



Tay Road Bridge

## **TAY ROAD BRIDGE JOINT BOARD**

# **Mainstreaming Equality Report 2019 - 2021**

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Document Reference:	<b>TRB 17 rev 3</b>
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Date: June 3 2019	Bridge Manager

## Contents

Item	Page
1 Introduction	3
2 Progress	4
3 Assessing the Impact and Reviewing Policies and Practices	4
4 Equality and Diversity Training	4
5 Setting of Equality Outcomes	4
6 Occupational Segregation	5
7 Gender Equal Pay Statement	5
8 Employee Monitoring	5
Appendix 1 Tay Road Bridge Joint Board Equality Outcomes 2013 – 2017	7
Appendix 2 Tay Road Bridge Joint Board Equality Outcomes 2017 – 2019	9
Appendix 3 Tay Road Bridge Joint Board Equality Outcomes 2019 - 2021	12
Appendix 4 Details of Employee Monitoring Data	15

## 1.0 **Introduction**

The mainstreaming equality report supersedes and builds upon the good work taken forward in meeting the equality outcomes set out in the Tay Road Bridge Board's Single Equality Scheme 2017-2019. Appendix 2 confirms the actions taken to complete the equality outcomes noted in the 2017-2019 report.

1.1 The Equality Act 2010 (the Act), which harmonised and replaced previous equalities legislation came into force on 5 April 2011. The Act placed a general equality duty on public authorities to pay due regard to the need to:

- eliminate discrimination;
- promote equality of opportunity; and
- foster good relations across the range of protected characteristics.

1.2 The general equality duty expanded the range of those protected under equality legislation to include the following protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The equality duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

1.3 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 places a specific duty on the Tay Road Bridge Joint Board by the 30<sup>th</sup> April 2019, to:

- Publish a report on the progress it has made to make the equality duty integral to the exercise of its functions so to better perform that duty.
- Assess the impact of proposed new or revised policies and practice against the needs of the general equality duty.
- Publish a set of equality outcomes which it considers will enable it to better perform the Equality Duty. (Publish new equality outcomes every 2 years).
- Publish a report on the composition, recruitment, development and retention of employees with respect to the number and relevant protected characteristics of employees.
- Publish its equality reports in a manner that is accessible to the public.
- As far as practicable equality reports should use existing public performance reporting systems.
- Report every 2 years on the progress made to achieve the equality outcomes.
- Have due regard that relevant public procurement agreements, conditions should include considerations to enable the Tay Road Bridge Joint Board to better perform the equality duty.

## 2.0 **Progress**

2.1 Mainstreaming Equality: The Tay Road Bridge Joint Board's commitment to mainstreaming equality is best demonstrated by its actions to integrate equality into all its mainstream planning structures from the Senior Management Level to front line delivery of service. This is taken forward by:

- Ensuring timely and appropriate reporting of the Equality Duty.
- Identifying gaps in meeting our Equality Duty and make appropriate recommendations.
- Promoting the engagement of people with protected characteristics in service planning.
- Reporting and advising the Tay Road Bridge Joint Board Members and Senior Board Officers on equalities.

## 3.0 **Assessing the Impact and Reviewing Policies and Practices**

3.1 All policies adopted by the Tay Road Bridge Joint Board are assessed for their impact on Equalities issues by means of Equalities Impact Assessments (EQIA) where appropriate using Dundee City Council guidance.

## 4.0 **Equality and Diversity Training:**

4.1 The Tay Road Bridge is committed to providing ongoing Equality and Diversity Awareness training for all staff. Staff are made aware of equalities issues as part of the induction process and further specific training provided via third party trainers to support staff as required and determined through Employee Development Reviews.

4.2 The Tay Road Bridge Joint Board Elected Members are briefed in the Equality Act Duties by Officers from their own Council.

## 5.0 **Setting of Equality Outcomes**

5.1 The Tay Road Bridge Joint Board undertook a review of its procedures, policies and service delivery in accordance with the following documents:

- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- Equality outcomes and the public sector equality duty: A guide for public authorities (Scotland)

5.2 The Tay Road Bridge Joint Board's Equality Outcomes 2019-2021 are set out in Appendix 3 of this report.

## 6.0 **Occupational Segregation**

There are a number of posts which are dominated by one gender. These posts are traditionally occupied by males although all jobs and descriptions are non-gender specific. Consideration of training for the Tay Road Bridge Management team to avoid unconscious bias recruitment forms part of the Equality Outcomes highlighted at appendix 2.

