

EQUALITY, DIVERSITY AND INCLUSION POLICY

1. PURPOSE

Hull Training and Adult Education is committed to encouraging equality, diversity and inclusion for all, and eliminating unlawful discrimination in accordance with the Equality Act 2010. Hull Training and Adult Education (HTAE) celebrates and values diversity of its learners and employees and is committed to equality of opportunity for all.

2. SCOPE

This policy applies to all members and potential members of the Service community, including but not limited to:

- Staff
- Learners
- Governors
- Applicants for jobs
- Applicants for courses
- Contractors
- Employers
- Work placement providers

All of these groups of people will be expected to adhere to this policy. Where staff or learners are working or studying in locations other than our centres they will still be subject to the policy.

Behaviour outside working time and outside our centres may also fall within the scope of the policy. Breaches of this policy will be taken seriously and may lead to disciplinary action.

3. STATEMENT OF POLICY

The policy's purpose is to:

- Provide equality, fairness and respect for all creating an environment in which individual differences and the contributions of our staff are recognised and valued.

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- Not unlawfully discriminate in line with the 9 protected characteristics as detailed in the Equality Act 2010:

1. age
2. disability
3. gender reassignment
4. marriage and civil partnership
5. pregnancy and maternity
6. race (including colour, nationality, and ethnic or national origin)
7. religion or belief
8. sex (gender)
9. sexual orientation

Commit to eliminating discrimination, harassment and victimisation, advancing equality of opportunity between people who share a protected characteristic and those who do not. Foster good relations between all who work or learn at HTAE, or use its services. Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

- Recognise this is an evolving document that will be reviewed and updated in light of continuing involvement of, and consultation with, both existing and potential HTAE users, partners, community groups, voluntary organisations and individuals with interests in our work. This policy is intended to continuously adapt to new developments and legislations, and to reflect our growing understanding of existing and emerging issues.
- Recognise the serious nature of any discriminatory events and their impact on the individual/group involved including those who may witness the incident. All incidents will be taken seriously and consideration will be given as to whether a multi-agency approach using child protection procedures is required.

4. POLICY AIMS

The aim is for our workforce, governors and learners to be truly representative of all sections of society. For our employees, learners, customers and for all stakeholders to feel respected and able to give their best.

In particular, HTAE strives to:

- Encourage equality, diversity and inclusion in the workplace.
- Encourage the participation of learners of all abilities.
- Provide a safe and welcoming physical and learning environment.
- Develop its facilities and courses to improve access and widen participation.
- Offer support to meet individual learner and employee needs.
- Ensure its recruitment processes are fair and transparent.
- Ensure that HTAE is an environment that is free from discrimination, bullying or harassment and victimisation.

5. HULL TRAINING AND ADULT EDUCATIONS COMMITMENT

Equality, diversity and inclusion are central to everything we do at HTAE. We aim to celebrate diversity and support everyone to overcome the barriers to their full inclusion and participation in society. We are committed to embracing equality and tackling discrimination in all its forms. Through our commitment, we will ensure that all views are considered and the environment in which we live and work is truly inclusive.

Examples of where we have successfully demonstrated that commitment:

- i) The Service has a variety of family friendly policies, encouraging flexibility of working hours, location and job roles including part-time, term-time only and compressed hours; Generous maternity, adoption, shared maternity and paternity leave allowances and support;
- ii) The Service encourages interaction and support groups in relation to LGBTQI.
- iii) Hull City Council is certified under the Disability Confident scheme (previously the two tick's scheme). Disability Confident is a government scheme that supports employers to make the most of the talents disabled people can bring to the workplace. The commitments are to:-
 - Ensure your recruitment process is inclusive and accessible.
 - Communicate and promote vacancies.
 - Offer interviews to disabled people who meet the essential criteria for the job.
 - Anticipate and provide reasonable adjustments as required.
 - Support existing employees who acquire a disability or long-term health condition, enabling them to stay in work.
- iv) The service is committed to providing employees with a safe, healthy and supportive environment in which to work and recognises that the health and wellbeing of its employees is important. It is committed to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.
 - To provide non-judgemental and proactive support to staff experiencing mental ill-health.
 - To not make assumptions about a person with a mental health condition and their ability to work. To be positive and enabling towards all employees and job applicants with a mental health condition.
 - To support line managers in managing mental health in the workplace.
 - To ensure they are fair in the recruitment of new staff in accordance with the Equality Act (2010).
 - To make it clear that people who have experienced mental ill-health will not be discriminated against, and that disclosure of a mental health condition will enable both the employee and employer to assess and provide the right level of support or adjustment.

This policy demonstrates how HTAE will meet its commitment to equality of opportunity. In doing so it has three key functions: -

1. Analysis of local/regional/national demographics (current trends and predictions).
2. Monitoring and action planning to identify issues and ensure that any negative impacts are eliminated, or minimised where possible.
3. Encourage through positive action, initiatives that will promote the full engagement of under-represented groups.

