



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

**Equality, Diversity &
Inclusion Policy
2020/21**

Change History

First Published:		2003	Originally Created by:	Quality Lead
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
16/02/2018	Standards Officer	Changes to job titles to reflect new organisational restructure. Small changes to wording and referencing	Operations Manager	23/07/2018
05/07/2018	Standards Officer	Action plan added to policy.	Operations Manager	23/07/2018
13/09/2018	CEO	No changes	Board of Trustees	10/09/2019
10/05/2019	SMT	Change Operations Manager to SMT	CEO	10/09/2019
10/09/2019	SMT	No changes	Board of Trustees	10/09/2020
18/09/2020	SMT	Achievement Dates added to implementation plan	CEO	18/09/2021

Introduction

Enable's mission is to enable the Voluntary and Community Sector to play a full and distinctive role in meeting the learning, skills and employment needs within the communities we serve. To support us in achieving this, this Equality and Diversity policy will build upon existing policies and practices to ensure we are fully inclusive and meet the needs of all our members and communities.

Executive Summary

This policy explains that way Enable intends to meet its duties under Equality Legislation, but also that we intend to go over and beyond our duties where possible. We intend to promote equality and celebrate diversity, to ensure that all of our policies and practices are increasingly inclusive, to eliminate any barriers to success for particular groups and to take legal positive action to redress any differentials in outcomes for learners, members and staff.

The CEO will have responsibility for the policy and will ensure that data is gathered to ensure that analysis is undertaken which will monitor delivery of the policy. This policy will be reviewed at least once a year.

Scope

This policy will cover Enable's role as The Voluntary and Community Sector Learning and Skills Consortium and our work to enable voluntary organisations and community groups to effectively engage in the development and delivery of the local learning and skills agenda.

The Government has consolidated the three equality commissions Commission for Racial Equality (CRE), Equal Opportunities Commission (EOC) and Disability Rights Commission (DRC) to create a Commission for Equality and Human Rights that has, from October 2007, a statutory remit to promote and monitor human rights; and to protect, enforce and promote equality. The Equality Act 2010 and Public Sector Duty brings together, harmonises and extends the previous equality laws

Definitions

The Equality Act 2010 makes it unlawful for employers to discriminate on the grounds of race, religion, belief or non belief, disability, gender or gender reassignment, age, sexual orientation, marriage or civil partnership, pregnancy or maternity; all of which are referred to as protected characteristics. Enable and this policy aim to protect all employees and those using Enables services in relation to the following aspects:

- **Discrimination**

- **Direct Discrimination** - Direct discrimination occurs when someone is treated less favourable than another person because of a protected characteristic they have or are thought to have, or because they associate with a person who has a protected characteristic.
- **Discrimination by Association** – it is direct discrimination if an employer treats an employee or anyone else using Enable's service less favourably because of their association with another who has a protected characteristic.
- **Discrimination by Perception** – it is direct discrimination if an employer treats an employee or anyone else using Enable's service less favourably because their employer mistakenly thinks that the employee or anyone else using Enable's service has a protected characteristic.
- **Indirect Discrimination** – indirect discrimination may occur when an employer applies a neutral provision, criterion, or practice which puts an employee or anyone else using Enable's service with a protected characteristic at a particular disadvantage.

- **Harassment**

The Equality Act 2010 defines harassment as any unwanted conduct relating to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

- **Third Party Harassment** – The Equality Act 2010 contains the concept of third party harassment. This makes Enable potentially liable for harassment of their staff, members, delivery partners and learners by 3rd parties. It also means that Enable could be liable for acts of harassment by their staff, even outside of normal working hours.
- **Victimisation** – Victimisation occurs when a person is treated unfairly or unreasonably because they have made a complaint or raised a grievance under the Equality Act.

- **Age**

The Equality Act 2010 protects people of all ages; however, a difference in treatment because of age is not unlawful direct or indirect discrimination if it can be reasonably justified. Age is only a protected characteristic that allows Enable to justify direct discrimination.

- **Disability**

Under the Equality Act 2010, a person is identified as disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal everyday activities, this could include things such as using a telephone, reading or using a form of public transport.

- **Gender Reassignment** – The Equality Act 2010 provides protection for individuals who are considering, starting or have completed a process to change their gender. The Act no longer requires a person to be under any medical supervision to be protected (so a female who decides to live as a male, but does not undergo any treatment / medical procedures will be protected). It is discrimination to treat people less favourably for being absent from work because they are proposing to undergo, are undergoing or have undergone gender reassignment.
- **Marriage and Civil Partnership** – The Equality Act 2010 protects individuals against discrimination who are married or in a civil partnership. Single people are not protected under this protected characteristic.
- **Pregnancy and Maternity** – Under the Act a woman is protected against discrimination on the grounds of pregnancy and/or maternity during the period of her pregnancy and any statutory maternity leave to which she will be entitled.
- **Race** - It is unlawful to discriminate against someone on grounds of their: race, colour, nationality, their national origin or their ethnic origin.
- **Religion, Belief or Non Belief** – It is unlawful to discriminate against someone on grounds of their religion, faith, belief or non-belief.

