



Knowsley Council

Corporate Equality and Diversity Policy 2011 - 2013

Version:	3.0
Approved by:	Draft
Date formally approved:	
Document Author:	Gwen Forkin
Name of responsible directorate:	DCR – Equality and Diversity
Review date:	01.06.09
Target audience:	Cross Council

You can also get this information in other formats. Please phone Customer Services on 0151 443 3197, or email customerservices@knowsley.gov.uk

KMBC DOCUMENT CONTROL PAGE	
TITLE	<p>Title: Equality and Diversity Policy</p> <p>Publication Date:</p> <p>Document Type: Policy</p> <p>Version Number: 3.0</p> <p>Brief Summary: Policy to assist with embedding equality and diversity within all of the Council Policies, Processes and Functions.</p>
ORIGINATOR	<p>Document Author and Job Title: Gwen Forkin: Equality and Diversity Officer</p> <p>Responsible Directorate: DCR – Equality and Diversity</p> <p>Policy Operational Level:</p>
FORMAL APPROVAL	<p>Approved by:</p> <p>Date approved:</p>
REVIEW	<p>Review Date:</p> <p>Responsibility of:</p>
SUPERSEDES	<p>Supersedes: Equality and Diversity Policy 2009-2011</p> <p>Description of Amendments: Policy has been updated to reflect changes to legislation and organisational policy for embedding equality and diversity into all policies, processes and functions</p>
POLICY DEPENDENCIES	<p>Link to other Council documents: Single Equality Scheme, EIA Toolkit</p> <p>Link to Council Primary Objective: Operational/Enabling</p> <p>Link to Sustainable Communities Strategy Key Driver: Operational/Enabling</p>

	KMBC DOCUMENT CONTROL PAGE (2) Continued
EQUALITY IMPACT ASSESSMENT	<p>In order to carry out an EIA you should first complete a screening matrix which can be accessed through the Corporate Equality and Diversity Team.</p> <p>Screening Matrix Complete: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date Complete:</p> <p>Manager/Group responsible:</p> <p>Category: High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> No relevance <input type="checkbox"/></p> <p>Based on the category indicate the date that a further assessment must take place:</p>
	<p>Initial Assessment is complete: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Date Complete:</p>
	<p>Full EIA Process is complete: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p> <p>Date Complete:</p>
SUSTAINABILITY APPRAISAL	<p>To evaluate the economic, social and environmental impacts of a policy you should complete the Integrated Sustainability Appraisal Toolkit on the Policy Hub</p> <p>Policy has been appraised for sustainability: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Action has been taken to mitigate any identified negative impacts:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Date Complete:</p>
RISK ASSESSMENT	<p>A risk assessment template is available on the Corporate Risk Management intranet site.</p> <p>Policy has been risk assessed: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date complete:</p>
TRAINING/ AWARENES S RAISING	<p>Training / awareness raising required to fully implement document: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no please state why:</p> <p>If yes indicate the date of training / awareness raising: Training provided by:</p>
POLICY LIBRARY	<p>Once formally approved the document should be posted onto the Policy Library on the council intranet.</p> <p>Date Posted:</p> <p>Posted by:</p>

Page 4

- Equalities Statement

Page 5

- Equality and Diversity Objectives

Page 7

- Working Together
- Implementation of the policy
- Corporate 5 Year Strategy
- Corporate Equality and Diversity Strategy Group

Page 8

- Policy Development
- Directorates
- Elected Members
- Chief Executive, Chief Officers, Managers and all Employees

Page 9

- The Community, partnerships and Stakeholders
- Training
- Impact Assessment

Page 10

- Monitoring, evaluation and review
- National Indicators/Targets

Page 11

- Audit and Scrutiny
- Consultation

Page 12

- Commitment to consultation

Page 13

- Best Value and Procurement
- Partnerships
- Equalities in Employment

Page 15

- Appendix
- Race/Disability/Gender Equality Schemes

Equalities Statement

Knowsley Council is committed to developing, promoting and delivering its services and employment opportunities without discrimination on the basis of a person's :

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including Gypsies and Travellers)
- Religion and Belief
- Sex (Gender)
- Sexual Orientation

or any other aspect of an individual's background which is used to justify unfair treatment. The Council will regularly monitor and review the impact of services and procedures on Knowsley's different communities and instigate changes to ensure it meets its aims.

