

Equality and Diversity UK Ltd

Warwick House ♦ 14 Lowes Road ♦ Bury ♦ Manchester ♦ BL9 6PJ

Telephone: 0161 763 4783
Mobile: 0754 012 3564
Fax: 0161 386 8638
Email: info@equalityanddiversity.co.uk
Website: www.equalityanddiversity.co.uk



Equality and Diversity UK
www.equalityanddiversity.co.uk

Our Services and Charges

Our clients come from the private, public and voluntary sector and include large and small organisations. All services are individually negotiated and tailored to meet your specific needs. They are delivered within the most up to date national context and the specific auditing frameworks and standards relevant to you and your organisation.

Services we provide? EDUK provides a bespoke service that is designed for the specific needs of your organisation. This may include equal opportunities and diversity training; train the trainer, needs analysis; benchmarking & auditing; policy development and implementation: impact assessment and action planning is a key feature of our service.

Design and production of information and training materials

We have produced resources for a wide range of local, regional and national organisation all tailor-made to match and fit clients' needs e.g. Learning & Skills Councils, NHS and SMEs. These have been targeted at senior managers, employees and learners.

Do equality and diversity issues affect us?

Most legislation applies to all companies regardless of size. It makes sense to ensure that you have the right policies & procedures in place. With more people being aware of their rights in the workplace, more employees are taking their employers to tribunals. The number of tribunals being brought against small companies is rising and this also applies to voluntary sector organisations and social enterprises.

Health and safety and equality and diversity

The duty of care for the health and welfare of employees is covered by the Health and Safety at Work Act. Undertaking risk assessments is essential in a range of situations including pregnancy, disability, bullying and harassment, repetitive movements and passive smoking. Failure to address these issues opens up employers to legal challenge and significant economic consequences.

What are our charges?

Since all work is bespoke costings are individually negotiated - charges will vary depending on the nature of the work. Discounts are given for repeat sessions and a previous client discount is applicable when appropriate. EDUK is happy to discuss your needs and then negotiate a fair price for the work.

Charges: Training

One full day: £795.00

Half day: £495.00

Maximum delegate numbers:

20 (per individual trainer)

Additional Costs: Travel and subsistence

Overnight accommodation: Outside London: £90. In London: no more than £150 per night

Rail Travel: Standard train fare

Car Mileage: 45p per mile

Printing

We prepare and produce all course materials and send these to you to print for the delegates. This enables us to keep our costs competitive and saves the trainer having to transport heavy packs to the training venue or incurring postage charges.

Important Notes

We are not registered for VAT so there is no additional VAT charge

Where attendance is required of evening or weekend meetings, and for all overseas contracts, these fees are subject to a 50% increase.

CANCELLATION AND POSTPONEMENT

In the event of Cancellation by the contractor, the following fees will apply:

- 1 months' notice or more no fee
- 3-4 weeks' notice 25% of fee
- 2-3 weeks' notice 50% of fee
- 1-2 weeks' notice 75% of fee
- Less than a week's notice 100% of fee

In the event of Postponement by the contractor, the following fees will apply:

- 2 weeks' notice or more no fee
- Less than 2 weeks' notice 50% of fee

General consultancy

If you feel your organisation could improve when it comes to equality, diversity and inclusion or would simply like to gain a greater understanding of your responsibilities, we can help.

We have over 16 years' experience in delivering equality and diversity, as well as developing EDI publications, research and experience. All of which means we can give you honest, practical, advice that not only develops your understanding of your legal requirements, but also helps you retain and attract talented staff from all areas of society.

Audits

Aside from helping you meet public procurement requirements, an external equality, diversity and inclusion audit gives you an objective snapshot of your organisation. You will find out what is happening at all levels, from the Board to the staff/management. And you will gain a comprehensive report on the working environment you foster and any strongly-held views or good and developing practice that exist.

We carry out audits through surveys monkey, face-to-face meetings or focus groups – and will work with you to choose the best solution. The results often raise eyebrows, because protected groups/individuals who are confident that their responses will be kept confidential speak more freely and give you a more accurate assessment of their experiences of EDI in your organisation.

Coaching

One-to-one coaching can help team members, managers and leaders develop a greater understanding of their roles and relationships at work. These sessions give individuals a chance to progress at their own pace and explore relevant topics more deeply.

Personal coaching also allows us to build the course around specific aims and outcomes. Successful examples include tailoring towards particular audiences, for example women who want to progress in management.

Diversity strategy

A comprehensive diversity strategy gives you a route to success; a working model from which to test progress and assess performance. We combine robust methodology with our knowledge and expertise to develop strategies that are in step with your work – that reflects your size, sector, staff and goals.

For example, if you wanted to welcome more BME employees into your organisation, we can help you promote your opportunities and tweak your recruitment processes accordingly.

Community and staff engagement

Engagement is a crucial element of any successful equality and diversity strategy. And not just between employer and employee. Good relations with the communities affected by your work will also enhance your ability to deliver.

We can help you improve the way your organisation engages with people, from the way you communicate and avenues you choose, to your practices, processes, procedures and policies

Exit interviews

Exit (or leaving) interviews give your outgoing employees the opportunity to describe their experiences and reveal their motivations for moving on to pastures new.

However, it is often difficult to get a 'warts and all' assessment as interviewees worry that forthright opinions may lead to bad references. By asking us to hold these interviews as an external party, you will get a far more accurate view of your company – and information that can play a crucial role in improving EDI practices.

Individual support

Our background in the industry makes us exceptional mentors. We have helped hundreds of people achieve their ambitions, from all sections of society and at all levels of experience. Because many people have to support themselves through this, we now offer special packages.

Individual Coaching will focus on whichever area of EDI you want. It is an opportunity to get advice and support from a professional with years of EDI experience someone with no agenda who aims to develop staff and managers in the area of EDI.

Interview support

Jobs are often offered to people that interviewers build a strong rapport with, rather than those with the right skills. Our interview support service delivers objectivity. It can protect you from discrimination claims and promote equality, diversity and inclusion internally. It gives interviewers more confidence and makes them aware of their unconscious bias. You also get the best candidate for the job.

Costs:

Daily rate for desk work/review/writing and development: £350.00 per day

Consultancy day rate: £495.00 per half day

Delivery of training £795.00 per day