

Equality, Diversity and Inclusion Procedure

(as an integral part of the Equality, Diversity & Inclusion Policy)

The Royal Borough of Kensington and Chelsea is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation.

Our organisational values (Putting Communities First, Respect, Integrity and Working Together) prominently describe what we consider as important in how we deliver the services to our local community. They clearly reflect the Council's commitment to fostering an equal, diverse and inclusive workplace.

The Council will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. It will not discriminate because of any other irrelevant factor and will build a culture that values meritocracy, openness, fairness, mutual respect and transparency.

All employees are responsible for the promotion and advancement of this procedural document and the essence of the overarching policy. Behaviour, actions or words that transgress the policy will not be tolerated and will be dealt with in line with the organisation's disciplinary policy.

Objectives relating to fair and inclusive practices will be included in all employees' performance indicators and will form an integral part of performance reviews throughout the year.

This procedure is applicable to all employees, secondees, agency staff, clients, communities, suppliers and contractors, whether permanent or temporary. It applies to all processes relating to employment and training and to any dealings with customers and clients. Decisions relating to customers and communities will be based on business-related criteria only and any irrelevant information will not form part of the process.

This procedure and its related policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and internal business requirements.

Procedure wording: The publication of an EDI policy and procedure enables the organisation to send out a strong message of commitment, both internally and externally. It will be brought to life only if it is reinforced by a focused and structured strategic diversity plan. To do this the organisation is committed to the following processes.

Leadership

We shall:

- Communicate Equality, Diversity and Inclusion throughout our HR documentation, especially our HR employment policies and procedures;
- identify a senior level champion, elected member and executive director for leading the diversity strategy which will secure top-level ownership and sponsorship for embedding a culture of EDI across the Council;
- the Council's Leadership Team will ensure that the principles of EDI are integrated into all corporate policies and processes.

Procedural development

We shall:

- benchmark existing equality, diversity and inclusion policy statements from other organisations and advisory groups; by partnering with organisations for example, becoming a 'Timewise' accredited organisation to promote flexible working opportunities;
- develop human resources and other related policies (outlining vision, scope, responsibility, accountability and measurements);
- cascade and share across the organisation new policies with senior management and secure leadership endorsement through business briefings.
- Undertake Equality Impact Assessments (EqA) as a requirement of existing equality legislation. These assessments are a way of examining the main functions and policies of the organisation to see whether they have the potential to affect people differently. Their purpose is to identify and address real or potential inequalities resulting from policy and practice. Such an assessment should cover the following strands:
 - ✓ Consider the current situation
 - ✓ Decide what is to be achieved – objectives and intended outcomes
 - ✓ Consider what evidence there is to support the decision
 - ✓ Where the gaps are in terms of evidence to support the decision
 - ✓ Make an informed decision
 - ✓ Report/publish the decision

Training and education

We shall:

- include the EDI principles as a mandatory requirement of corporate induction
- integrate diversity and inclusion into mainstream learning and development programmes;
- establish education programmes for all staff (including programmes that move from awareness to behavioural change); and

Communication and consultation

We shall:

- emphasise that communicating EDI principles is top to bottom and across the organisation using our frequent dialogue with all key stakeholders;
- ensure that any communication language, imagery and graphics used by the Council are inclusive, and reflect and reinforce the words within the documentation;
- ensure that mainstream business communications reinforce the inclusive messages and become mainstreamed into day-to-day processes and practice; and
- communicate and celebrate the organisation's successes in equality, diversity and inclusion, using various social and corporate media.

Resources

We shall:

- select and establish a diversity & inclusion staff network with representatives from across all parts of the organisation to promote and raise awareness of EDI actions and initiatives;
- identify and appoint diversity champions to report progress to the diversity staff network on a quarterly basis; and
- secure financial sign-off from the senior leadership team to enable related activities to be undertaken (for example reasonable adjustments to comply with the Equality Act 2010, and communication and training programmes).

Measurement and Audit

We shall:

- undertake an annual audit in relation to employee related policies and procedures to ensure that EDI principles are embedded within them;
- report back to senior management any under-representation and recommend appropriate action to resolve this;
- capture all available workforce metrics from existing databases to benchmark against sector companies, demographics and best practice standards;
- agree the aspirational targets for the workforce composition over a five-year period with the senior leadership team; HRSLT and the EDI staff network so that there is greater representation, reflecting a more diverse and inclusive culture.
- establish formal measurement tools to assess the climate in the organisation (for example regular staff surveys' Our Voice')

Monitoring and review

As a general principle, via recruitment practice and a twice-yearly reminder intervention, the Council will encourage all staff to record their own personal equality and diversity data on the electronic HR system.

On an annual basis, the Council will undertake a specific monitoring exercise of the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups. Therefore, the Council will consider and take any appropriate action to address any problems that may be identified during the monitoring process. As part of its on-going commitment to reflecting the diversity of the local communities it serves, the Council will record and analyse the demographic composition of its employee base and respond appropriately with some targeted and meaningful recruitment initiatives.