Decisions are taken by councillors through the Council and its committee meetings, most of which are open to the public.

The day-to-day delivery of local services is carried out by various staff through the Council's management structure. The Chief Executive and Senior Leadership Team has overall responsibility for managing the Council, and work together with the Corporate Management Team to oversee progress against the Council's stated priorities, and the outcomes delivered as a result of the Council's plans and services they provide to residents. Equality Impact Assessments (EIAs) are used by decision makers including Council, Cabinet, Committees and Officers to determine the impact of the Council's initiatives, and to put appropriate mitigating action in place to minimise negative impact on groups protected by the Equality Act and the wider community.

Achieving and promoting equality and diversity is a responsibility shared by all elected members, the Senior Leadership Team, Corporate Management Team, managers, staff, contractors, partners, stakeholders and residents.

Equality and Diversity Forum

The Equality and Diversity Forum is a group of representatives from statutory partners, community groups and local individuals with an interest and/or expertise in equality and diversity. The Forum members work together to share ideas, best practice and to raise awareness in the community of equality and diversity. The Forum acts as a critical friend for the Council's services and plays a key role in the scrutiny and development of Equality Impact Assessments which inform the Council's decision making process. Support is provided by the Council to facilitate the Forum's activities, which include organising a number of themed awareness raising and training events throughout each year. The Forum adopts a partnership approach, pooling resources with partners to maximise the positive impact of its work in the community.

Elected Members

Elected members must fulfil their statutory responsibilities under the Equality Act to promote good community relations in all their work, particularly in their community leadership role. They must also make informed decisions, which consider the impact on people with protected characteristics and key community groups.

Senior Leadership Team

The Senior Leadership Team (SLT) must champion and lead by example, using the Public Sector Equality Duty to encourage the integration of equality and diversity issues in all aspects of the Council's work. SLT should actively help to promote equality and diversity issues and actions within services, and ensure that good quality Equality Impact Assessments are completed and associated mitigating actions delivered (where appropriate).

Corporate Management Team and other managers

The Corporate Management Team must maintain an overview of equality and diversity for their service and ensure effective development, implementation and monitoring of service equality and diversity objectives and related actions within service plans, including ensuring completion and appropriate challenge of Equality Impact Assessments.

Employees

Employees should demonstrate commitment to equalities by:

- Championing equality and diversity in the Borough when undertaking their work
- Taking active steps to challenge discrimination and harassment in the workplace and the community including hate crime reporting
- Making informed decisions and proposals, which consider the impact on people with protected characteristics and key community groups
- Understanding, complying and embedding the equality and diversity processes in their services.

Employees receive a comprehensive training package detailing their roles and responsibilities and raising awareness of equality and diversity related matters.

Contractors

Contractors who deliver services on behalf of Chesterfield Borough Council must comply with the Equality Act 2010, including incorporating the Council's Public Sector Equality Duty commitments in all dealings and practices on behalf of the Council in all areas assessed as relevant to the duty.

Partners

Partners must be aligned to the Council's Equality and Diversity Policy and the objectives set out in this strategy.

Stakeholders

The Council should engage with stakeholders to ensure they can contribute to the process of setting, monitoring and reviewing equality and diversity objectives and action plans.

4. Local Context

Chesterfield is the second largest settlement in Derbyshire (Derby City is the largest). It is a relatively compact and mainly urban area. The market town of Chesterfield acts as the sub-regional centre for north eastern Derbyshire and provides a range of retail, commercial, leisure and cultural facilities.

Chesterfield is a major centre of employment (over 48,000 people work in the Borough) attracting almost 21,000 in-bound commuters on a daily basis. Its employment catchment area covers a large part of the surrounding districts of Bolsover and North East Derbyshire, as well as drawing in people from Derbyshire Dales and Sheffield.

Key equalities related information from the Census and other information sources such as the area Health Profile and Index of Multiple Deprivation include:

- Demographic information - On Census day 2011 Chesterfield Borough had a population of 103,800 - 5000 more than on Census day 2001. The Borough has a higher proportion of residents from minority ethnic backgrounds than in Derbyshire, with the main populations in St. Leonards, St. Helen's, Holmebrook and Brockwell. In 2001, 98.1% of the Chesterfield Borough population were White British compared to 94.9% in 2011.
- The Borough has a higher percentage of households with no access to a car or van than Derbyshire, East Midlands and England at 27.1%. The highest percentages (over 40%) are in Rother and St. Helens compared to just 11.2% in Walton.
- The majority of Chesterfield Borough residents live within a 20 minute walk of essential services, including GPs, Pharmacies, Schools, Post Offices etc. (a significant percentage within 10 minutes).
- Housing - The Borough has a far lower percentage of owner occupiers than in Derbyshire. The highest percentages are in Walton and West; the lowest percentages are in Rother, Middlecroft and Poolsbrook. The Borough has a considerably higher percentage of social housing than in Derbyshire, East Midlands and England. The private rented sector appears to be growing rapidly with particular concentrations in Holmebrook, St. Leonards and St. Helens.
- Working and Learning Communities -21% of residents in Chesterfield Borough have higher level qualifications; this is lower than in Derbyshire, East Midlands and England. The highest percentage of residents with higher level qualifications is in the west of the Borough - Walton and West (39.8%), the lowest over in the East (Middlecroft and Poolsbrook - 11.6%). There is a higher percentage of residents in Chesterfield Borough who are economically inactive due to long-term sickness or disability.
- Chesterfield is the 85th most deprived area in England out of 326 English local authorities.

