

# City of Lincoln Council Equality, Diversity and Human Rights Policy 'Promoting Social Justice'



September 2017 (Review date: September 2019)

## Document control

<b>Organisation</b>	City of Lincoln Council
<b>Title</b>	Equality, Diversity and Human Rights Policy
<b>Author - name and title</b>	Heather Grover, Principal Policy Officer
<b>Owner - name and title</b>	Heather Grover, Principal Policy Officer
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**Note: The Equality, Diversity and Human Rights Policy – a desktop check is undertaken every 6 months to ensure the details within the policy are up to date and to ensure the policy complies with the Equality Act 2010 and with the Human Rights Act 2000 and that it continues to do so.**

## Document Amendment history

<b>Revision</b>	<b>Originator of change</b>	<b>Date of change</b>	<b>Change description</b>
V.03	Heather Grover	March 2016	Updated to bring in line with changes to organisational structure and strategic direction.
V.04	Heather Grover	September 2017	Section 'Setting the Corporate Context' updated in line with Vision 2020, plus other minor updates.

# INTRODUCTION

The aim of this policy is to define and promote City of Lincoln Council's approach to equality, diversity and human rights, and to ensure there are defined guidelines for employees to follow.

The Equality, Diversity and Human Rights policy is for the benefit of all staff, members, service users and our commissioned services. This policy covers the areas of:

- Employment
- Service Delivery
- Community Leadership

The City Council is committed to equality of opportunity for all taking into account the differences of race, gender, gender identity, religion, belief, sexual orientation, age, disability, pregnancy and maternity and marriage and civil partnership. The organisation will also strive to uphold the human rights of all of its staff and service users in accordance with the Human Rights Act 1998

City of Lincoln Council is one of the largest single employers in Lincoln, employing over 600 people and serving residents of and visitors to the city. Every year we directly provide, or buy from other organisations, some of the key services in the City.

By adopting and implementing an Equality, Diversity and Human Rights Policy we accept our responsibility for addressing and tackling the imbalances caused by disadvantage and discrimination, so that we can make sure all communities have opportunities to access our services, be involved in what we do and be part of our workforce. We have made significant progress but recognise that there is a great deal of work we still need to do and this policy will act as a means for carrying out this important work.

We expect all our staff to comply with this policy, and where failings occur this can result in the application of the council's disciplinary procedure.

We also expect our contractual partners to comply with the council's Equality, Diversity and Human Rights Policy. If any partners are found to be in breach of any of the principles within the policy this could lead to termination of partnership. Conversely, when reviewing the policy, we will embrace appropriate good practice identified through partnership working.

## Setting the Corporate Context

Vision 2020 is City of Lincoln Council's Strategic Plan to 2020. The overall vision is:

Together, let's deliver Lincoln's ambitious future

The council has four strategic priorities under the vision which are:

- Let's drive economic growth
- Let's deliver quality housing
- Let's reduce inequality
- Let's enhance our remarkable place

The City of Lincoln Council is passionate about promoting Equality and Diversity and this runs through the council's priorities. Consideration of equality, diversity and human rights in these areas will therefore form an important part of the council's work.

## Our statutory duty under the Equality Act 2010

As a public body leading and speaking on behalf of the community the City Council must play its part in making society fairer by tackling discrimination and providing equality of opportunity for all. The Equality Act 2010 places a new Equality Duty on the Council to work to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
- Foster good relations between persons who share a relevant protected characteristic and person's who don't share it

No individual will be unjustifiably discriminated against. This includes, but is not limited to, discrimination because of the following characteristics (known as protected characteristics under the Act):

- Age,
- Disability,
- Gender reassignment,
- Marriage and civil partnership,
- Pregnancy and maternity,
- Race,
- Religion and belief,
- Sex
- Sexual orientation.

We will engage with people to ensure the service is relevant and meets their needs.

We will empower people to recognise and counter discrimination, and be supportive in doing so.

No form of intimidation, bullying or harassment will be tolerated.

We will also monitor the work of the Council to ensure that human rights are respected and valued and that the Human Rights Act is complied with in service provision.

