

Equality and Diversity Policy & Procedure

Equality is enabling opportunity, access, participation and contribution on a fair and equal footing and ensuring that different groups are not disadvantaged when accessing services or employment with The Broughton Trust.

Diversity is about the individual, understanding that each of us is different and making sure we respect and celebrate the variety of backgrounds, perspectives, values, and beliefs.

Diversity and equality issues impact on everyone. We are committed to removing barriers that might restrict people and we are proactively working towards positive change.

Our Equality and Diversity Statement

The Broughton Trust is committed to promoting an environment which recognises and values people's differences, capitalises on the strengths that those differences bring to the organisation and supports all staff and clients in maximising their potential to succeed.

The Trust will work to ensure that staff and clients are not disadvantaged on the grounds of any of the nine protected characteristics defined in the Equality Act 2010. These being the Protected Characteristics of Age, Disability, Gender Reassignment, Marriage, Civil Partnership and same sex couples, Pregnancy and Maternity, Race, Religious Belief and Non-Belief, Sex and Sexual Orientation.

The Trust is committed to eliminating the defined categories of unlawful discrimination of Direct Discrimination arising from a Disability, Failure to make disability related reasonable adjustments, Harassment (including by Association and Perception), Victimisation, and Instructing, Inducing or causing discrimination.

The Trust is committed to implementing the requirements set out in the Public Sector Equality Duty. The duty requires the Broughton Trust to:

- * Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- * advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- * foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with a specific requirement to tackle prejudice, and promote understanding.

The Trust recognises that this policy relates to all of its functions and services with specific reference to employment, the provision of education and the provision of goods and services.

It is the duty of every member of staff and every client not to engage in discriminatory behaviour and implement this policy. Any breach of this policy will be dealt with in accordance with the relevant client agreement and/or staff disciplinary policies.

The Trust will make every effort to reflect the diversity of our community within our Board and Employees

SECTION 1-Services & Activities

We will plan and develop The Broughton Trust's activities and services on the basis of them being fully accessible. We will conduct ongoing monitoring and consultation to ensure the activities meet the needs of the every changing community.

In particular we will -

- promote and publicise The Broughton Trust widely, in particular to disadvantaged groups.

- ensure appropriate language is used in all documents, and use a variety of formats for example using large print.
- take all reasonable measures to provide such auxiliary aids as may be needed for people to take part in the activities or use the services.
- develop a Code of Practice to ensure the activities of one group do not by their nature exclude other users.
- require independent providers of services to operate an Equality and Diversity Policy.
- require anyone who provides a service or activity on behalf of The Broughton Trust work under our Policy.
- Publicise the Equality and Diversity Policy, and take action if a client is found to be acting in contravention of the policy.

SECTION 2 - The Board

The Broughton Trust is committed to involving in decision making people from communities and groups that continue to suffer discrimination. The Board is an elected body, and we will monitor its composition to ensure that the election procedures do not directly or indirectly discriminate.

In particular we will -

- encourage a diverse range of people to become Members to stand for election.
- provide an information pack for prospective Board Members.
- offer induction training to all committee members, and ongoing training: in equal opportunities (and in particular in fair recruitment), and in managing the organisation.
- take into account the needs of Board Members when arranging Meetings, such as: where, when, and how meetings are held; religious festivals; transport to and from meetings; caring responsibilities.

require all Board Members to both work within and promote the Equality and Diversity Policy.

SECTION 3 - Membership

The Broughton Trust aims to be accessible, responsive and accountable to the local community. To meet this aim there must be a strong and representative Membership. We will encourage individuals and groups from all sections of the community to become Members.

In particular we will:

- ensure appropriate language is used in all documents, and use a variety of formats.
- advertise and promote The Broughton Trust widely
- establish a simple Membership procedure, including an appeals process, that is objective and transparent.
- Require members to support the Equality and Diversity Policy

SECTION 4 - Employment

We will monitor all aspects of The Broughton Trust's employment practices to ensure they are fair - including

1. recruitment and selection procedures,
2. terms and conditions of employment,
3. induction, training and appraisal systems.

In particular we will -

1. In Recruitment & Selection:

- No applicant will be treated less favourably than another on the grounds of sex (including gender reassignment, marital or parental status, race (ethnic or national origin, colour, disability, sexual orientation, religion, or age. The ability to perform to the job description will be the primary consideration.
- provide information for all posts, including a job description, person specification (requiring only reasonable and appropriate qualifications), and terms of employment. Information will be available in a range of formats, e.g. in large print, on tape or disc.
- advertise all posts *[except those of under 12 months]* widely and locally.
- consider and appoint applicants solely on the basis of merit and ability.
- appoint for each post a selection panel, of at least 2 people, who have had training in equal opportunities. The panel will be involved in drawing up the job specifications.
- offer feedback to all applicants shortlisted.

2. in Conditions of Employment:

- include provisions for Job Share, flexible working hours, and carer's leave.
- detail procedures relating to sickness, maternity leave, shared paternity leave.
- detail clear procedures to deal with complaints, including disciplinary and grievance matters, and complaints of harassment.
- require all staff to both work within and promote the Equality and Diversity Policy.
- make such reasonable adaptations to the equipment, premises or job description that would enable a person with a disability to do the job.

3. in Induction, Training, and Appraisal Systems:

- provide an induction programme for all staff.
- provide job related training, using a variety of approaches
- offer training on equal opportunities for all staff.

SECTION 5 - Partners, including funders, Stakeholders and investor organisations

We recognise the significant number of partners that play a part in the growth of our area of work and who support us to make progress towards our objectives. The Broughton Trust and its Board will engage with them all to be inclusive and transparent in all communications.

All our priorities and objectives are expected to achieve an equality impact, for example, by targeting priority groups, communities and areas. In addition to meeting objectives, The Broughton Trust will actively work with our partners to ensure that all our service provision is accessible to all.

We will work with partners to ensure barriers to equality are being proactively tackled at delivery level.

SECTION 6 - Statutory Obligations

The Broughton Trust will meet all statutory obligations under relevant legislation and, where appropriate, anticipate future legal requirements signalled under EU Directives. The Broughton Trust's policy is guided by:

- ❖ Equality Act (2010)
- ❖ Sex Discrimination ACT (2010)
- ❖ Race Relations ACT (1976)
- ❖ Disability Discrimination Act (1995)
- ❖ Special Educational Needs and Disability Act (2001)
- ❖ Human Rights Act (1998)
- ❖ Race Relations (Amendment) Act (200)
- ❖ EU Equal Treatment Framework Directive
- ❖ Equal Pay (1970)

In addition, The Broughton Trust will be guided by the codes of practice issued by the Equality and Human Rights Commission, together with their Codes of Practice. These codes are not legally binding (though they are admissible as evidence in Employment Tribunals) and The Broughton Trust will support them fully.

This policy will be amended as appropriate to meet the demands of future legislation. The policy will be

Part of The Broughton Trust's Quality Assurance system and will be formally reviewed on an annual basis