## 7.0 **Gender Equal Pay Statement**

The Tay Road Bridge Joint Board is committed to the principle that all of our employees should receive equal pay for doing equal work, or work of equal value. The Tay Road Bridge Joint Board is also an equal opportunities employer and positively values the different backgrounds, perspectives and skills that a diverse workforce brings. The Tay Road Bridge Joint Board is committed to undertake regular equal pay review in line with appropriate guidance and take appropriate remedial action if necessary.

## 8.0 **Employee Equality Monitoring**

### 8.1 Duties

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires all listed public authorities to take steps to gather information on the composition of the authorities workforce and information on recruitment, development and retention of employees relating to the relevant protected characteristics.

The public sector equality duty covers the following characteristics: age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

The purpose of the legislation is to ensure that public authorities:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.

### 8.2 Information

The information detailed in this report had been completed from a number of different and independent information systems. In addition questionnaires sent to all staff, these systems are Resource Line (Payroll/Personnel System), training records/databases, as well as paper based records.

The Equality Act requires local authorities to report on the composition of the authorities employees.

For data protection purposes no record of less than five has been reported in the attached appendices.

### 8.3 Non Disclosure of Equality Information

The following levels of non disclosure of information from existing employees were recorded:

Topic	Non Disclosure Rate
Disability	0%
Race	0%
Religion and Belief	14.81 (4)
Sexual Orientation	0%
Marriage and Civil Partnership	0%

The new start form for the Tay Road Bridge Joint Board includes all protected characteristics stipulated in the Equality Act. It is anticipated that the rates of non disclosure will gradually reduce if information is collected when employees commence their employment. Resource Link will be developed to hold the protected characteristic information and in addition further developments are underway to ensure that the council records details of appraisals, training and development, disciplinary, etc.

A significant number of Tay Road Joint Board employees provided their details across the four strands covered in the table. On average most of employees provided their equality information.

### 8.4 Recruitment

The statistics gleaned from the Equalities Questionnaire attached to the applications are given in Appendix 2.

### 8.5 Further Action

Equality monitoring issues will be reported to the Tay Road Bridge Joint Board on an annual basis as per the Single Equalities Scheme and any resulting actions will be taken by the Senior Officers of the Board.

Appendix 1

**Tay Road Bridge Joint Board  
Completed Equality Outcomes From  
2013 - 2017**

Equality Outcomes 2013 – 2017

Outcome	Action Plan <b>Updated May 16 2017</b>	Target Date
<p>1. Ensure Service Delivery meets the needs of all communities</p>	<ul style="list-style-type: none"> <li>• Engage with local communities to identify barriers – attend workshops/consultation events organised by Dundee City Council (if available) <b>All staff complete mandatory E Learning Modules in Equality and Diversity, and this is recorded in their Training Plans. We are in contact with local specialist interest organisations, including numerous charities, which use The Tay Road Bridge as a means to raise funds. These charities can provide feedback on improvements that can be made to improve our level of service.</b></li> <li>• Offer opportunity for service users to advise of protected characteristics – supply questionnaires with feedback forms <b>Feedback forms are provided to all users of the Tay Road Bridge who require our breakdown service or require other assistance on the Bridge. This form offers the user the opportunity to recommend changes that we could make to improve our service. All Feedback forms are discussed at Management Meeting every one to two months.</b></li> <li>• Improve accessibility of web services – investigate provision of translation capability via Google Translate or other web based service <b>The Tay Road Bridge rolled out an improved Web Site in the Autumn of 2015. This has a drop down Google Translate facility.</b></li> </ul>	<p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Complete</b></p>
<p>2. Analyse Equality Information to eliminate any disadvantage</p>	<ul style="list-style-type: none"> <li>• Establish equality working Group, with assistance from Equalities Officer, Dundee City Council <b>At all Management Meetings there is an Equality agenda item to permit discussion and idea sharing to assist the Tay Road Bridge in providing equal opportunity for everyone.</b></li> </ul>	<p><b>Complete</b></p>