As a Service Provider

Knowsley will ensure that it actively shapes its services based on the varied needs, expectations and experiences of all its communities and to provide services that are relevant, appropriate and respectful to individuals. The Council undertakes to ensure that its contractors and others, who deliver services on its behalf, share and implement this vision and these values.

As an Employer

Knowsley will manage its workforce in a way that gets the best from their diversity, valuing their experience as individuals and integrating fairness and equity into every aspect of its employment practices. The Council will do this by recruiting, developing and retaining the most talented people and valuing the varied skills and experiences people bring to Knowsley. The Council will develop more imaginative and open ways of recruiting and retaining a diverse work force.

As a Community Leader

As well as a service provider and employer, the Council has an important leadership role in influencing others, promoting and encouraging fairness and equality and contributing to a more just and compassionate society. The Council will work with all its citizens, partners, businesses, voluntary and community groups to develop a shared understanding and commitment to its objectives.

Equality and diversity objectives

Knowsley Council's vision is to be the Borough of Choice

In support of this vision and in promoting equal opportunities and diversity our objectives are:

- Valuing and respecting the diversity of those who live, work and do business in the borough and benefiting from those differences.
- Translating all statutory obligations into direct delivery.
- Creating a positive, safe, healthy and accessible working and learning environment and a culture, in which discrimination has no part, and where everyone can achieve their full potential.
- Listening to, engaging and collaborating with the wider community and a wide range of partners and staff in order to continually improve our equality practice.
- Encouraging and welcoming people into Knowsley through developing an inclusive environment and culture.
- Empowering people by providing accessible information.
- Ensuring sound equal opportunities and diversity principles are embedded in all our communications.
- Facilitating equal opportunities in all aspects of employment service delivery
- Mainstreaming equal opportunities into service delivery and all decisions by developing systems and processes, which are accessible and transparent.
- Ensuring all projects and programmes delivered by contractors adhere to equality and diversity core components.
- Taking necessary action when non-compliance with our policies is identified.
- Securing and making best use of resources to ensure that the Equality and Diversity Policy is implemented.
- Working with the relevant partners and agencies to influence their equal opportunities and diversity principles.

Working together

To meet these objectives Knowsley Council ultimately aims to achieve the highest level (excellence) of the Equality Framework for Local Government. This will be reached by working in partnership with our members, employees, trade unions, the community, partners and stakeholders. It is only by working together that we can eliminate discrimination against people on the basis of:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including Gypsies and Travellers)
- Religion and Belief
- Sex (Gender)
- Sexual Orientation

or any other factor. In addition our aim is to ensure equality of life chances for all residents of the borough, which includes learning from other organisations who have well developed policies and practices. The council recognises the need to seek opportunities to learn from others who have already developed and implemented best practice.

Implementation of the policy

The Equality and Diversity Policy is a key corporate policy of the council. It is championed and supported by the Chief Executive Officer who is responsible for implementing the mandate of all Elected Members, which demonstrates a firm leadership commitment. Equality and Diversity sits within the leader's portfolio. The council is committed to the management of this policy through a process of self-assessment, scrutiny and audit.

This agenda will be taken forward through:

Single Equality Scheme 2011 - 2014

The council's Single Equality Scheme 2011-13 and its accompanying action plan shows the strategic direction that drives equality and diversity in the organisation. The action plan is monitored through the corporate performance framework and as part of our compliance with the Public Sector Equality Duty we publish an annual statement of achievement of objectives.

Corporate Equality and Diversity Strategy Group

A Corporate Equality and Diversity Strategy Group have been established to drive this agenda forward on a cross directorate level. This group represents every directorate of the authority plus partners. It is chaired by the Chief Executive of the council. This group has responsibility for the overall management and direction of our equality and diversity commitment.