- There are significant concerns about entrenched and worsening deprivation in several Chesterfield neighbourhoods for example Grangewood is now in the 1% most deprived neighbourhoods in England. In order to make detailed observations about communities, areas are divided into Lower Super Output Areas (LSOAs). All six of the Chesterfield LSOAs in the 10% most deprived in 2015 have deteriorated since 2010.
- Deprivation inequality has risen in Chesterfield Borough with the areas within the 10% least deprived in England improving their position across a range of domains and the 10% most deprived deteriorating.
- While employment deprivation has improved generally in Chesterfield Borough, a third of neighbourhoods within the Borough remain the 20% most deprived in England.
- Health - The health of people in Chesterfield is varied compared with the England average. Deprivation is higher than average and about 3,700 children (21%) live in poverty. Life expectancy is 10 years lower for men and 8.9 years lower for women in the most deprived areas of Chesterfield than in the least deprived areas. In Year 6, 20% of children are classified as obese, and 26.5% of adults are classified as obese. The rate of self-harm hospital stays, smoking related deaths, drug misuse and early deaths from cardiovascular disease are worse than average. Health and disability is a major concern for Chesterfield Borough. The Borough is ranked the 25th most deprived in England in terms of health, and half of the LSOAs are within the 20% most deprived within England.

Despite extensive investment to strengthen Chesterfield's economy, these figures suggest that a significant percentage of our community are not currently accessing the proceeds of growth due to a variety of factors including poor health, caring responsibilities, poor educational and skills attainment etc.

You can find out more about Chesterfield's communities in our State of the Borough Report which can be accessed on the [Council's website](#).

5. Key achievements during the last Equality and Diversity Strategy

Successfully delivering the previous Equality and Diversity Strategy (2017-2019), has enabled the Council and partners to achieve a number of key outcomes which have improved the services we deliver for the local community and supported our Council objective to improve the quality of life for local people:

Encouraging mutual understanding and respect

Working with our partners, our Equality and Diversity Forum have continued to deliver free events throughout each year which promote understanding and celebrate diversity in our local communities, many of which include a training element to support our local organisations in promoting equality. This is helping to create communities which challenge discrimination and embrace difference.

We have also improved our hate crime reporting process to ensure that employees understand their responsibilities and that we are able to give the best possible advice and support to vulnerable people, reporting/and or signposting to organisations where appropriate.

Encourage and support involvement from all communities in the shaping, development, delivery and monitoring of local services, and ensure that service changes address the needs of our communities

In consultation with local groups, we have made some changes to our equalities monitoring form to ensure that it is relevant and representative, enabling us to gain a better understanding of our local community when planning and delivering our services and capturing customer feedback.

We have also reviewed the set of information that we publish annually to demonstrate our compliance with the Public Sector Equality Duty, to ensure we continue provide high quality accessible information in line with the Equality Act. Comparing our data with other authorities, we have found our approach to be robust.

The Policy Team and Equality and Diversity Forum have continued to give equality advice and insight into the Council's projects and plans, such as the town hall refurbishment project, and supporting the equality impact assessment process.

Empower equality and diversity organisations, the voluntary sector, local businesses and communities by monitoring and publishing equality and diversity information and outcomes so that they feel they can understand the reasons for Council decisions and challenge them if they feel it necessary.

Further to our review of the information we publish under the Public Sector Equality Duty, during the last two years we have improved our equality impact assessment (EIA) process and developed a toolkit to support employees to measure the impact of proposed changes to services and policies, and to ensure our Councillors are able to make fair decisions understanding the implications for people with protected characteristics, delivering positive impacts where possible, and mitigating against negative impacts.

Using latest Index of Multiple Deprivation and other demographic information, we have updated our 'State of the Borough' report, which is also available to the public, providing information about the local community which can be used to ensure service planning meets the community's needs. We have also been supporting the planning for the local delivery of the Census 2021.