The Human Rights Act sets out the fundamental rights and freedoms that individuals in the UK have access to. They include:

- Right to life
- Freedom from torture and inhuman or degrading treatment
- Right to liberty and security
- Freedom from slavery and forced labour
- Right to a fair trial
- No punishment without law
- Respect for your private and family life, home and correspondence
- Freedom of thought, belief and religion
- Freedom of expression
- Freedom of assembly and association
- Right to marry and start a family
- Protection from discrimination in respect of these these rights and freedoms
- Right to peaceful enjoyment of your property
- Right to education
- Right to participate in free elections

## **Our commitment to Equality, Diversity and Human Rights as a Community Leader**

As a community leader, working with our partners, to ensure a combined effort to tackling inequality:

- We recognise the value of an energetic and creative voluntary sector and will work with groups, individuals and organisations to provide culturally specific services, with equalities firmly embedded in those relationships and projects – this covers the work we do on community cohesion, anti-poverty, as well as the work in our neighbourhoods
- We will encourage real participation in local democracy and representation on various bodies and in our processes, from people who may normally feel excluded from decision-making processes
- We will comply with all our legal obligations and follow best practice guidance

- We will embed equality and diversity into the business planning process of the Council, ensuring that equality responsibilities are set out in a tree of responsibility and form part of all service plans, core elements of officer job descriptions and Member role description and that equality is an essential aspect of our Code of Corporate Governance. We will lead by example so other organisations can aspire to the standards we set.
- Training on Equality & Diversity is provided for all staff and to new staff at induction as well as for Members. Online training is available on City People and Equality & Diversity issues are covered in the corporate induction process.
- We will monitor City Council procurement activity to ensure that statutory equality and diversity duties relating to procurement are observed. This extends to working in partnerships with other agencies. We will set high standards for others to follow in the way we procure goods and services

## **Our commitment to Equality, Diversity and Human Rights as a Service Provider**

As a service provider, ensuring that our services are tailored to the needs of the individual, and that staff are aware of and responsive to the needs of different sectors of our community:

- We will work to ensure that Council information, services and events are accessible. We will work to reduce the barriers people may face due to disability or language by arranging appropriate translation, interpretation or transcription materials or equipment when necessary
- We will publish and implement an Equality Objectives and action plan, outlining how the Council will improve equality and diversity performance. We will ensure that these actions are monitored and reviewed
- We will embed our equality analysis toolkit into the culture of the Council to ensure that any adverse impacts that our policies and functions could have on particular groups will be removed, or reduced where they cannot be avoided entirely. We will also include human rights as part of this assessment process. All our equality analysis documents will be published on our website.
- We will include equality and human rights implications sections in all Full Council and Executive committee reports to ensure that issues of importance or concern are highlighted. The Council's Corporate Management Team will monitor these sections within Council reports as part of draft Executive reports and consider their implications where needed.

- We will ensure that via our Equality and Diversity Group, we continuously scrutinise Council performance on equality, diversity and human rights issues and that we appropriately challenge the Council where any areas of concern arise.
- We will carry out equality monitoring activities when we consult with the community in order to ensure that the views are representative of our communities and to understand the different views different groups of people may have. We will aim to conduct specific consultation exercises with groups shown to be under represented in our consultation campaigns.
- We will carry out equality monitoring activities among service users/non users in order to ensure services are relevant to meet their needs. We will take action to overcome under representation where needed.

## **Our Commitment to Equality, Diversity and Human Rights as an Employer**

As an employer we aim to ensure that we promote a workplace culture whereby all employees and members feel valued and respected, and where nobody carries out their role in fear of prejudice, discrimination, bullying or harassment. We recognise that harassment can take many forms, not all of which may be obviously overt.

Any reported cases of harassment within the Council will be dealt with promptly and sensitively, using the City of Lincoln Council's Dignity at Work Procedure. Overall, the Council aims for all employees and Members to feel comfortable at work and to be treated with dignity and respect.

No form of intimidation, victimisation, bullying or harassment will be tolerated.

In order to ensure that we are effectively working towards the implementation of the aims of this policy:

- We will publish and implement an Equality Objectives and action plan, outlining how the Council will improve equality and diversity performance as an employer. We will ensure that these actions are monitored and reviewed.
- We will ensure that via our Equality and Diversity Group, we continuously scrutinise Council performance on equality, diversity and human rights employment issues and that we appropriately challenge the Council where any areas of concern arise.
- We will embed equality and diversity into the business planning process of the Council, ensuring that equality responsibilities are core elements of officer job descriptions and Member role description and that equality is an essential aspect of our Code of Corporate Governance.

- We will carry out equality monitoring activities among job applicants and employees in order to be aware of representation of all protected characteristics within the Council. We will take action to overcome under representation where needed.
- We will ensure that our employee appraisal systems take account of the need to abide by this policy and to actively promote equality and human rights within all roles. We will have regard for dependant and caring responsibilities within our employment practices, using City Council policies and procedures on work life balance. A flexi time working system is offered to all staff (excluding apprentices)
- We will ensure that all City of Lincoln Council recruitment and selection processes – including those of staff, and Members – will be conducted fairly and in accordance with this policy and other internal recruitment policies.