Partners include:

- Knowsley Metropolitan Borough Council
- Knowsley NHS
- Knowsley Community College
- Knowsley Housing Trust
- Safer Knowsley
- Local Strategic Partnership

Directorates

Each directorate will work towards the achievement of our equality and diversity commitments. The directorates are represented on the Corporate Strategy Group at senior management level and will be expected to embrace equalities issues throughout all levels of service delivery. To be also embodied within corporate and directorate business planning and performance management processes.

Elected Members

Knowsley's equality and diversity agenda is within the portfolio of the Leader of the Council. Our Elected Members are responsible for setting and agreeing policies that are non discriminatory and promote equality for all employees and all people who access services.

Chief Executive, Chief Officers, managers and all employees

All those who act on behalf of the council have a responsibility to work within the terms of the Equality and Diversity Policy and strive towards the elimination of discriminatory attitudes and practices in their working environment and in the services they provide.

The community, partnerships and stakeholders

The views, ideas and opinions of our communities, partners and stakeholders and employees will be built into the decision making process via our consultation mechanisms. All of the equality and diversity principles we promote will also be expected to be shared and upheld by those who work with us.

Training

The corporate commitment is that all staff will undertake training relevant to their role and responsibilities. This is our process for ensuring that policies and procedures are understood and adhered to and besides facilitating the work of developing a culture which values and respects diversity will also govern the way we will behave towards each other.

Equality Impact Assessment

The Public Sector Equality Duty requires the council to assess the impact of decisions on underrepresented groups. Knowsley Council's method for complying and further documenting our commitment to equality and diversity is through the implementation and completion of equality impact assessments. An equality and diversity impact assessment is a way of finding out whether a decision affects different groups of people in different ways. These assessments must be undertaken to comply with our organisational commitments and statutory obligations. However, as part of Knowsley's commitment to adopt the Equality Framework for Local Government, Impact Assessments will be undertaken which take into account the protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including Gypsies and Travellers)
- Religion and Belief
- Sex (Gender)
- Sexual Orientation

The results of the equality impact assessments will be used to address negative issues which may arise from existing or proposed policies, including the identification of potential for discrimination and the consideration of alternative proposals that do not mitigate any adverse impact.

It is important that we have a clear record of the decisions the council have made regarding policy or operating procedures. Therefore each directorate will undertake Impact Assessment on all their policies, functions and services which will also address the following questions:

- Does the service we provide reach all the communities it is meant for and does it meet their needs?
- Does the service we provide reflect the ability to cater for cultural differences?

- Are all customers getting the same level of benefit from our services, which are delivered on the basis of need?
- Does the workforce delivering that service generally reflect the population it seeks to serve? Or if not has it been appropriately trained in order to reflect the ability to cope with potential cultural differences within the varied community of Knowsley?

The council has prepared a Corporate Equality Impact Assessment Toolkit which will be used by all directorates to establish priorities for assessment and to proceed with full impact assessments where considered necessary. The toolkit is updated every 2 years to ensure that it meets the contemporary needs of the demographics of the borough.

National and Local Indicators/targets

In order to ensure that the council is achieving its equality and diversity agenda, targets will be set and monitored. We are committed to:

- Directorate and service area setting of equality targets.
- Corporate development of and engagement in setting equality objectives and targets
- Target setting with partners, contractors and all directorates, linked to national indicators with appropriate publicity and resources attached
- Reporting on progress against targets – monitor, review and revise as appropriate
- Assessing levels of success in meeting targets and review/revise service objectives and targets as appropriate.

Audit and scrutiny

We will demonstrate our commitment to self-assessment, audit and scrutiny through:

- Corporate, directorate and service area commitment and engagement in scrutiny, self-assessment and audit.
- Directorate and Service area engagement with equality self-assessment, scrutiny and audit.
- Consultation with designated community, staff and stakeholder groups on scrutiny procedures, including un-constituted community

groups.

- Arrange external and internal scrutiny processes and ensure monitoring and reporting on progress takes place with relevant internal and external stakeholders.
- Evaluation and review of scrutiny arrangements.
- Publish the results of audit and scrutiny on an annual basis.
- Where necessary, capacity building consultation groups in order to enable them to take part in all relevant processes from an informed position.

Consultation

The council is committed to improving the consultation process with community groups, partners and stakeholders.

