



# St Anne's and St Andrew's Joint Council

**Policy Number: 4**

**Policy Title: Equal Opportunities Policy**

**Approved: 23rd February 2016      Date for review: May 2017**

## 1. STATEMENT OF EQUAL OPPORTUNITIES

- 1.1 St Anne's and St Andrew's Joint Council is committed to achieving an environment where all people are made to feel welcome and valued.
- 1.2 We value all individuals irrespective of age, gender, disability, ethnic origin, religion, language, sexual orientation, political beliefs, socio-economic circumstances, or health (including HIV) status.
- 1.3 We will challenge discrimination and promote positive attitudes to equality to benefit all at St Anne's and St Andrew's.
- 1.4 These abiding principles should be maintained and promoted in our approach to service users, staff, volunteers, Joint Council and visitors, thus actively encouraging an appreciation, understanding and implementation of equality of opportunity for all.
- 1.5 The Policy is reviewed and monitored by the St Anne's and St Andrew's Joint Council ('the Joint Council'). It will be amended as necessary in accordance with legislative and good practice changes.

## 2 EQUAL OPPORTUNITIES POLICY

2.1 The Joint Council Policy will cover the following areas

- Management/ governance and individual responsibilities
- Service provision
- Staff, Volunteers and Joint Council
- Non-compliance
- Implementation and monitoring

### **3 MANAGEMENT RESPONSIBILITIES**

- 3.1 The Joint Council has overall responsibility for the implementation and monitoring of this Policy, ensuring its effectiveness and dealing with any breaches of the Policy, in line with other relevant procedures.
- 3.2 The Joint Council will undertake that all its policies, services, strategic plans, practices and procedures reflect and incorporate equal opportunities objectives.

### **4 INDIVIDUAL RESPONSIBILITIES**

- 4.1 The Policy will be made accessible to all users, displayed in the Halls and copies given to all groups.
- 4.2 It is expected that all building users put into practice the principles of equality at St Anne's and St Andrew's. Non-compliance with the Policy will be taken seriously and dealt with in accordance with set procedures.

### **5 SERVICE PROVISION**

- 5.1 The Joint Council aims to provide appropriate and accessible services to all the community. We seek to achieve this through the following means
- Providing a wide range of services to the diverse communities, in response to identified need
  - When determining new services taking account of identified and unmet local need
  - Delivering services to promote social inclusion and to reduce social exclusion
  - Delivering services in line with local and national strategies and initiatives
  - Consulting with users, service providers and non-users to inform changes of the programme
  - Annual evaluation and monitoring, subsequently reviewing services and implementing change as appropriate
  - Setting and adhering to realistic targets for services

- Ensuring that the building is DDA compliant
- Ensuring that all publicity regarding services is accessible
- Ensuring that all other organisations delivering services at St Anne's and St Andrew's
- All Users are aware of and implement Equal Opportunities Policy

## 6 STAFF, VOLUNTEERS/WORK PLACEMENTS AND JOINT COUNCIL

6.1 As an employer it is unlawful to discriminate directly or indirectly on the grounds of gender, marital status, disability, race, religion, ethnic origin, sexual orientation or health status; and we will ensure that no job applicant or employee will receive less favourable treatment on any of those grounds.

St Anne's and St Andrew's will renew and update employment practices in line with legislative changes. To avoid direct or indirect discrimination and harassment we will implement the following:

### RECRUITMENT OF PAID STAFF

- Broad advertising in order to reach all potentially suitable candidates – including relevant minority ethnic publications, Job Centres Plus, disability publications
- Selection and appointment will be on the basis of pre-determined criteria
- All relevant information will be sent to all potential candidates (Job Description, Person Specification, background information, application form and Equal Opportunities monitoring form)
- Alternative formats to be made available for candidates with disabilities
- Person specifications to include only elements which are justifiable for the performance of the post
- Selection decisions will be made by matching all information provided by candidates against the selection criteria

### TRAINING AND DEVELOPMENT

- All employees will have their training needs identified by their Line Managers through personnel procedures
- All employees will be given equality of opportunity and, where appropriate and possible, special training to enable them to progress both within and outside the organisation
- All training offered should embody and promote Equal Opportunities
- Training and support in implementing Equal Opportunities will be offered to all

- Training will implement the Policy in furthering the development of paid and non paid staff and the Joint Council to fulfil their potential
- Staff will be notified of any internal vacancies arising and encouraged and supported to apply for these positions

#### **WORKING WITH VOLUNTEERS AND WORK PLACEMENTS**

- St Anne's and St Andrew's aims to support work placements and volunteers in the same manner as paid staff, i.e., provide line management, job descriptions, background information and training opportunities
- Alternative formats to be made available for work placements and volunteers with disabilities
- Work placements and volunteers will be notified of any internal vacancies arising and encouraged and supported to apply for these positions

#### **NON-COMPLIANCE**

- Any staff (paid or non paid) or Joint Council members, who feels that s/he has been harassed or discriminated against on the grounds of age, gender, race, religion, disability, marital status, sexual orientation or health status, has the right to refer the matter to their Line Manager or to use the Staff Grievance Procedure if appropriate
- Any member of staff who is in breach of the Policy at work, will be dealt with in accordance with the Disciplinary Procedure
- Any work placement or volunteer in breach of the Policy will be investigated in line with personnel procedures, which if proven, may result in losing their placement.
- Any Joint Council member who breaches the Policy will be referred to the Chair for investigation and, if the allegations are proven, will be dealt with in line with personnel procedures and may have their directorship and trusteeship rescinded.

#### **IMPLEMENTATION AND MONITORING**

- As stated above each individual has responsibility for implementing the Policy in their daily work
- An Action Plan will support the implementation of the Policy with clearly defined action, time scale and responsibility
- The implementation and Action Plan will be monitored by the Hall Manager and findings reported to the Joint Council
- Any relevant legislative changes will be implemented immediately
  - The Policy will be reviewed on an annual basis by the Joint Council.

## Summary Check List

The staff and Joint Council will carry out this policy in the following ways.

1. We will aid and support anyone who is a victim of abuse, attack, discriminatory jokes, name-calling, threats, racist or sexist insult or any other behaviour which discriminates against them. We will discuss any such incident with the person or people responsible for it. The staffs have the authority to exclude from the centre a person responsible for such an incident. In the case of physical attack exclusion will be automatic.
2. We will try to ensure that no-one in the building condones or encourages discriminatory behaviour or writes remarks on walls or elsewhere promoting it, or wears badges or carries or spreads leaflets inciting it.  
We will discuss such discriminatory behaviour with the person responsible for it, exclude or destroy any material carrying discriminatory messages and clean off offensive graffiti as a matter of urgency.
3. A record will be kept of all incidents and action taken under this policy.
4. We will continue to improve access and facilities for people with disabilities.
5. It is our aim that all staff, management, users, volunteers and affiliated groups understand this policy, agree with it and put it into practice. We will make copies freely available, display copies, and draw attention to it.
6. We will monitor our programs and events to make sure they reflect the policy aims and try to ensure that group leaders, tutors and visiting performers etc understand the policy.
7. This policy is kept under constant review.