

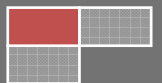
2008

# Equality and Diversity UK

## Single Equality Scheme and Action Plan

Equality and Diversity UK Ltd welcomes the opportunity to launch its Single Equality Scheme as part of our fundamental commitment to equality of opportunity, Opposition to all forms of discrimination and our determination to treat clients, stakeholders, associates, the public and partners with dignity and respect is at the heart of this scheme.

Alyson Malach  
EDUK  
12/1/2008





## Single Equality Scheme Action Plan 2008-2011 Equality and Diversity UK Ltd

### **Foreword**

In developing our three-year scheme we have built on our equality and diversity work which was delivered through our equality and diversity policy in 2007/08. We have been ambitious in what we are setting out to achieve. By working in close partnership with our contractors and those who are interested in what we do, we have ensured that we have a scheme which places equality right at the core of the organisation.

Our equality scheme focuses on the key areas of our consultancy/associate practices, our service delivery and our working practices. Feedback on our work over the last year has been invaluable and we thank our clients for their honesty and openness.

I would personally like to thank our entire client base, partners and associates for helping us to shape our equality scheme and for their ongoing involvement and support.

**Alyson Malach**

Director



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### **Section 1 – Introduction to our equality scheme**

As a non-public body, Equality and Diversity UK has adopted the legal requirements to promote equality in the areas of disability, gender, gender reassignment, religion or belief, sexual orientation, age and race.

Our first three-year equality scheme sets out how we will adopt those legal requirements and human rights. We call this our single equality scheme as it reflects Equality and Diversity UK's commitment to equality.

The three-year equality scheme describes how Equality and Diversity UK will deliver on our aspirations to adopt responsibility for all strands of the equality agenda. It describes how we will meet our moral, social and legal obligations to put equality at the heart of everything we do.

Equality and Diversity UK views equality, human rights and good relations between people as something that affects us all, regardless of background, and we are committed to working closely with our contractors, clients and partners or those interested in our work. We see this as an on-going process enabling individuals, groups, providers and organisations to influence, contribute and shape the work we do.

In developing our three-year equality scheme, we proactively engaged with stakeholders by means of extensive involvement and consultation through delivery of training and feedback from training.

Our approach to developing this scheme has been based on the work we do and how people use our services. We asked people to think about what they wanted us to focus on and to deliver ('outcomes') and what they thought we needed to do to achieve this and make things happen ('actions').



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### **Our equality priorities**

Through working alongside practitioners and providers, and in partnership with stakeholders, we have identified the following key priorities for our three-year scheme.

We will use our action plan to focus on these priorities and provide clear accountability for their delivery.

### **Promoting equality in our consultancy, resource development and service deliver delivery**

- We will develop a robust participative and accessible training framework.
- We will continue to improve the accessibility of our courses and services for new and existing clients.
- We will continue to tailor-make our training to meet diverse and specific needs.
- We will address gaps in our knowledge base to ensure that we are prioritising key equality areas in delivery and consultancy.
- We will monitor the effectiveness of our Equality Network's provision of information, advice and guidance to ensure that information is accessible, up to date and credible.



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### **Promoting equality in our working practices**

- We will implement a robust involvement strategy to engage and respond to our stakeholders, with a stronger emphasis on development of resources to support the sectors we work with and potential sectors not yet working with us.
- We will consult and involve contractors covering all equality areas to help inform our training, consultancy and future activities.
- We will strengthen our equality procurement framework so that associates can demonstrate their commitment to equality and explore training for themselves as necessary.
- We will continue to identify the equality profile of associates/organisations that deliver contracts for us and take positive action to ensure they reflect the communities we serve.
- We will enhance our monitoring and analysis systems to expand on data collection, particularly around our partnerships.
- We will ensure that our tendering processes address all equality strands and target work in developing equality areas.
- We will continue to improve the accessibility of our working practices and assess delegate needs before training events.



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### **Promoting equality in our associate activities**

- We will maintain the diversity of our associates across all the equality areas to reflect the communities we serve and will continue to monitor our consultants' and associates' profiles.
- We will develop an online virtual associate workspace environment where all our associates feel that they are treated with dignity and respect.



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### **Section 2 – About Equality and Diversity UK**

Founded in 1997, Equality and Diversity UK is a Limited company working with the public, private and third sector.

We provide consultancy services and deliver equality and diversity training on equality legislation, age, disability, gender, race, religion or belief, and sexual orientation, and support organisations with compliance with the Human Rights Act.

We use our skills, knowledge and expertise to ensure that equality/diversity and Human Rights training is robust and suitable for the needs of our different contractors.

