



Equality Policy

Black Country Click Start

Scope:

This policy sets out the commitment to gender equality and equal opportunities in the management and delivery of the Black Country Click Start (BCCS) programme.

BCCS is committed to the principle of equal opportunity in employment. It is committed to ensuring that no applicant or employee receives less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origin, religion, disability, sexual orientation, HIV status or unrelated criminal convictions and without arbitrary restrictions in respect of age, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

BCCS is also committed to embed due regard to the Public Sector Equality Duty and Equality Act 2010 into ESF funded programmes and to meet EU structural fund regulations to promote gender equality and equal opportunities, specifically in relation to the Building Better Opportunities funded project.

Statement of policy:

BCCS is committed to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act;
- Advance equality of opportunity between people who share a protected characteristic and those who do not;
- Foster good relations between people who share a protected characteristic and those who do not.
- The promotion of anti-discriminatory practice in all aspects of service delivery.
- The promotion of equality of opportunity and treatment in employment and project delivery.
- To make the policy fully effective and available to all staff, volunteers and participants.
- Promotion of fostering good relations between all staff, volunteers and participants.
- Employment policies which are fair and equitable and which ensure that entry into and progression within the company are pre-determined solely by application of job criteria and personal ability and competence.
- Regular reviews of practices to ensure they provide equality of opportunity in recruitment, selection, promotion and training and project delivery.
- Monitoring policy and procedures in relation to recruitment and selection, including the composition of the workforce, to ensure the Equal Opportunities Policy is being properly implemented.
- Monitoring of the composition of projects to ensure the Policy and associated action plan is implemented. This will include staff, volunteers and participants.

Responsibilities

BCCS's Lead Director and the BCCS Board are responsible for creating and implementing Equal Opportunities policies and practices.

BCCS's Management Team, together with Click Start Delivery Partners, are responsible for ensuring that services are delivered within the framework of this Policy.

The Partnership Manager will promote anti-discriminatory practice to staff, ensuring guidance is clearly understood. As part of staff induction, new members of staff will be informed of equal opportunities and how they can effectively contribute.



The Partnership Manager will review each delivery partner's Gender Equality and Equal Opportunities plan on a six-monthly basis, to assess whether their practices and policies comply with the requirements and to ensure equality of opportunity throughout the life of the programme.

The **BCCS Board and Management Team** are responsible for Gender Equality and Equal Opportunities forms part of each management decision.

All BCCS staff are responsible for promoting and adhering to equal opportunities practices.

It is the responsibility of all managers to:

- 1) Ensure that this policy and the procedures set out within are adhered to within their area of responsibility
 - Familiarise themselves with this policy and its contents
 - Not instruct employees to act in a discriminatory manner
 - Not put pressure on other employees to discriminate
- 2) Bring the details of the policy and procedure documents to the attention of all staff through the issue of the staff handbook presented to all new staff, both permanent and temporary, upon the commencement of work for BCCS.

Staff Responsibilities

- It is the responsibility of all employees to:
- follow this policy and its procedures
- report any discriminatory acts or practices
- not induce or attempt to induce others to practice unlawful discrimination
- not victimise anyone as a result of them having reported or provided evidence of discrimination
- not harass, abuse, bully or intimidate others

Legal Framework

Over and above the provisions set out in this policy, BCCS is also bound by the Equality Act 2010 and in relation to externally funded programmes the Public Sector Equality Duty and EU structural fund regulations to promote gender equality and equal opportunities.

Fair Recruitment and Selection

BCCS will:

- Ensure that job descriptions do not contain any potentially discriminatory criteria that are not essential for the role being advertised.
- Advertise vacancies so that they are likely to reach all potential applicants where possible.
- Ensure that recruitment literature and advertisements make it clear that applications are welcome from all suitably qualified candidates.
- Ensure that agencies assisting in recruitment operate appropriate diversity policies and procedures when acting on behalf of the Network Recruitment.



- Ensure that copies of the Network Recruitment equal opportunities statement are available to all prospective job applicants.
- Monitor returns of applications to ensure a wide range of applicants apply and look to address any barriers should they arise and be identified.
- Ensure that entry into and progression within the company are pre-determined solely by application of job criteria and personal ability and competence.
- Invite applicants to identify any special arrangements they may need at interview.
- Ensure that all those involved in recruitment and selection are fully aware of and adhere to the BCCS equal opportunities policy and have had appropriate training on recruitment or receive the appropriate guidance.
- Ensure that selection decisions for any post are taken by at least two persons and where possible with input from other management team members or/and the directors.
- Ensure that selection criteria and reasons for the selection or rejection of individual candidates are recorded.

Participants on the Click Start Programme

whg will work with Click Start Delivery Partners to:

- Ensure that all projects are promoted using wide gender, race and ability profiles
- Monitor and produce reports detailing demographics of participants
- Actively promote the projects to marginalised groups of society
- Ensure full compliance of the commitments and obligations of this policy of any project partners and subcontractors, via guidelines published in the delivery manual and regular updates at Click Start partnership meetings.
- Monitor compliance through regular progress reports and compliance audits.
- Deliver the aims of the Gender Equality and Equal Opportunities Action Plan.

All areas of business practice, both specified above and non-specified, such as training for staff, will be subject to the same criteria as set out in this gender equality and equal opportunities policy.

Monitoring

A report will be produced annually by the Click Start Project Manager for the senior director's consideration of equality statistics for Click Start in the Black Country. Points of action will be highlighted for the senior director's consideration and a narrative of action taken to meet targets. The report will include performance of Click Start.

Review

This policy will be reviewed annually.



Document version control

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