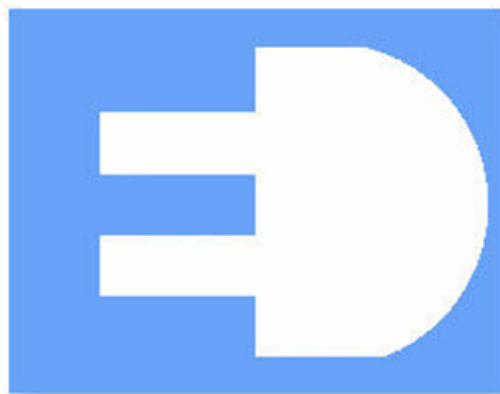


2017

Equality and Diversity UK

Equality Scheme and Action Plan

Equality and Diversity UK Ltd welcomes the opportunity to launch its 2017 Equality Scheme as part of our fundamental commitment to equality, diversity and inclusion opposition to all forms of discrimination and our determination to treat clients, stakeholders, associates, the public and partners with dignity and respect



Equality and Diversity UK

www.equalityanddiversity.co.uk

Alyson Malach
EDUK 01/1/2017

Equality Scheme Action Plan 2017
Equality and Diversity UK Ltd

Foreword

In developing our Equality scheme we have built on our equality and diversity work which was delivered through our equality and diversity policy. 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 at the core of the organisation.

Our equality scheme focuses on the key areas of our training, production of resources, 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

Equality Scheme Action Plan 2017
Equality and Diversity UK Ltd

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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 all nine protected characteristics.

Our 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 equality scheme describes how Equality and Diversity UK will deliver on our aspirations to adopt responsibility for all Protected Characteristics. It describes how we will promote equality, tackle discrimination and foster good relationships between diverse groups and communities.

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 equality scheme, we proactively engaged with stakeholders by means of extensive involvement and consultation through delivery of training, consultancy, forums and feedback from training.

Our approach to developing this scheme has been based on the work we do and how people that 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').

Our equality priorities

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

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

Promoting equality, diversity and inclusion in our consultancy, resource development and service 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 prioritizing key equality areas in delivery, resource development 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.

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, diversity and inclusion 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 characteristics and target work in developing equality areas.
- We will continue to improve the accessibility of our working practices and assess delegate and organisational needs before training events.

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.

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, and support organisations with compliance with the Human Rights/Equality Acts.

We use our skills, knowledge and expertise to ensure that equality/diversity and Human Rights training are robust and suitable for the needs of our diverse client base.

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 a wide range of sectors and businesses. 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 Act. By developing learning resources and providing training and consultancy for these sectors, we have over the last five years become one of the authoritative catalyst for organisational change.

One of our key strengths is in looking beyond the equality laws, 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.

Our adopted duties

Equality and Diversity UK's adopted duties are to:

- Promote sector understanding of the importance of equality, diversity and inclusion
- Encourage good practice in delivery and development in relation to equality, diversity and inclusion
- Promote equality, tackle discrimination and foster good relationships between diverse groups
- Promote organisational and sector awareness and understanding of rights under the Equality/Human Rights Acts
- Support organisations and sectors in complying with the Equality Act 2010
- Support organisations and sectors through professional development and 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 amongst 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 characteristics
- 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

Section 3 – Our Equality Scheme

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

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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, Diversity and Inclusion	Director	Equality and Diversity Committee	Ongoing	Newsletter Email updates
		1.6. Establish role and functions of Equality and Diversity Committee in the context of the EDUK's Equality Scheme	Director	Equality and Diversity Committee	Ongoing March 2017	Achievement on action plan Record of committee actions minutes
		1.7. Run regular training on equality topics (e.g. managing equality in work, curriculum, volunteering)	Director Principal Associate	Equality and Diversity Committee	Sept June Nov 2017	Evaluations from delegates attending

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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 PC	Company Administrators	Equality and Diversity Committee	Ongoing throughout 2017	Meetings structure in place Views gathered from delegates and clients
		1.9. Keep abreast of the equality scheme and ensure all associated with EDUK have understanding and access	Senior Consultant	Equality and Diversity Committee	March 2017 onwards	Single Equality Scheme publication and training on the scheme delivered
		1.10. Inform all contractors and subcontractors of EDUK's responsibility and commitment to Equality and Diversity	Director	Equality and Diversity Committee	April 2017 Ongoing	All contractors are inducted on, and demonstrate an understanding of, EDUK's commitment to Equality and Diversity
		1.11. Incorporate awareness of the equality scheme in EDUK's induction programme	Director	Equality and Diversity Committee	Ongoing	On-line induction programme developed and completed by all

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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	Company Sec and Director	Equality and Diversity Committee	Annual report delivered in November 2017	Annual reports
		2.2. Ensure embedding of the principles of compliance	Director	Equality and Diversity Committee	2017 onwards	Publication of IA pro-forma to support quality processes
		2.3. Through systematic review of existing quality processes, embed impact analysis	Director	Equality and Diversity Committee	Ongoing each year from 2017	Impact analysis of training, consultancy and resource development
		2.4. Impact assessment of contracts and tender agreement criteria	Director	Equality and Diversity Committee	By Oct 2017	Completed impact assessments

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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
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	Annual review of EDUK's work
		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 2017 onwards	Annual analysis produced and information used to plan
		3.3 Develop means of analyzing data with partner organisations	Director	Equality and Diversity Committee	Ongoing	Analysis of partners' data undertaken and used to plan

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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
		3.4 Continue to analyze issues arising from training	Director	Equality and Diversity Committee	Ongoing	Analysis of training needs issues considered. Changes made to programmes and resources developed
		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	Analysis from surveys complete and changes planned as required

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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
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 2017 onwards	Statistical base of staff established
		4.2 Monitor the profile in terms of associate applications and training	Director	Equality and Diversity Committee	Sept 2017 onwards	Monitoring report Dec 2017
		4.3 Monitor the incidence of associate grievances, disciplinary action, dismissals and reasons for leaving	Director	Equality and Diversity Committee	Dec 2017	Monitoring report
		4.4 Publish audit results annually	Director	Equality and Diversity Committee	December 2017 onwards	Report to Equality and Diversity Committee

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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 2017	Pay gaps identified and addressed
5.	Maximize 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 2017	Increased levels of non-traditional sectors
		5.2 Review training documentation in relation to accessibility	Director	Equality and Diversity Committee	July 2017 onwards	Increased participation of non- traditional sectors
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	Online publication and hard copies circulated to associate, clients and partners

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Ref	Strategic Priority Areas and Targets	Objectives & Actions	Lead	Reports/ Monitoring	Timescale	Success Indicators
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	Newly developed courses and resources meet diverse needs
8.	Liaise with other agencies	8.1 Work actively with, 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	New and different clients

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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	January 2017	Guidance material written and disseminated to EDUK Associates
		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 2017-Aug 2017	Audit against WCAG/WAI compliance completed Priorities for development identified