**Tay Road Bridge Joint Board  
Equality Outcomes  
2017 - 2019**

## Equality Outcomes 2017 - 2019

Outcome	Protected Characteristic	Action Plan	Target Date
<p>1. Raise awareness of mental health issues throughout the Tay Road Bridge work force and ensure employees are supported to help them manage any difficulties they might experience or barriers they might face</p>	<p>Disability – this is a specific focus on mental health</p>	<p>Consider rolling out initiatives:</p> <ul style="list-style-type: none"> <li>a. Develop a mindfulness programme for employees. <b>First Delivered 2018 and ongoing</b></li> <li>b. Support delivery of relaxation programmes <b>First Delivered 2018 and ongoing</b></li> <li>c. Develop Manager’s awareness training on mental health <b>Course is booked Summer 2019</b></li> </ul>	<p>Autumn 2018 <b>Progressing well</b></p>
<p>2. Tay Road Bridge Employees understand diversity, equality, dignity so that there are good relations between people</p>	<p>Eliminate discrimination; promote equality of opportunity; foster good relations</p>	<ul style="list-style-type: none"> <li>a. Training and awareness refresher sessions/campaigns are designed and delivered to maintain staff awareness <b>Equality and Diversity awareness Training completed by all staff 2018</b></li> </ul>	<p>Winter 2017 <b>Complete</b></p>
<p>3. Ensure bridge information is accessible in suitable mediums for all groups</p>	<p>Eliminate discrimination; foster good relations</p>	<ul style="list-style-type: none"> <li>a. Engage and consult with local communities to eliminate disadvantage</li> <li>b. Give consideration to designing a public questionnaire regarding website to gather information to check service delivery is effective to all groups and improve as required.</li> </ul>	<p>Spring 2019 <b>Public Questionnaire issued via social media May 2019. Feedback not yet received.</b></p>

Outcome	Protected Characteristic	Action Plan	Target Date
4. An increased proportion of people with protected characteristics are supported to enter employment	Eliminate discrimination; gender; race; beliefs	a. Consideration of training for the Tay Road Bridge Management team to avoid unconscious bias recruitment as posts need to be filled	Spring 2019 <b>Outstanding</b>

Appendix 3

**Tay Road Bridge Joint Board  
Equality Outcomes  
2019 - 2021**

## Equality Outcomes 2019 - 2021

Outcome	Protected Characteristic	Action Plan	Target Date
<p>5. Continue to raise awareness of mental health issues throughout the Tay Road Bridge work force and ensure employees are supported to help them manage any difficulties they might experience or barriers they might face</p>	<p>Emotional health and well being</p>	<p>Consider rolling out initiatives:</p> <ul style="list-style-type: none"> <li>d. Develop a mindfulness programme for employees.</li> <li>e. Support delivery of relaxation programmes <b>First Delivered 2018 and ongoing</b></li> <li>f. Develop Manager's awareness training on mental health <b>Course is booked Summer 2019</b></li> </ul>	<p>Autumn 2021</p>
<p>6. Vulnerable people and staff will feel supported and equipped to deal with emotional issues following critical incidents</p>	<p>Emotional health and well being</p>	<ul style="list-style-type: none"> <li>g. Maintain high levels of training for staff to assist members of the public</li> <li>h. TRB will ensure that staff can easily access a member of the Critical Incident Response Team and this will be promoted to staff</li> </ul>	<p>Autumn 2021</p>
<p>7. Improve infrastructure around bridge to make sure the bridge is accessible to all protected user groups</p>	<p>Eliminate discrimination; Disability; foster good relations</p>	<ul style="list-style-type: none"> <li>i. Improve lighting levels on bridge walkway</li> </ul>	<p>Autumn 2021</p>

Outcome	Protected Characteristic	Action Plan	Target Date
8. Ensure bridge information is accessible in suitable mediums for all groups	Eliminate discrimination; foster good relations	j. Engage and consult with local communities to eliminate disadvantage k. Give consideration to designing a public questionnaire regarding website to gather information to check service delivery is effective to all groups and improve as required.	Spring 2020 <b>Public Questionnaire issued via social media May 2019. Feedback not yet received.</b>
9. An increased proportion of people with protected characteristics are supported to enter employment	Eliminate discrimination; gender; race; beliefs	b. Consideration of training for the Tay Road Bridge Management team to avoid unconscious bias recruitment as posts need to be filled	Spring 2020 <b>Outstanding</b>

Appendix 4 – Equalities Statistics

Table 1a

## Occupational Segregation - Posts Dominated by Males or Females 1 January to 31 December 2016

Post Title	No of Posts	Males	%	Females	%	Total
Bridge Manager	1	1	100	0	0	1
Maintenance Manager	1	1	100	0	0	1
Operational Manager	1	0	0	1	100	1
Bridge Inspector	1	1	100	0	0	1
Assistant Bridge Inspector	1	1	100	0	0	1
Bridge Tech-Electrician	1	1	100	0	0	1
Maintenance Officers	6	5	83.3	1	16.7	1
Operational Duty Supervisors	5	5	100	0	0	5
Operational Officers	10	9	90	1	10	10
Administration Assistant	1	0	0	1	100	1
<b>Total Number</b>	<b>27</b>	<b>23</b>	<b>85.19</b>	<b>4</b>	<b>14.81</b>	<b>27</b>

**NOTE FOR ALL TABLES:** The Equality and Human Rights Commission guidance states that sub-sets of less than 10 should not be published.

