



Norfolk
County Council



Suffolk
County Council

Learners are co-funded by the European Social Fund

Lift Community Grants Programme

Equality and Equal Opportunities Policy

Purpose

This Equality Policy shows the LIFT Community Grant programmes commitment to promoting equality, diversity and inclusion in-line with the Public-Sector Duty (Equality Act 2010). A commitment which will be communicated to staff and project participants (learners), as well as other service users.

Who does this Policy Apply to?

This Policy applies equally to Norfolk County Council staff who are a part of the LIFT Community Grants programme team, delivery partner staff, such as the staff of delivery partner Suffolk County Council, anyone who is employed by the LIFT Community Grants programme, any subcontractors, project providers, project participants/ learners and any other stakeholders.

The LIFT Community Grants (CG) programme does not tolerate unlawful discrimination, victimisation or harassment in service delivery, employment or in the learning environment on the grounds of any of the protected characteristics.

Employers, learners and staff are expected to have respect for other people around them, paying particular regard to the protected characteristics as defined within the Equality Act 2010 (Equality Act, 2010).

The protected characteristics are:

- Age
- Disability
- Race/ethnicity
- Religion or belief
- Sex or gender, including gender reassignment
- Sexual orientation
- Marriage or civil partnership
- Pregnancy or maternity

Responsibilities

Staff

Staff have a responsibility to make those who they come into contact with or work with, including other employees, suppliers, contractors, partner organisations, employers, projects, and learners etc. aware of the responsibilities and duties everyone has under the Equality Act 2010 and ensure that their own policies and practices are compliant, non-discriminatory.

Learners

All learners enrolled in a Community Grant project are responsible for conducting themselves in a manner in line with the expected learner conduct relayed to them at their project induction. They are expected to proactively prevent all forms of discrimination and bullying and show a respect for the ideas and views of others.

No one will be treated in a less favourable manner than another on the grounds of any protected characteristic. This will only not apply when such treatment is within the law and determined by lawful requirements.

Equality Act 2010 and the Public Sector Equality Duty

The policy of the LIFT Community Grant programme recognises the importance of, and will have due regard to, the Equality Act 2010 and the Public Sector Equality Duty when carrying out its activities.

Aims of the General Equality Duty

The LIFT Community Grants programme has due regard to the aims of the General Equality Duty.

The LIFT Community Grants programme will aim to:

- ✓ Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- ✓ Foster good relations between people who share a protected characteristic and those who do not share it
- ✓ Make reasonable adjustments for disabled people
- ✓ Engage with local communities fairly and proportionately
- ✓ Take steps to remove barriers or inequalities that may already exist
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who do not share it.

Disability

The LIFT Community Grant programme will ensure that when something the programme does places a disabled person at a substantial disadvantage compared to a non-disabled person, it will take all reasonable steps to try to avoid that disadvantage. This could mean changing the way the programme works, removing physical or other barriers or providing extra equipment. All reasonable steps will be taken to ensure that project activities are fully accessible to disabled people.

Accessibility and universal design

The LIFT Community Grants Programme is committed to providing a service and a staff and learner environment that is able to be accessed and made use of to the greatest extent possible by all people, regardless of their ability or disability.

Embedding Equality in Projects - Equality Policy and Implementation Plan

LIFT Community Grants projects will be required to have an Equality policy and must produce a project specific equality implementation/ action plan. The implementation plan will set out how the project is going to turn its equality commitment into action.

Monitoring Progress towards key objectives

The LIFT programme will monitor its performance on diversity and equal opportunities, collecting gender, equality and equal opportunity data on all the project participants within the Community Grants project. The data will be monitored, analysed, and progress will be reported back to the Project Board.

Subcontractors

Suffolk County Council is the sole sub-contractor for the LIFT Community Grant programme.

Communication

The LIFT Community Grant Programme has a commitment to communicating the policy to staff and learners enrolled on projects.

This policy will be made available via the independent LIFT programme website on webpages specific to the Community Grants programme. Website: <https://www.liftprogramme.co.uk/>

All project participants, learners, will be made aware of the policy and the key aims. Copies will be included in the induction packs for each project. The project learner handbook will include a discussion of the aims, how they are acted upon in the project and participants role in terms of conduct and fostering good relations.

Review of Policy

This policy will be reviewed, and revised if necessary, at least once every eight months from the signing of the Community Grant Contract, or more often as necessary according to requirements.

Named Individual in charge of policy review and revision: LIFT Project Manager

Version No.	Published Date	Review Interval	Review Date Due	Actual Review Date	Reviewer Name	Approver Name	New Version No.	Comments
1	1/4/19	8 Months	15 Dec 2019					

Further Information

For further information on the LIFT Community Grants programme including access to further programme policies, please contact: lift@norfolk.gov.uk



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Lift Community Grants Programme

- Equality and Equal Opportunities Implementation Plan

Purpose

The purpose of this Implementation Plan is to clearly lay out the actions that will be taken by the LIFT Community Grants programme (delivered by lead provider Norfolk County Council) and its staff, to enable the promotion of equality in line with the Public-Sector Equality Duty.