This is seen as a key element in our equality and diversity agenda as consultation ensures that the council is better informed to meet the needs of all people and communities of the borough.

A Sustainable Communities Strategy for Knowsley has been developed with the Local Strategic Partners. Progress is now being made with implementing the strategy and we are working alongside our partners in the community to ensure that all forms of engagement and consultation are inclusive.

Commitment to consultation

Knowsley Council values the views of both customers and employees - especially with regard to any proposed changes to plans or methods of service delivery. For example, the council regularly consults through:

- Six area partnership boards – providing public access to information and decision making
- Local Strategic Partnership
- Officers with a remit for developing community empowerment and social growth at all levels
- Trade unions
- Community and Youth Services ‘sharing and learning’ events for community groups
- Schools Council
- Stakeholders
- Committee meetings – public sessions open and made accessible to all residents

- Information on the internet/intranet
- Newspapers and other media
- Knowsley Challenge Citizen's Panel
- Police forums
- Staff Operational Workers Groups

Best value and procurement

Knowsley Council aims to provide services that offer best value in terms of economy, efficiency and effectiveness; and have the capacity to improve performance.

The council's portfolio of contracts for goods, services and works covers a wide range of requirements and local Knowsley based suppliers already account for a significant level of expenditure through these contracts.

Our commitment to promoting equality will ensure that we treat all people according to need including those contracting to supply goods or services. The council will not discriminate on the grounds of:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including Gypsies and Travellers)
- Religion and Belief
- Sex (Gender)
- Sexual Orientation

Suppliers or contractors approved for the provision of goods, services or works will have to comply with such criteria. In particular the council will adhere to, promote and utilise best practice and include a social inclusion caveat with procurement documentation.

Partnerships

As a listed authority Knowsley recognises that under its statutory obligations we have a duty to make sure that any of our functions or policies that are relevant and are being carried out by partnerships, meet these duties. Knowsley will also comply with our statutory requirements whether advised by Equality and Human Rights Commission or central Government. Knowsley additionally subscribes to meeting the equality and diversity procurement criteria of the Equality Framework for Local Government.

Equalities in employment

Knowsley Council aspires to recruit and retain a diverse workforce, which generally reflects the local population and which has the skills and understanding to improve the lives of the people of Knowsley through the provision of quality services responsive to cultural, individual and community needs.

In addition, the authority collects and evaluates workforce monitoring data in compliance with the statutory monitoring duties. The Public Sector Equalities Duty states that we should monitor our workforce by the different protected characteristics:

- All employees
- All applicants for jobs
- All applicants for promotion
- All applicants for training

The council recognises that the issue of the make-up and skills of our workforce is central to our plans for the future for several important reasons:

- Our ability to deliver diverse services to a diverse local population is dependent upon the skills and experience of our staff. The more closely our workforce reflects the local population and is given the knowledge and ability to cater for the prospect of a culturally diverse potential, the more likely the services we provide will meet the needs of the population.
- Wherever possible the council will support the introduction of positive action strategies to support local people in accessing council vacancies.
- Our commitment to valuing diversity is best demonstrated through our own performance in key areas, and the structure of our workforce is one of the most visible aspects of that performance.
- Our ability to provide leadership to our partner organisations and the local population is undermined if we cannot provide evidence of our ability to fulfil our goals and aspirations for our own workforce.

In addition the council has an ongoing commitment to achieve equality within the workforce.

The council's commitment to promoting and ensuring equality and diversity in employment is demonstrated through a range of policies and procedures which cover:

- Consultation with Employees Policy
- At Risk Redundancy and Redeployment Policy
- Developing People Policy

- Time Off Work Policy
- Recruitment Policy
- Retirement and Pension Policy
- Managing Conduct, Performance and Information Policy
- Sickness Absence Management Policy
- Flexible and Mobile Working Policy
- Health and Wellbeing Policy

Appendix 1

The Public Sector Equality Duty

The Equality Act 2010 (sec149) states that:

1. A public authority must, in the exercise of its functions, have due regard to the need to:-
 - a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2. A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1) above.

3. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - a. remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - b. take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - c. encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

4. The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

5. Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - a. tackle prejudice, and
 - b. promote understanding.

6. Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.