- **Gender** – The Equality Act equally protects both men and women. It is against the law to discriminate against someone on the grounds of their gender.
- **Sexual Orientation** – It is unlawful to discriminate against someone on grounds of their sexual orientation.

Ownership and Accountability

The implementation of this policy will be monitored by Enable's SMT who will report progress to the CEO, staff and board. Enable will conduct Equality Impact Assessments whenever a significant change occurs to the procedures or operations of Enable. This will be initiated by the CEO and SMT with relevant individuals being tasked with undertaking the activity and reporting back. Significant change constitutes the following:

- Removal of contract
- Allocation of a new contact area (of work)
- Changes to operations
- Change of strategic plan
- Significant change in learner retention, achievement and success rates.

Equality Commitments

Enable is committed to the meet the following:

1. Establish and communicate policies that underpin Enable's commitment to Equality and Diversity
2. Ensure Enable's Board members expertise collectively reflects the diversity within UK especially focusing on areas we deliver services in.
3. Make every effort to ensure that Enable's staff reflects the diversity of the communities we serve.
4. Support delivery partners and members to promote and implement equality and diversity effectively to all learners.
5. Ensure all Enable staff undertake appropriate equality and diversity training.
6. Ensure Enable's commitment to equality and diversity is led from the top.

Monitoring, Reporting, Reviewing and Updating

Progress on the policy and action plan will be monitored by the CEO, Board of Trustees and SMT, and will be built into the Self Assessment Report monitoring cycle to ensure that issues may that have arisen through out the year are then incorporated into the action plan. Our aim is that the QIP arising from the SAR incorporates Equality and Diversity and is used as a working document.

Annual reports will be produced and reviewed by the SMT and presented to the Chief Executive and Board for approval.

How we will deal with complaints

We are committed to meeting our legal obligations to promote equality. Our Complaints Policy and Procedure ensures a fair, proper and constructive response to all complaints. Procedures are in place for dealing with employees', staff, learners, stakeholders and members of the public's concerns or complaints. Complaint reports are reviewed by the SMT as appropriate.

Enable has a compliments and complaints policy and procedure which is readily available through the website. Hard copies are available upon request.

Signed: _____

Position: _____

Date: _____

Enable Equality Action Plan 2018

Appendix 1 – Implementation plan	How	By When	By Whom	Evidence	Achieved
Staff Training	Induction – all new staff to receive Staff Welcome pack including policies and procedures. Induction chats with all staff and CEO. New staff to take part in online E&D training within first 2 weeks of employment. Annual Equality and Diversity Training for all staff, delivery partners and Board of Trustees. Equality discussed as part of supervision and appraisal, actions recorded when applicable.	With immediate effect. Quarterly supervisions with all staff. Annual appraisals for all staff.	Relevant line managers and/or CEO Organised by Line managers	Appraisal records Supervision records	March 2021
Performance	Data collated and reported for each contract. Underrepresentation identified, and plans discussed at Board meetings on action plan to target individuals with specific protected characteristics by increase in recruitment activities with delivery partners.	Data analysed every month with reports handed to Board of Trustees. Quarterly data meetings with MIS Officer and Senior team to look at equality data.	MIS Officer Senior Manager Board of Trustees CEO	Data reports Board Reports Senior team meetings minutes. Self-Assessment Report Quality improvement plan	May 2021
Review	Calculation of participant and staff demographics Examples of positive image advertisements Any complaints/feedback received Report compiled for Board	December 2020	CEO Board of Trustees Senior Manager Standards Officer Enable Staff Delivery Partners	Staff data Delivery Partner Data Complaints/feedback Self-Assessment Report Minutes from meetings Quality Improvement Plan	January 2021
Communication	Policies and Procedures communicated to all staff and Delivery Partners For Staff via induction and individual emails to confirm changes. For participants at project commencement.	At employment start date Staff meetings Senior team meetings Board Meetings Regular CPD Quality monitoring	CEO Board of Trustees Senior Manager Standards Officer	Induction checklist Quality visit reports leaflets Posters e-bulletins Website	June 2021

	<p>For partners – included in quality manual for project delivery Positive imagery used in project promotions – leaflets and posters</p> <p>For all - Regular e-bulletins to promote E&D and highlight changes to policies. Website will display E&D policy, positive imagery and self-assessment report.</p>		<p>Enable Staff Delivery Partners</p>		
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This action plan will form part of Enables commitment to improving, promoting and celebrating Equality, Diversity and Inclusion.