

## **Equality, Diversity & Inclusion Policy**

### **1. Who this policy applies to**

- 1.1 This policy applies to all new employees of the City Council on permanent or temporary contracts including those who have previously worked in another local authority. This policy does not apply to casual workers, consultants, agency workers or any other workers who are not actual employees of the Council.
- 1.2 We believe and recognise that the diversity of Nottingham's communities is a huge asset, which should be valued and seen as one of the City's great strengths.
- 1.3 Nottingham City Council is committed to providing equality of opportunity and tackling discrimination, harassment, intimidation and disadvantage. We are also committed to achieving the highest standards in service delivery, decision-making and employment practice.

### **2. Protected Characteristics**

- 2.1 As an individual, some of the following characteristics will help to define you as a person:
- Age
  - Disability
  - Gender reassignment
  - Marital or civil partnership status
  - Pregnancy and maternity
  - Race (to include colour, nationality, and ethnic or national origins)
  - Religious, spiritual, philosophical beliefs, or lack of such belief
  - Sexual orientation (whether straight, lesbian, gay or bisexual)
  - Sex (Male or Female)
- 2.2 Under the Equality Act 2010, these characteristics are protected. In addition to these, Nottingham City Council has pledged to provide support to anyone with the following characteristics:
- Responsibility for dependents
  - Trade union or political activities
- 2.3 Nottingham City Council is committed to protecting the City's diversity and will not tolerate less favourable treatment of anyone on the grounds of any of the above characteristics.

### **3. Our Legal Duty**

- 3.1 This policy reinforces our responsibility under the Equality Act 2010 and our Public Sector Equality Duty to ensure equality of opportunity for all sections of the community and our workforce. Our general and specific duties are to:
- 3.2 General Duty
- Eliminate unlawful discrimination, harassment and victimisation and other

conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

### 3.3 Specific Duty

- To publish information to demonstrate how we are complying with the Public Sector Equality Duty, and
- To prepare and publish equality objectives.

The equality objectives contained within the Corporate Plan, and associated action plans, outline the specific steps Nottingham City Council will take to achieve these duties.

## 4. **Raising Concerns**

- 4.1 Nottingham City Council will not tolerate discrimination, bullying or harassment against employees on the grounds of a protected characteristic as outlined in section 2.1 of this policy.

## 5. **Equality, Diversity & Inclusion strategy**

- 5.1 The Equality, Diversity & Inclusion Strategy documents our vision, enthusiasm and commitment for an inclusive Council. It highlights our commitment to tackle discrimination and promote diversity, outlining our key Equality Objectives as follows:

1. Make sure that our workforce reflects the citizens we serve
2. Create economic growth for the benefit of all communities
3. Provide inclusive and accessible services for our citizens
4. Lead the city in tackling discrimination and promoting equality

- 5.2 This strategy sets out how we aspire to achieve real and lasting progress for diverse groups and individuals in Nottingham over the next few years, but represents only a small portion of the work we will do day-to-day on this agenda. A further breakdown of how each of these objectives will be achieved can be found in the [full document](#).

## 6. **Making equality and diversity business as usual**

We will:

- 6.1 Use our influence and purchasing power to help make equality a reality for all and to tackle the prejudice, discrimination and disadvantage, which occurs in the City. This includes ensuring that the organisations we buy services from or provide funding to operate similar policies and practices on equality, diversity and Inclusion.
- 6.2 Seek to ensure that our workforce reflects the diverse communities we serve and that every colleague is treated fairly during the whole of their working life. This will be achieved through regular monitoring of our workforce and equal pay audits.

- 6.3 Take action to eradicate discrimination and inequality and actively promote diversity when delivering services, when employing others to deliver services on our behalf and when providing funding to others to provide services to the people of Nottingham. Everyone who uses our services will be treated in a professional manner, with courtesy, respect and dignity.
- 6.4 Adopt legal, national and local guidelines, relevant legislation, codes of practice and City Council policies or strategies that seek to ensure equality of opportunity and promote good relations between all the communities of Nottingham.
- 6.5 Continue to work closely with trade unions and staff networks and community representatives to develop our Equality and Diversity Policy and action plans.
- 6.6 Evaluate and monitor the impact of our policies, services and functions on communities through regular consultation, and make changes to them where they impact unfairly or adversely on any group/s. These changes will be outlined in our Equality & Diversity reports, which will be made publicly available.
- 6.7 Make equality and diversity the responsibility of everyone, including every elected Councillor, every colleague and every representative of the City Council. Our ultimate aim is to empower every citizen to see equality as all of our business.
- 6.8 Carry out Equality Impact Assessments before making important decisions to consider the potential impact on citizens, communities and colleagues – including early consultation with colleague and community representatives where needed.
- 6.9 Set challenging equality objectives and targets in relation to employment, service delivery and the carrying out of our functions.
- 6.10 Share information and experience of good practice on equality through links with other public, private, voluntary and community organisations in the City.
- 6.1.1 Use the ‘Social Model of Disability’ as the basis for our work to promote equality of opportunity for and to tackle discrimination.