## **Making sure our colleagues know about the policy**

This policy will be available on the intranet and any updates will be circulated to all staff via intranet briefings. We will also provide training and advice to our colleagues on their specific responsibilities under this policy

City Council staff are required to comply with and support the council's policies in relation to equality, diversity and human rights. Failure to do so may result in disciplinary action being taken against them.

The City Council will ensure that all its staff receive ongoing training to ensure they:

- Are made fully aware of the Equality, Diversity and Human Rights Policy and how it affects their work;
- Understand any action plans relevant to them and their responsibilities for implementing these plans;
- Are provided with a copy of a summary statement version of this policy; and
- Receive information in the form of targeted training and briefings to embed consideration of equality issues and share good practice in all services.

We will also ensure any contractor, sub contractor or organisation employed by the City Council to carry out work on our behalf complies with the Council's required standards in respect of Equality and Diversity. It is so that anyone seeking work knows about our policy and that anyone seeking contracts or work from us will be clear about the expectations that the City Council will have of them and their own colleagues

## **Responsibility**

The ultimate responsibility for this policy rests with the City Council's Executive Committee, which is chaired by the Leader of the City Council, and with the Chief Executive, the Head

of Paid Service. They ensure that there are systems in place to put this policy into practice on a day-to-day basis.

All City Council Members and staff have a responsibility to:

- Listen to what others have to say in respect of their views;
- Report any incidences of discrimination, bullying, harassment, verbal or physical abuse or aggression;
- Challenge own prejudices and those of others;
- Know their individual rights and responsibilities in relation to the law;
- Participate in relevant training;
- Proactively promote and celebrate diversity.

The Principal Policy Officer (Policy and Strategy) will ensure we meet our duties under the Equality Act 2010 in respect of setting equality objectives and provision of advice when council services and policies are introduced, changed or withdrawn.

The Human Resources and Work Based Learning Manager will be responsible for ensuring staff have access to relevant equality and diversity training and the Legal and Democratic Services Manager will be responsible for advising from a legal perspective, and for ensuring elected Members receive appropriate training.

This policy will also be monitored by the Council's Equality and Diversity Group, as a sub group of Executive and chaired by the Council's Member Equality Champion.

The Equality and Diversity Group will receive regular reports from the City Council's Officer with responsibility for Equality and Diversity on the progress of this policy and other equalities initiatives, including progress against the Council's Equality Objectives.

In addition, the Corporate Management Team, which consists of the Directors of the City Council, is tasked with driving forward the City Council's work on equality and diversity under the leadership of the Chief Executive as the Council's Officer Equality Champion. Each Director, through Assistant Directors will be responsible for ensuring that the Directorate they are responsible for carries out the work necessary to adopt and implement this policy as recorded in service plans.

Service managers will be responsible for ensuring equality, diversity and human rights are fully considered in all service and related policy developments, and monitored following implementation.

The Equality and Diversity Group will hold managers to account for delivering the above through consideration and monitoring of the Equality Objectives Action Plan and Equality Journal.

We recognise that every colleague, and every contractor, partner or organisation that receives funding from the City, has an obligation to put this or similar approved policies into practice.

## **What to do if something goes wrong**

### **Members of the public**

If you think we are not providing a service in line with this policy or you think you have been treated unfairly in any way, you can complain to the City Council. Our Complaints Procedure explains how you can do this. You can obtain a copy of this procedure from most City Council buildings, by telephoning 01522 881188, or emailing [complaints@lincoln.gov.uk](mailto:complaints@lincoln.gov.uk).

You can make a complaint by telephoning or by writing to City of Lincoln Council Customer Services the address below:

Customer Services  
City of Lincoln Council  
City Hall  
Beaumont Fee  
Lincoln, LN1 1DD

### **City Council employees**

If you are concerned about any equality issues relating to your employment you can speak to your line manager, or to the City Council's Human Resources Team.

If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to make a complaint and ask for the appropriateness of the behaviour to be reviewed. The City Council's Dignity at Work Policy and Procedure explains how to do this. You can find out more information by speaking to the City Council's Human Resources Team or from the City Council's Intranet.

You also have the right to take up issues through the Grievance Procedure. You can obtain information about this procedure from your line manager, City Council's Human Resources Team or the City Council's Intranet.