The guidance also ensures compliance with the Data Protection Act. Sub-sets of less than 10 are reported as \*



**Table 1b Occupational Segregation by Grade**

<b>TRB Grades</b>	<b>Men</b>	<b>Women</b>
3-6	21	3
7-9	1	1
10-12	0	0
Above 12	1	0
Totals	23	4

**At 31 December 2016 there were 23 men and 4 women employed by the Tay Road Bridge Joint Board. On average men earned a higher hourly rate than women, with a gender pay gap calculated at 11.40%.**

**NOTE FOR ALL TABLES: The Equality and Human Rights Commission guidance states that sub-sets of less than 10 should not be published.**

**The guidance also ensures compliance with the Data Protection Act. Sub-sets of less than 10 are reported as \***

**Table 2 Job Applicants and Existing Employees broken down by Age for 1 January 2016 to 31 December 2016**

Age	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Up to 20										
21 - 30	*				*	*	*			
31 - 40	*				*	*	*			
41 - 50	10	*	*	*	*	*	*			
51 - 60	11				11	10	10			*
61 - 70	*				*	*	*			
No Entry										

No Entry - Applicant/Employee chose not to answer this question

Please note that the Tay Road Bridge has had no “Dismissals” for the period 1 January to 31 December 2016

**Table 3**

**Job Applicants and Existing Employees broken down by Disability for 1 January 2016 to 31 December 2016**

	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Age										
Yes	*				*					
Yes-No Entry										
Yes- Sensory Impairment										
Yes-Physical Impairment										
Yes-Longstanding Illness or Health Condition										
Yes- Mental Health Condition										
Yes-Other										
Yes-Learning Disability or Cognitive Impairment										
Yes-Prefer not to Answer										
No	26	*	*	*		17	17			*
Prefer Not to Answer										
No Entry										

No Entry - Applicant/Employee chose not to answer this question

**Table 4**

**Job Applicants and Existing Employees broken down by Race for 1 January 2016 to 31 December 2016**

Race	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
African-(Inc.Scottish/British)										
African-Other (Inc.Scottish/British)	*				*	*	*			
Asian-Bangladeshi (Inc.Scottish/British)										
Asian-Chinese (Inc.Scottish/British)										
Asian-Indian (Inc.Scottish/British)										
Asian-Other (Inc.Scottish/British)										
Asian-Pakistani (Inc.Scottish/British)										
Carribbean or Black - Black (Incl.Scottish/British)										
Caribbean or Black - Caribbean (Inc.Scottish/British)										
Caribbean or Black - Other (Inc.Scottish/British)										
Gypsy/Traveller										
Mixed or Multiple Ethnic Group										
No Entry										
Arab-Other (Inc.Scottish/British)										
Arab-Arab (Inc.Scottish/British)										
Other Ethnic Background										
Prefer Not to Answer										
White-Eastern European										
White-Irish										
White-Other British	*					*	*			*
White-Other White Ethnic Group										
White-Scottish	23			*		17	17			

Table 5

Job Applicants and Existing Employees broken down by Gender for 1 January 2016 to 31 December 2016

Gender	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Female	*			*	*	*	*			
Male	23	*	*		23	17	17			*
No Entry										
Other										
Prefer Not to Answer										

Table 6

**Job Applicants and Existing Employees broken down by Religion or Belief for 1 January 2016 to 31 December 2016**

Religion or Belief	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Buddhist										
Church of Scotland	*					*	*			*
Hindu										
Jewish										
Muslim										
No Entry	*	*				*	*			
None	*	*	*			*	*			*
Other Christian	*					*	*			
Other Religion or Belief	*									
Prefer Not to Answer	*	*	*							
Roman Catholic	*					*	*			
Sikh										

**Table 7**                      **Job Applicants and Existing Employees broken down by Sexual Orientation**  
**for 1 January 2016 to 31 December 2016**

	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Gender										
Hetrosexual/Straight	23			*	22	20	20			*
Bi-sexual										
Gay										
Lesbian										
Prefer Not to Answer	*									

**Table 8**

**Job Applicants and Existing Employees broken down by Marriage/Civil Partnership for  
1 January 2016 to 31 December 2016**

Mariage/Civil Partnership	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Married/Civil Partnership	*	*	*			*	*			*
Single	*			*		*	*			*
Living with Partner	*	*	*			*	*			
Divorced/Separated	*			*		*	*			*
Widowed	*				*					
Prefer Not to Answer	*	*				*	*			