Acting directly and by building partnerships locally, regionally and nationally, we develop training resources and good practice on equality and diversity in the workplace, curriculum, learning environment and in the community. We provide consultancy, training, resources/ materials, advice and guidance to the health sector, colleges, schools, private businesses, SMEs, the voluntary and community sector, and individuals. We also provide support to private and voluntary sector organisations that carry out 'functions of a public nature' on behalf of public authorities to comply with their additional duties under the equality acts. By developing learning resources and providing training and consultancy for these sectors, we are fast becoming the authoritative facilitator for organisational change.

One of our key strengths is in looking beyond the equality strands that are protected by law, and encouraging individuals and organisations to challenge harassment or bullying on any grounds, including both 'visible' and invisible differences such as body shape, accent or 'class'. We take a 'carrot rather than stick' approach and by demonstrating the personal and organisational benefits of embracing equality and diversity, we inspire people to engage with the concept.



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### **Our adopted duties**

Equality and Diversity UK's adopted duties are to:

- Promote sector understanding of the importance of equality and diversity
- Encourage good practice in delivery and development in relation to equality and diversity
- Promote equality of opportunity
- Promote organisational and sector awareness and understanding of rights under the equality acts
- Support organisations and sectors in complying with the equality acts
- Support organisations and sectors through training to work towards the elimination of all forms of harassment and discrimination, including those areas not protected by equality law
- Support organisations and sectors to promote awareness, understanding and protection of human rights
- Support organisations and sectors to encourage good practice in their everyday practice in relation to human rights
- Support organisations and sectors to promote good relations among and between groups and others, where groups include a group or class of persons who share a common attribute in respect of any of the protected grounds
- Support organisations and sectors through training to monitor how effective their practices are in meeting the requirements of the laws relating to equality and human rights and report progress towards identified desired outcomes



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**Section 3 – Our Single Equality Scheme**

Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
1.	Leadership which promotes and supports all strands and ensures the schemes are implemented	1.1. Ensure all EDUK strategies address the principles of equality	Director	Equality and Diversity Committee	Ongoing	<b>Lead statement in all publication</b>
		1.2. Reaffirm commitment to Equality and Diversity in consultancy and training offers	Director	Equality and Diversity Committee	Ongoing	<b>Lead statement in all tenders</b>
		1.3. Provide Equality and Diversity professional development for all associates	Director	Equality and Diversity Committee	Ongoing through 2008/11	<b>Associate development logs</b>
		1.4. Include Equality and Diversity principles in Leadership and Management Development programmes	Director	Equality and Diversity Committee	Ongoing	<b>Development statistics and reports</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
		1.5. Communicate to all associates the benefits, need and importance of promoting Equality and Diversity	Director	Equality and Diversity Committee	Ongoing through 2008/11	<b>Newsletter Email updates</b>
		1.6. Establish role and functions of Equality and Diversity Committee in the context of the EDUK's Single Equality Scheme	Director	Equality and Diversity Committee	Ongoing through 2008/11	<b>Achievement on action plan Record of committee actions minutes</b>
		1.7. Run regular training on equality topics (e.g. managing equality in work, curriculum, volunteering)	Director Principal Associate	Equality and Diversity Committee	Sept 2008 June 2009 Nov 2009 Same months in 2010/2011	<b>Evaluations from delegates attending</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
		1.8. Gather the views of delegates/clients of their experiences of EDUK's programmes across all six strands	Company Sec	Equality and Diversity Committee	Ongoing throughout 2008/11	<b>Meetings structure in place</b> <b>Views gathered from delegates and clients</b>
		1.9. Keep abreast of the equality scheme and ensure all associated with EDUK have understanding and access	Company Sec	Equality and Diversity Committee	Dec 2008 onwards	<b>Single Equality Scheme publication and training on the scheme delivered</b>
		1.10. Inform all contractors and subcontractors of EDUK's responsibility and commitment to Equality and Diversity	Director	Equality and Diversity Committee	Sept 2009 Ongoing	<b>All contractors are inducted on, and demonstrate an understanding of, EDUK's commitment to Equality and Diversity</b>
		1.11. Incorporate awareness of the equality scheme in EDUK's induction programme	Director	Equality and Diversity Committee	Ongoing	<b>Online induction programme developed and completed by all</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
2.	Ensure EDUK's Policies, Procedures, Plans and Practices are compliant with equality laws	2.1. In accordance with its Equality Duty, develop a process for Impact Assessment of existing Policies, Procedures, Plans and Practices	<b>Company Sec and Director</b>	Equality and Diversity Committee	Annual report delivered in Dec 2009	<b>Annual reports</b>
		2.2. Ensure embedding of the principles of compliance	Director	Equality and Diversity Committee	2008 onwards	<b>Publication of IA pro-forma to support quality processes</b>
		2.3. Through systematic review of existing quality processes, embed impact assessment	Director	Equality and Diversity Committee	Ongoing from Dec 2008	<b>Impact assessment of training, consultancy and resource development</b>
		2.4. Impact assessment of contracts and tender agreement criteria	Director	Equality and Diversity Committee	By Oct 2009	<b>Completed impact assessments</b>