6. PERFORMANCE AND MONITORING

HTAE will monitor the effectiveness of the Equality, diversity and inclusion Policy through the following policies and guidelines, but not limited to:

- Bullying and Harassment Policy (staff)
 - Code of Conduct Policy (staff)
 - Equal Opportunity in Employment Policy (staff)
 - Be Fair (learners)
 - Customer Feedback Policy (learners)
 - Adult Safeguarding Policy (learners)
 - Child Protection Policy (learners)
 - Learner Conduct Policy (learners)
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- HTAE will consider equality, diversity and inclusion issues in all aspects of the Service life and business and ensure that all Service policies and procedures are developed to positively support and develop equality, diversity and inclusion.
 - HTAE will develop links and partnerships with external community organisations to support the development of equality, diversity and inclusion in our locality.

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

7. THE SPECIFIC DUTIES

The public sector equality duty was created by the Equality Act 2010 and replaces the race, disability and gender equality duties. The duty came into force in April 2011 and covers age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. It applies in England, Scotland and in

Wales. The general equality duty is set out in section 149 of the Equality Act. In summary, those subject to the general equality duty must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

The duty to have due regard to the need to eliminate discrimination in the area of employment, also covers marriage and civil partnership.

8. RESPONSIBILITIES

- The policy is understood and implemented.
- Their behaviour always takes into account the uniqueness of others.
- Everyone is treated with respect, courtesy and dignity.
- Behaviour not in accordance with the policy is challenged and acted upon.

The Governors of HTAE have responsibility for:

- Promoting equality, diversity and inclusion.
- Ensuring the service meets all its duties under the legislation and that effective policies and procedures are established and effectively monitored.
- Ensuring that equality, diversity and inclusion is discussed at Executive Leadership Group meetings.
- Reviewing the strategy, implementation plan and the progress that has been made to implement the services aims on equality, diversity and inclusion.

The Head of Service has overall responsibility for (and delegates to the Senior Management Team):

- Giving a consistent and high profile lead on all equality issues.
- Promoting the equality, diversity and inclusion policy both internally and externally.
- Ensuring that the equality, diversity and inclusion policy is fully implemented.

The services Equality, Diversity and Inclusion Group will be responsible for:

- The co-ordination, monitoring and evaluating the effectiveness of the Equality, diversity and inclusion Policy.
- Establishing and implementing an annual Single Equality Scheme action plan for the organisation, setting and monitoring equality, diversity and inclusion impact measures.
- Organising, promoting and running the celebrating equalities, diversity and inclusion week each year for staff and learners.

The Executive Learning Group is responsible for the implementation and monitoring of this policy.

- Ensuring that other organisations working within or for the service work according to the requirements of The Equality Act 2010.
- Ensuring that the services employment policies, procedures and practices are implemented in accordance with the services Equality, Diversity and Inclusion Policy.
- Working directly with the Lead Managers to ensure the effectiveness of the equality, diversity and inclusion across the service.
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To ensure that the gender pay reporting is completed and reported each year.

All employees of HTAE are responsible for operating within this policy at all times.

- Advancing equality of opportunity and fostering good relations.
- Challenging inappropriate language and behaviours.
- Completing mandatory equality, diversity and inclusion training.
- Ensuring that they abide by and promote the ethos of the dignity and respect in the workplace and work within the guidelines of disciplinary policy.

Working to ensure that we recognise, support and promote the wide-ranging talents we have within our Service, through ensuring that our environment is one that listens, and one where everyone can reach their full potential. To remove barriers to success, and create a platform that enables our people and their talents to drive forward the success of our service.

9. COMPLAINTS

Any member of staff or applicants for employment who believes they have experienced or observed discrimination should seek advice and support from the Head of Service or an HR Representative. Any member of staff may raise their concerns through the City Council's Equal Opportunity in Employment Policy and/or Code of Conduct Policy as appropriate.

Any governor who believes they have experienced discrimination should seek advice and support from the Governance Group Manager (Town Clerk's department).

Any other member of the services community, including learners or applicants for courses, contractors and work placement providers, who believes they have experienced or observed discrimination, should raise their concerns with the Head of Service or a Lead Manager.

Details of the councils policies and procedures can be found on the Staff Intranet/Policies and Procedures. This includes with whom an employee should raise a grievance – usually their line manager.

10. EQUALITY IMPACT STATEMENT

We have a duty to consider the impact of changes on groups with Protected Characteristics (race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership).

What are the overall aims of the change? Why are you proposing it?	This policy outlines HTAE guidelines for staff and learners when dealing with equality, diversity and inclusion issues
Given the aims of your proposal, what issues does your data/information highlight?	The policy enables data collection into EDI issues that will be analysed.
How could the proposed change affect positively/negatively on groups with protected characteristics?	The policy outlines staff responsibilities re PREVENT in relation to equality, diversity and inclusion.
What actions will you take to mitigate any negative impact?	Potential impact in relation to issues concerning incidents. Monitored through complaints and employee relations cases.
Is there any potential negative impact justified in light of wider benefits of the proposal	No
Recording final decision	HTAE Senior Management Team
Has the policy taken into consideration the requirements of GDPR regulations? Are there any actions that need addressing, eg; data sharing agreement; has data consent been considered; data retention timescales?	Yes, outlines staff and learner guidelines for collection of sensitive personal data for monitoring purposes