Scope

The Implementation Plan is designed to be a tool for:

- LIFT Community Grant Programme Staff – ensuring they meet NCC and Contract requirements and to support grant recipients and their project participants to promote and monitor Gender and Equal Opportunities and understand their roles and requirements to do so in their project.
- Projects/providers - helping them to meet regulatory requirements
- Project participants – enabling them to receive a quality service

LIFT Community Grant Programme Subcontractor - Suffolk County Council

1. Promotion of Equality and Equal Opportunities – To ensure that Suffolk County Council is promoting Equality and Equal Opportunities in line with legal requirements it will be asked to sign the LIFT Community Grant programme specific Equality and Equal Opportunities Policy, agreeing to conform to its requirements.

2. Comparable policies relating to Equality and Equal Opportunities – To ensure that the policies for equality and equal opportunities for the lead deliverer and the subcontractor are comparable, Suffolk County Council will agree to abide by the LIFT Community Grant programme Equality and Equal Opportunity policy.

LIFT Community Grant Programme Staff

1. Staff Training in Equality and Diversity – All staff will take a module on behaviour and conduct expectations at work (standards at work) and will read through the ESF CG programme Equality policy. They will also be encouraged to complete e-learning modules focussed on equality, including:

- The Equality Act 2010
- Equality in the Workplace
- Implementing reasonable adjustments
- Tackling Hate Incidents

Staff can access these modules via the Learning Hub at any time. In this way if any project staff feel that they need a refresher course on equality and diversity in the workplace, they can easily access the information.

Review of Training – At the end of each e-learning module the learner will be required to complete a multiple-choice assessment designed to ‘test’ the learning that has just occurred.

2. Annual Monitoring of (all NCC) Staff by Characteristics – Data including information on, age, sex, race and disability will be gathered on staff. Any significant under representation will be noted.

3. Ongoing Personal Development of Equality and Diversity knowledge – Diversity and Equality issues that are identified in the ongoing fulfilment of the programme will be communicated to staff as a whole and then discussed as part of the annual Personal Development Review (PDR).

4. Staff Access to Programme Specific Equality and Diversity Information – The equality and diversity information, policy, and implementation plan will all be available and easily accessible to programme staff at any time. The up to date documents will be stored in a folder accessible to all programme staff.

Community Grants Projects

1. Equality Policy and Implementation Plan: The project/ learning provider will be required to have an Equality policy and must produce a project specific equality implementation/ action plan. The implementation plan will set out how the project is going to turn its equality commitment into action.

2. Integrating Equality into the Project Selection Process – Projects will be required to include within their full application how they plan to address and support equality, diversity and inclusion within their project.

3. Disabled Access- Projects will be encouraged to use accessible premises/ facilities whenever possible to allow for disabled access.

4. Access to Programme Material - It will be ensured that programme material can be made in available in accessible formats. Programme policies, procedures and learning materials will not discriminate against any individuals or groups.

5. Promoting Disclosure of Disability – The project/ learning provider will be required through their Funding Agreement to promote the disclosure of disability in a positive way. The project/learning provider will make clear the benefits of disclosing disability and the support that will be made available to the participant upon disclosure.

6. Anti-harassment/ Anti-bullying Policy– The project/ learning provider will be required through their Funding Agreement to make all participants aware of the aims of the Anti-harassment/ Anti-bullying Policy in place as part of their induction into the project.

7. Equality and Diversity Contact– project participants will be made aware of a named individual that they will be able to air equality grievances to.

Project Participants

1. Access to Community Grant Programme Material - Programme material is available in accessible formats. Programme policies, procedures and learning materials will not discriminate against any individuals or groups.

2. Understanding the Equality policy – All participants will be made aware of the policy and the key aims. Copies will be included in the induction packs for each project. Participant induction will include a discussion of the aims, how they are acted upon in the project and participants role in terms of conduct and fostering good relations.

3. Access to Equality Material - Participants will have access to all diversity, inclusion and equal opportunity material and be aware how to access these materials. Copies will be included in the induction packs for each project.

4. Anti-harassment/ Anti-bullying Policy –All participants will be made aware of the aims of the Anti-harassment/ Anti-bullying Policy in place as part of their induction into the project.

5. Equality and Diversity Contact– The participants will be made aware of a named individual that they will be able to air equality grievances to.

Performance

Monitoring Project Performance Against the Policy - The LIFT programme will monitor its performance on diversity and equal opportunities, collecting gender, equality and equal opportunity data on all the project participants within the Community Grants project. The data will be monitored, analysed, and progress will be reported back to the Project Board.

Underperformance Against the Policy - Measures will be taken regarding any underperformance issues as they arise. For example, if a particular group is found to be underrepresented within a project or across the projects, there may be targeted participant recruitment aimed at that group as appropriate.

Review of Implementation Plan

This implementation plan and associated policy will be reviewed, and revised if necessary, at least once every eight months from the signing of the Community Grant Contract, or more often as necessary according to requirements.

Named Individual in charge of policy review and revision: LIFT Project Manager

Version No.	Published Date	Review Interval	Review Date Due	Actual Review Date	Reviewer Name	Approver Name	New Version No.	Comments
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Communication

In terms of how the policy and plan will be communicated to all the stakeholders, including lead provider staff, Local Action Group representatives, project participants *etc.* The programme will ensure that:

1. The latest Equality and Diversity Policy will be available for all stakeholders to access via the project webpages.
2. As far as possible the Equality and Diversity Policy will be available in a format accessible to all stakeholders e.g. a large text format.
3. The ESF Community Grants programme and all programme staff and project staff will promote the Equality and Diversity policy.

Further Information

For further information on the LIFT Community Grants programme including access to further programme policies, please contact: lift@norfolk.gov.uk