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3.	Provide support to inform the promotion of equality across the business	3.1 Consult stakeholders and associates on their development needs in relation to the equality agenda	Director	Equality and Diversity Committee	Annual stakeholder conference	<b>Annual review of EDUK's work</b>
		3.2 Monitor business associates annually to ensure that their training and delivery practices remain at a high quality standard	Company Sec	Equality and Diversity Committee	Dec 2009 onwards	<b>Annual analysis produced and information used to plan</b>
		3.3 Develop means of analysing data with partner organisations	Director	Equality and Diversity Committee	Ongoing	<b>Analysis of partners' data undertaken and used to plan</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
		3.4 Continue to analyse issues arising from training	Director	Equality and Diversity Committee	Ongoing	<b>Analysis of training needs issues considered. Changes made to programmes and resources developed</b>
		3.5 Build data analysis into client satisfaction surveys process to identify differences in using different associates and client satisfaction rates	Company Sec	Equality and Diversity Committee	Ongoing	<b>Analysis from surveys complete and changes planned as required</b>



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4.	Ensure that EDUK establishes and develops an associate bank to reflect representation from the community	4.1 Undertake an audit of associates to establish a workforce profile	Director	Equality and Diversity Committee	June 2009 onwards	<b>Statistical base of staff established</b>
		4.2 Monitor the disability, gender, race and ethnicity profile in terms of associate applications and training	Director	Equality and Diversity Committee	Sept 2009 onwards	<b>Monitoring report</b>
		4.3 Monitor the incidence of associate grievances, disciplinary action, dismissals and reasons for leaving	Director	Equality and Diversity Committee	Dec 2009	<b>Monitoring report</b>
		4.4 Publish audit results annually	Director	Equality and Diversity Committee	Feb 2010 onwards	<b>Report to Equality and Diversity Committee</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
		4.5 Undertake an analysis of associate/consultancy fees for males and females to determine if there is a gender pay gap	Company Sec	Equality and Diversity Committee	Outline analysis complete June 2009	<b>Pay gaps identified and addressed</b>
5.	Maximise opportunities for EDUK to gain access to more organisations in all sectors	5.1 Review marketing/publicity literature, material	Director	Equality and Diversity Committee	Oct 2009	<b>Increased levels of non-traditional sectors</b>
		5.2 Review training documentation in relation to accessibility	Director	Equality and Diversity Committee	July 2009 onwards	<b>Increased participation of non-traditional sectors</b>
6.	Disseminate information on outcomes of consultations and follow-up action widely	6.1 Ensure the outcomes of consultation and participation are published and acted upon	Company Sec	Equality and Diversity Committee	Ongoing	<b>Online publication and hard copies circulated to associate, clients and partners</b>



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7.	Ensure Equality and Diversity indicators are taken account of when addressing the engagement agenda	7.1 Design and promote courses to meet the needs of clients from a range of sectors, backgrounds and cultures	Director	Equality and Diversity Committee	Ongoing	<b>Newly developed courses and resources meet diverse needs</b>
8.	Liaise with other agencies	8.1 Work actively with the Learning and Skills Council, Local Authorities and other agencies as appropriate in order to promote our services and to reach non-traditional sectors	Director	Equality and Diversity Committee	Ongoing	<b>New and different clients</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
9.	Improve the accessibility of EDUK's resources and materials	9.1 Produce guidance on making material more accessible both visually and in terms of the language used for dissemination to the Associates and others who produce training and other materials for EDUK	Director	Equality and Diversity Committee	Sept 2009 start Ongoing	<b>Guidance material written and disseminated to EDUK Associates</b>
		9.2 Assess the EDUK website against Web Content Accessibility Guidelines (WCAG)/Web Accessibility Initiative (WAI) A (Level 1) compliance to identify priorities for developing the site in line with accessibility recommendations	IT Manager	Equality and Diversity Committee	June 2009- Aug 2009	<b>Audit against WCAG/WAI compliance completed Priorities for development identified</b>



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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
		9.3 Produce a website accessibility plan with timescales for implementation	IT Manager	Equality and Diversity Committee	Oct 2009	<b>Website accessibility plan produced</b>