In addition to our existing work on the gender pay gap, and following new guidance, the Council has analysed and published further information about the average amounts of pay that women and men get across our whole workforce. The Council's gender pay gap is a complex issue, which mainly relates to particular roles seeming to attract a particular gender, and also because the Council operates a bonus scheme in order to recruit skilled tradespeople at a competitive rate to deliver our housing repairs. This service area seems to attract more male candidates than female. Action planning is taking place to further our progress in narrowing the gender pay gap within the timeframe of the Equality and Diversity Strategy for 2019-2023.

Provide employees with training and development opportunities so that they have the skills, abilities and confidence to recognise and respond appropriately and sensitively to diversity and discrimination, both within the workplace and when delivering services.

In addition to the mandatory corporate training on equality and diversity, we also offer our employees modules on specific equality themes, eg. autism awareness to support our customer service. 97% of employees that have undertaken the equality and diversity training stated that the modules either met or exceeded their expectations. We also offer a pre-retirement course for employees approaching retirement, and managing stress sessions. Many of the Equality and Diversity Forum activities also contain training elements which are open to the wider community as well as our own employees.

You can read more about our achievements in our Equality and Diversity Annual Reports which are available on the Council's website.

6. Equality and Diversity Principles

The following principles govern our approach to Equality and Diversity at Chesterfield Borough Council:

1. Putting the needs of our communities at the heart of delivery and embedding and mainstreaming equality into the work of Chesterfield Borough Council.
2. Making sure that when taking decisions, we consider information and feedback from our communities and the impact our decisions may have on them, through Equality Impact Assessment process.
3. Monitoring, assessing and evaluating the impact of our strategies, policies, programmes, projects and commissioning on equality. Taking mitigating action to minimise any adverse impacts on people who share a protected characteristic.
4. Being open, honest and transparent, publishing and ensuring easy access to equality information and outcomes.
5. Ensuring consultation and engagement is central to the development and delivery of our services, in line with the Council's Community Engagement Strategy.
6. Working in partnership with other organisations, the voluntary sector, and local businesses to promote, recognise and celebrate difference within the context of fairness and equality.
7. Working in partnership to promote, recognise and celebrate diversity and to create communities which challenge discrimination and embrace difference.
8. Working towards developing a workforce which is representative of local communities and ensuring employment policies are fair and robust.
9. Drawing on best practice to continuously improve and strengthen our approach to equality and diversity in the workplace and wider community.

7. Equality and Diversity Objectives

The Council has set the following six equality and diversity objectives and associated actions to provide a framework for the Council's work on equalities over the next four years.

Objective 1: Ensuring a fair approach to the Council's decision making, and that service changes address the needs of our communities in an equitable way, taking account of the needs of people with protected characteristics.

Fair decision making

1. Continuing to embed the Council's commitment to equalities in its service planning and delivery by delivering a robust equality impact assessment process, and upholding the importance of this during financially challenging times.

(Lead service: Policy and Communications)

2. Providing employees with training and development opportunities so that they have the skills, abilities and confidence to recognise and respond appropriately and sensitively to diversity and discrimination, both within the workplace and when delivering services. Delivering ongoing equality and diversity refresher training as required with services and a range of additional awareness raising modules on locally relevant themes.

(Lead service: Customers Commissioning and Change / Policy and Communications)

3. Encouraging involvement from all communities in the shaping, development, delivery and monitoring of local services, continuing to monitor use and satisfaction with our services to identify access/accessibility issues / satisfaction with our services from different groups.

(Lead service: Policy and Communications)

4. Empowering local communities and organisations by publishing equality and diversity information and outcomes so that they feel they can understand the reasons for Council decisions and challenge them if they feel it necessary.

(Lead service: Policy and Communications)

Understanding our communities

5. Support the planning and delivery of the local arrangements for the 2021 Census.

(Lead service: Policy and Communications)

6. Maintain the State of the Borough report in line with latest available information, including Census 2021 data as available.

(Lead service: Policy and Communications)

7. Ensuring that translation and interpretation made available by Chesterfield Borough Council meets the needs of local communities by reviewing and revising our current arrangements.

(Lead service: Policy and Communications)

Objective 2: Supporting equitable access to high quality services that recognise the needs of different customers

Supporting access to services

- 8.** Supporting and facilitating the Chesterfield Equality and Diversity Forum to act as a critical friend, improving and championing access to the Council's services for all.
(Lead service: Policy and Communications)
- 9.** Making sure that our communities are able to access our bespoke health and wellbeing offer in our Theatres, parks and leisure centres, for example, by facilitating the Theatres Access Group, providing targeted activities such as autism friendly swim sessions, encouraging groups who share protected characteristics to use our parks for events, maintaining our Green Flag status for 5 parks, and promoting positive mental health and wellbeing especially in targeted and hard to reach sectors of the community.
(Lead service: Health and Wellbeing)
- 10.** Retaining our Customer Service Excellence accreditation
(Lead service: Customers Commissioning and Change and Arvato)
- 11.** Continuing to take an active role in Dementia Friendly Chesterfield
(Lead service: Health and Wellbeing / Policy and Communications)