If you are in a Trade Union, you can contact them for advice and support. Please refer to your local Trade Union representative for more details.

Where you feel a manager, director, elected member or other officer has handled an aspect of service delivery or management related to equality, diversity or human rights particularly well you can feed this information back through the appraisal system.

## **Let us know what you think**

If you wish to discuss this policy or make any comments or suggestions on the work we are aiming to do to carry out this policy please contact the Policy Unit at

City of Lincoln Council  
City Hall  
Beaumont Fee  
Lincoln  
LN1 1DD

Tel: 01522 873326

Email: [policy@lincoln.gov.uk](mailto:policy@lincoln.gov.uk)

Website: [www.lincoln.gov.uk](http://www.lincoln.gov.uk)

**The City of Lincoln Council is passionate about promoting equality and diversity. If you have difficulty in understanding anything in this document, please go to City Hall, Beaumont Fee, Lincoln or any other Council office, where we can call in an interpreter for you through the Big Word Services.**

### **Albanian**

Bashkia e qytetit Lincoln është e pasionuar të promovojë barazinë dhe diversitetin. Nëse keni vështirësi për të kuptuar diçka në këtë dokument, ju lutemi shkoni tek City Hall, Beaumont Fee, Lincoln ose në çdo zyrë tjetër të bashkisë, ku ne mund të telefonojmë një përkthyes për ju nëpërmjet shërbimeve të kompanisë "Big Word".

### **Bengali**

সাম্যতা ও বহুমুখতা উন্নয়নে দৃষ্টি অফলাঙ্কন কাউন্সিলি অত্যন্ত সচেষ্ট। এই নথির কোন কিছু বুঝতে আপনার অসুবিধা হলে অনুগ্রহ পূর্বক সচিবালয়, বার্মন্ট ফি, লিনকন এ বা কাউন্সিলির অন্য কোন অফিসিয়ান যখনো বেগি ওয়ার্ড সার্ভিসের মাধ্যমে আমরা আপনার জন্য একজন দোভাষীর বন্দোবস্ত করতে পারবো।

### **Bosnian**

Gradsko vijeće Lincolna duboko vjeruje u širenje jednakosti i raznovrsnosti. Ako imate poteškoća u razumijevanju bilo kojeg dijela ovog dokumenta, obratite se gradskoj vijećnici, Beaumont Fee, Lincoln ili u nekoj drugoj službu gradskog vijeća gdje Vam možemo osigurati usluge tumača putem kompanije Big Word Services.

### **Chinese (Simplified)**

林肯市议会(City of Lincoln Council)致力于促进平等和多样化。如果你有困难理解本文件中的任何内容，请前去位于林肯市(Lincoln)Beaumont Fee 的市政厅(City Hall)，或者是任何其他的市场议会办公室，我们可以在那里通过 Big Word 为你找来一位口译员。

### **Czech**

Rada města Lincoln intenzivně podporuje rovnost a diverzitu. Pokud něčemu v tomto dokumentu nerozumíte, dostavte se, prosím, do městského úřadu City Hall, Beaumont Fee, Lincoln nebo do jiné kanceláře tohoto úřadu, kde pro Vás prostřednictvím služeb společnosti Big Word můžeme zajistit tlumočnicka.

### **Farsi**

شهرداری لینکلن خواستار ترویج برابری اجتماعی و تنوع فرهنگی است. بنابراین چنانچه بعضی از مطالب این متن را درست یا دفاتر دیگر City Hall, Beaumont Fee, Lincoln متوجه نمی شوید، لطفاً به دفتر مرکزی شهرداری واقع در ( با یک مترجم the Big Word Services شهرداری لینکلن مراجعه کنید. در این دفاتر، ما از طریق خدمات ترجمه تلفنی ) تماس خواهیم گرفت.

### **French**

La municipalité de Lincoln a à cœur de promouvoir l'égalité et la diversité. Si vous avez des difficultés à comprendre ce document, veuillez vous rendre à l'hôtel de ville (City Hall) de Lincoln, rue Beaumont Fee, ou dans tout autre bureau municipal (Council office) où il sera, si besoin, fait appel aux services d'un interprète par l'entremise de l'agence theBigWord.

## **Hungarian**

Lincoln Város Önkormányzata elkötelezte magát az egyenlőség és a sokféleség mellett. Ha Önnek e dokumentum megértésével kapcsolatban bármilyen nehézsége lenne, kérjük forduljon a City Hall, Beaumont Fee, Lincoln vagy bármely más önkormányzati irodához, ahol hívhatunk Önnek tolmácsot a Big Word Services tolmácsszolgálat révén.

