



Equality, Diversity and Inclusion Policy



Organisational Development

1. Introduction

This is an internal policy, its purpose is to set out our commitment to embed equality, diversity and inclusion across our workforce, and to eliminate any unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, for each employee to feel they belong and have a voice, so they perform well at work and are able to give their best to deliver excellent services for our residents.

We will:

- Provide equity, fairness and respect for all in our employment, whether temporary, part-time or full-time
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

2. Background

Legislative context

We will comply with all current legislation. The legal framework is viewed as the starting point, as one of the biggest employers and provider of services in the borough we will work towards building a culture that values equality, diversity and inclusion, by recognising and respecting differences and seeking to meet individual needs.

Equality Objectives

The three aims of the Equality Act 2010 are to:

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

Eliminate unlawful discrimination, harassment and victimisation

There are 4 main forms of unlawful discrimination

- Direct Discrimination
- Indirect Discrimination
- Institutional Discrimination
- Harassment and victimisation

Direct Discrimination

This happens when one person is treated less favourably than another person is treated in the same circumstances.

Indirect Discrimination

This happens when a requirement is applied equally to everyone but has the effect of excluding one group of people more than another.

Institutional Discrimination

This happens when an organisation's processes, attitudes and behaviour amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping, which disadvantages identifiable groups or individual people.

Bullying, harassment and victimisation

The Council will not tolerate bullying, harassment and victimisation of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken. The Council will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make a complaint. Victimisation is a disciplinary offence.

- **Bullying** is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injure the person on the receiving end.
- **Harassment** means unreciprocated and unwelcome comments, looks, actions, written materials, suggestions or physical contact that is found objectionable and/or offensive by the recipient and may create an intimidatory working environment.
- **Victimisation** is when an employee, or customer, is treated less favourably because they have made a complaint or allegation of discrimination or have acted as a witness.

Our commitments

Service delivery commitment

1. To ensure that robust mechanisms are put in place in order to consult with staff, community groups, and key stakeholders.
2. To ensure that the mechanisms are in place for responding to harassment and victimisation.
3. To ensure that any decisions we make that may have an impact on our employees are audited with an equality analysis (for example, equality impact assessments)

Employment commitments

1. We will promote a culture where there is respect for others
2. We will embrace differences and inclusivity and ensure everyone's voice is heard
3. We will ensure all individuals, regardless of their background or socio-economic status, have the same rights of access within the workplace
4. To develop fair employment and equal pay policies.
5. To ensure procedures are consistent with Employment Codes of Practice.
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting our legal requirements.

We are committed to ensure equality of opportunity for everyone and this will be applied in pre-employment, training and promotion with an equal and fair employment termination process.

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

Recruitment and Selection commitments

1. To ensure recruitment procedures use non-discriminatory practices.
2. To ensure that publicity for job vacancies cover a range of publications and do not restrict the range of diverse applicants.
3. To provide application forms and job descriptions that are clearly set out and are available in a range of formats.
4. To include unconscious bias training to all panel members
5. Conduct personality profiles to ensure we have a diverse range of candidates

Training and development commitments

- 1 Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- 2 To develop staff training on equality issues
- 3 Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

How we will do this

We aim to deliver this equality, diversity and inclusion policy in the most practical way possible and will use the following methods:

The People Strategy implementation group will act as the main body for the monitoring and development of the Council across all areas of Equality, Diversity and Inclusion contained within our People Strategy.

We will develop a Talent Management Strategy that will identify clear talent pipelines for any under- represented groups across the council.

This is at the heart of the Wirral Plan 2025 and we recognise the importance of communicating our commitment to the agenda. We will therefore ensure that equality, diversity and inclusion, outcomes and priorities take full account of the need to comply with legislation and performance management frameworks.

3. Commitment to Equality

Please identify which, if any, of the following Equality Duties this policy addresses:

Eliminate unlawful discrimination, harassment and victimisation



To advance equality of opportunity



To foster good relations between different groups of people



This Policy is fully supported by senior management and has been agreed with recognised trade unions.

Details of the organisation’s grievance and disciplinary policies and procedures can be found on the intranet. This includes who an employee should raise a grievance – usually their line manager.

Use of the organisation’s grievance and/or disciplinary procedures does not affect an employee’s right to make a claim to an employment tribunal within three months of the alleged discrimination.

| Document Ownership | |
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