Accessibility of information

- 12.** Review the corporate accessibility statement to ensure that it is reflective of and accessible to our local communities
(Lead service: Policy and Communications)
- 13.** Developing the council's website, intranet and microsites to make them accessible to all our internal and external customers. This will include improving the quality and usability of our online information, to comply with EU Web Accessibility Directive, and to improve the user experience for customers with additional needs (such as visual, reading or motor impairments). We will also include subtitles on all videos published online, such as on YouTube, Facebook, Twitter and on the council website including self service areas.
(Lead service: Policy and Communications and Customers Commissioning and Change)

Objective 3: Encourage mutual understanding and respect between our communities.

Raising awareness

- 14.** Raising awareness of local equality issues and celebrating our diverse communities through the delivery of a minimum of four events each year through Chesterfield Equality and Diversity Forum on a range of locally relevant equality themes.
(Lead service: Policy and Communications)

Supporting vulnerable people

- 15.** Managing the Syrian vulnerable persons resettlement and associated programmes for CBC.
(Lead service: Policy and Communications Housing,)
- 16.** Completing the Safeguarding Children and Vulnerable Adult self-assessment and action plan working with Derbyshire safeguarding Boards
(Lead service: Policy and Communications)
- 17.** Delivering community safety priorities through the Community Safety Partnership usig this forum to help tackle issues facing our communities through creating a common vision and sense of belonging developing strong, positive relationships between people from different backgrounds and ensuring joint community engagement and tension monitoring plans are in place where appropriate.
(Lead service: Health and Wellbeing)
- 18.** Continue to work with partners to tackle homelessness – dealing with over 900 cases per year
(Lead service: Housing)

Objective 4: To maintain a modern and diverse workforce that is reflective of the local community and feels valued and treated fairly

Employee wellbeing

- 19.** Responding effectively to the gender pay gap reporting requirements including action planning.
(Lead service: Policy and Communications, Customers Commissioning and Change)
- 20.** Seek employee feedback through the annual employee survey and develop and deliver annual action plans to address issues and trends identified.
(Lead service: Customers Commissioning and Change and Policy and Communications)

Recruitment

- 21.** Maintain and build on the Council's Investors in People status
(Lead service: Customers Commissioning and Change)
- 22.** Transform the recruitment web portal to attract a diverse range of candidates, using best practice from other councils
(Lead service: Customers Commissioning and Change)
- 23.** Maximise opportunities for engagement with businesses and schools, promoting careers and apprenticeships in local government
(Lead service: Customers Commissioning and Change, Policy and Communications),

Economic Growth

Objective 5: To make sure that local people who share protected characteristics are able to access opportunities in employment and growth.

Inclusive approach to growth

24. Supporting 5000 children to prepare for future job opportunities through the HS2 and you initiative.

(Lead service: Economic Growth)

25. Providing the Young Person's Market, where stalls are available free of charge for anyone aged between 5 and 25 years old.

(Lead service: Commercial Services)

Apprenticeships

26. Help to develop the careers of over 90 apprentices across the Council by ensuring that we provide opportunities for people to develop qualifications, vocational skills and increase employability

(Lead service: Customers, Commissioning and Change)

27. Enable 350 apprenticeships via the apprentice town initiative by working alongside and supporting apprentice providers.

(Lead service: Economic Growth)

28. Work in partnership with Chesterfield college to explore opportunities for joint working (e.g. catering placements, trade staff supporting tutors and assessors)

(Lead service: Customers, Commissioning and Change, Economic Growth)

Objective 6: Supporting independence at home for our tenants, local residents and vulnerable people.

29. Support independence at home for vulnerable people through our Careline and Neighbourhoods service, and delivering Disabled Facilities Grants.

(Lead service: Housing, Health and Wellbeing)

30. Maintain independent living through the continued support of vulnerable people - Invest in over 1350 major improvements in our council homes including new kitchens, bathrooms, heating systems, windows and rewiring, ensuring that 100% of our Council homes meet the decent homes standard

(Lead service: Housing & Commercial Services)

8. Keeping track of our progress

The Equality and Diversity objectives are aligned to the priorities in the Council Plan 2019-2023. We will use our performance management framework to keep track of our progress in achieving our objectives.

Progress will also be monitored by the Equality and Diversity Forum, and presented in regular performance reports. The achievements will also be reported every year through the Equality and Diversity Annual Report to show the work being done by the Council in accordance with the Equalities Act 2010 and the objectives within the strategy to promote diversity and recognise and celebrate difference.

9. Further information

If you have any comments on our Equalities Annual Report or would like to request further information or copies of any of the documents highlighted in the report please contact the Policy Team:

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