## **Latvian**

Linkolnas pilsētas padome dedzīgi veicina vienlīdzību un daudzveidību. Ja jums ir grūti saprast kaut ko šajā dokumentā, lūdzu, dodieties uz City Hall, Beaumont Fee, Linkolnā vai arī uz jebkuru citu Padomes biroju, kur mēs ar aģentūras *Big Word* palīdzību varēsim piedāvāt jums tulka pakalpojumus.

## **Lithuanian**

Linkolno miesto savivaldybė skiria daug dėmesio lygybės ir įvairovės skatinimui. Jei šio dokumento nesuprantate, eikite į Miesto rotušę - City Hall, Beaumont Fee, Lincoln, arba į bet kokį kitą savivaldybės skyrių, kur Big Word vertimų agentūra mums padės susisiekti su vertėju.

## **Polish**

Rada Miasta Lincoln (*z ang. City of Lincoln Council*) jest w pełni zaangażowana w promowanie równości i różnorodności. W razie jakichkolwiek trudności ze zrozumieniem niniejszego dokumentu, prosimy udać się do ratusza - City Hall, Beaumont Fee w Lincoln lub do innego urzędu rady miasta, gdzie będziemy mogli zorganizować dla Państwa tłumacza z Big Word Services.

## **Portuguese**

A Câmara da Cidade de Lincoln tem o compromisso de promover igualdade e diversidade. Caso tenha dificuldade em compreender alguma coisa neste documento, deverá dirigir-se ao City Hall, Beaumont Fee, Lincoln ou outro departamento da Câmara, onde podemos contactar um intérprete através dos serviços da Big Word.

## **Romanian**

Consiliul oraşului Lincoln este pasionat de promovarea egalităţii şi diversităţii. Dacă întâmpinaţi dificultăţi în înţelegerea acestui document, vă rugăm să vă prezentaţi la City Hall, Beaumont Fee, Lincoln sau la oricare altă reprezentanţă a consiliului, unde putem să vă punem la dispoziţie un interpret prin intermediul Big Word Services.

## **Russian**

Городской совет Линкольна является убежденным сторонником в борьбе за равноправие и этнокультурное разнообразие. Если в данном документе вам что-нибудь неясно, пожалуйста, обратитесь в City Hall, Beaumont Fee в Линкольне или в любое другое бюро городского совета, где мы сможем вызвать для вас переводчика, пользуясь услугами агентства Big Word Services.

## **Slovak**

Mestský úrad mesta Lincoln so zariadením podporuje rovnocennosť a rozmanitosť. Pokiaľ niečomu v tomto dokumentu nerozumiete, dostavte sa, prosím, do mestského úradu City Hall, Beaumont Fee, Lincoln alebo do inej kancelárie tohto úradu, kde pre Vás prostredníctvom Big Word Services môžeme zaistiť tlmočníka.

## **Tamil**

சிற்றி ஒப் லிங்கன் கவுன்சில் ஆனது சமத்துவத்தையும் பல்லினத் தன்மையையும் முன்னேற்றுவதில் மிக ஆவலாக உள்ளது. உங்களுக்கு இந்த ஆவணத்தில் உள்ள விடயம் ஏதாவது விளங்கிக் கொள்ள கடினமாக இருந்தால் தயவு செய்து சிற்றி ஹோல், பியூமன்ஹீ, லிங்கன் **(City Hall, Beaumont Fee, Lincoln)** அல்லது ஏதாவது ஒரு கவுன்சில் அலுவலகத்திற்கு செல்லவும். அங்கு நாங்கள் உங்களுக்கு என ஒரு மொழி பெயர்ப்பாளரை ஏற்பாடு செய்ய பிக் வேர்ட் **(Big Word)** சேவைகள் ஊடாக ஒழுங்கு செய்யலாம்.

## **Turkish**

Lincoln Şehir Belediyesi eşitliliği ve çeşitliliği teşvik etmek konusunda tutkuludur. Eğer bu belgedeki herhangi bir şeyi anlamakta zorluk çekiyorsanız, lütfen Big Word Services aracılığıyla sizin için bir tercüman çağırabileceğimiz City Hall (*Belediye Sarayı*), Beaumont Fee, Lincoln'a ya da herhangi bir başka belediye ofisine gidiniz.

**If you would like this information in an alternative format:- large print or electronically, please do not hesitate to contact us on (01522) 873326 or email [policy@lincoln.gov.uk](mailto:policy@lincoln.gov.uk)**