## **7.0 What we will do for Nottingham Citizens**

- 7.1 Provide safe, inclusive and accessible services to all the citizens of Nottingham.
- 7.2 Make our public information accessible to all the citizens of Nottingham, providing alternative formats, interpretation and sign language services where necessary. We will hold onto our promise of keeping information simple and easy to understand.
- 7.3 Lead the city in tackling discrimination and promoting equality by working with our partners and stakeholders to stamp out all forms of bullying, harassment and intimidation.

- 7.4 Work with Nottingham's diverse communities to tackle disadvantage and discrimination through consultation and involvement.
- 7.5 Make sure that our workforce reflects the citizens we serve so we can better consider the needs of all communities and ensure the methods we use for communicating with citizens, colleagues and residents help to create sustainable economic growth for the benefit of all communities.
- 7.6 Use our standing in the City to help shape public opinion to promote equality within Nottingham.

## **8.0 What we will do for our colleagues**

- 8.1 Raise awareness and train our colleagues to carry out this policy. All of our people managers and recruiting managers are expected to complete 'Unconscious Bias' training and mandatory refresher training at regular intervals. All colleagues are encouraged to complete Equality, Diversity and Inclusion training, made available via the Learning Zone. Colleagues who do not have computer access can contact the Development & Change team who can help facilitate access to the Learning Zone.
- 8.2 Take positive action to ensure that people from groups currently under-represented in our workforce are encouraged to obtain employment with us. We will continue to reach out to underrepresented groups when recruiting into vacant roles. We will share vacancies via our external BAME networks in order to reach a range of community groups and organisations across the city. We also continue to utilise our internal staff networks including BAME and ACE networks and Muslim Staff Network (MSN) to share vacancies.
- 8.3 To encourage applications from underrepresented groups, our job adverts will include the following statement; "We particularly want to hear from you if you are from the Black, Asian and Minority Ethnic community, identify within the Lesbian, Gay, Bisexual and Transgender community (LGBT) and if you are Disabled - these groups of people are underrepresented in our workforce, and we'd like to reflect our local population more through our recruitment processes."
- 8.4 Applicants are encouraged to declare disability and ethnicity on the application form. As part of the selection process, all applications are anonymised through the removal of personal details so that no personal biases can affect the recruitment process. To ensure diverse recruitment panels we use a pool of Recruitment Champions via the 'PARC Scheme' from different backgrounds and protected characteristics. This enables us to ensure that representation is demonstrated from the first stages of recruitment.
- 8.5 Promote a good work-life balance and opportunities to work flexibly. Managers are encouraged to have regular conversations with individuals to ensure that they have a good balance in work-life.

- 8.6 Make reasonable adjustments to support disabled colleagues and those with long-term health conditions or illnesses. Managers are encouraged to have regular one-to-ones with staff to ensure that the right level of support is provided and reasonable adjustments considered. Assessment of adjustments are recommended at regular intervals to monitor the level of support.
- 8.7 Allow paid leave of absence, with managerial permission, to attend the authorised Staff Networks such as Disabled Employee Staff Network (DESN), Black Asian & Minority Ethnic (BAME), Lesbian, Gay, Bisexual & Transgender (LGBT), Muslim Staff Network (MSN), Action, Change, Equality (ACE) network and the Vegan network for colleagues and any other Staff Networks deemed appropriate.
- 8.8 Create an inclusive place of work and take action to eradicate discrimination and inequality amongst colleagues and work to ensure that everyone is treated in a professional manner, with courtesy, respect and dignity. Any discriminatory behaviour should be challenged so that equality is promoted. It is the responsibility of all staff to put this policy into practice. All staff should ensure that they are familiar with this policy and its requirements. Staff behaviour is also monitored through performance appraisals and all colleagues are encouraged to attend Equality Diversity and Inclusion training.

## **9. If something goes wrong**

- 9.1 If you are concerned about any equalities issues relating to your employment you can speak to your line manager, Trade Union or to your department's Human Resource Team.
- 9.2 If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to make a complaint and ask for the behaviour to be stopped. You have the right to take up issues through the Resolution and Grievance Procedure. The Resolution and Grievance Procedure and the accompanying Resolution and Grievance Guidance explain how to do this. You can obtain information about this procedure from your line manager, your department's Human Resources Team, or the City Council's Intranet.
- 9.3 You can also contact PAM Assist Employee Assistance Programme for free counselling support and practical advice on 0800 882 4102.
- 9.4 If you are in a trade union, you can contact them for advice and support. Please refer to your local trade union representative for more details.

## **10. Review of policy**

- 10.1 This policy will be kept under regular review to ensure that it reflects best practice, changes in legislations or regulations and organisational changes. Policy updates will be communicated throughout the organisation.

**11. Let us know what you think**

- 11.1 This policy will be monitored for effectiveness through regular reviews, however if you wish to make any comments or suggestions on the work we are aiming to do please contact the Equality & Employability Team on:

Tel: 0115 8762747

Email: [equalities@nottinghamcity.gov.uk](mailto:equalities@nottinghamcity.gov.uk)

- 11.2 If you require this information in an alternative language, large font, Braille, audio tape or text only version please get in touch with the Equality & Employability Team.

*Note: where guidance referred to, use italics and brackets*

