



Adult Learning Kirklees & Kirklees Council

Inclusion & Diversity Strategy

2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures, and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be devised, reviewed, and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: July 2022	Date of Renewal: July 2024
--	----------------------------	-------------------------------

Introduction

Our Strategy and Action Plan for 2017-21 builds on the Inclusion and Diversity Policy Statement agreed by full-Council in 2016 and reaffirms our Kirklees approach of moving from equality to inclusion:

“The council is modernising its approach to equality, inclusion, and diversity. Our requirement and commitment remains to meet our obligations under the Equality Act 2010 and Public Sector Equality Duty; however, our Inclusion and Diversity Statement is the first step in placing a greater emphasis on moving from equality to inclusion. We will incorporate this positive approach more effectively and routinely in everything we do through respecting diversity, valuing different perspectives, and supporting inclusion....”

The basis of this Strategy and Action Plan is fairness, understanding and valuing people and our work to support this is linked to seven core principles/areas set out in the Policy Statement:

- A committed and diverse workforce.
- Taking a positive and inclusive approach to everything we do.
- Zero tolerance on abuse, harassment, bullying and violence.
- Demonstrating our commitment through the way we do things in Kirklees.
- Inclusive policies.
- Spreading the word about inclusion and diversity.
- Listening and acting for ongoing improvement.

We know that the Council needs to modernise its approach to equality. A shift from focusing purely on equality to a much wider emphasis on inclusion and diversity highlights a desire to move beyond compliance with legislation, although this will still be a key requirement (see Appendix B of this strategy). We are also committed to using insight and intelligence from our employees and communities to improve services, productivity, and people’s everyday experiences on an ongoing basis.

The Strategy will provide direction to our employment and service delivery activities, ensuring that we direct limited resources on an intelligence-led basis. It will help ensure that we are full and active partners in delivering health and wellbeing strategies and in dealing with poverty, health inequalities, social deprivation and social exclusion helping to build stronger, safer more resilient communities.

It is a 4-year plan which will be reviewed on a regular basis with an annual Inclusion and Diversity Report published to demonstrate progress. The Action Plan (see Appendix C) sets clear outcomes and acknowledges that progress will be attained in a phased manner; however, in no way does this diminish the council's commitment to tackling inequality and discrimination in all its various forms.

Inclusion and Diversity Outcomes

The Action Plan within the Strategy identifies clear outcomes for each of the seven areas in the Policy Statement. Not every outcome can be achieved immediately which is why the Plan sets a timeframe for the different elements within it.

The Plan will be reviewed and updated on a regular basis with a progress report published on the Council's website. Importantly, the outcomes have been developed using strong data and intelligence which has helped to identify the outcomes as priority areas to focus on. Also, these outcomes complement the overall vision and priorities for the Council:

“A district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives...”

The Inclusion and Diversity Strategy does not stand alone and has clear connections to other key plan such as our Corporate Plan, Joint Health and Well-being strategy and Kirklees Economic Strategy.

Monitoring

Alongside the Annual Report on I&D quarterly reports will be submitted to Councilors and Senior Management.

Appendix A: Some definitions

Equality is about creating a fairer society where everyone can participate and has the same opportunity to fulfil their potential.

Equality is focused within a legislative framework – the main piece of legislation is the Equality Act 2010. The Act is designed to address unfair discrimination, harassment, and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

There are nine 'protected characteristics' covered by the Equality Act: age, disability, gender reassignment (transgender), marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex (gender) and sexual orientation.

Diversity involves more; it is about valuing the full range of differences between people in the workplace and the wider society.

Promoting diversity acknowledges that entry into the workplace, and an employee reaching their potential once there or a customer's ability to access council services and opportunities can be impacted / influenced by a range of factors beyond the characteristics included within the equality legislation, including social, economic, and educational background, professional background, hierarchal level, working styles. It involves an understanding of the perceptions and experiences of others – employee / customers belonging to minority and majority groups (and the impact of conscious and unconscious bias).

Diversity is also a description of the way an organisation looks and how well it serves its customers / population. It paints a picture of different types of people at different levels in the organisation and how well different customer needs are met in service planning, commissioning, and delivery. This is the result of 'harnessing and valuing difference'. – The legislation is an important element, but the scope of diversity goes further than the 'legal minimum'. It should be noted that diversity must be valued without (negatively) stereotyping difference so as to avoid any / perpetuating any inequalities.

Inclusion within the equality and diversity context:

- is about including all people.
- is about the culture, environment and processes operated by the organisation.
- is measured by how people feel (results from how people are involved).
- requires effort to be achieved.

Inclusion is about the individual's experience and the extent to which they feel valued and included. Working to achieve inclusion involves effectively managing change and a continuous effort to maintain diversity.

Appendix B: Legal requirements

When public authorities carry out their functions, the Equality Act says they must have due regard or think about the need to do the following things:

- eliminate unlawful discrimination.
- advance equality of opportunity between people who share a protected characteristic and those who don't.
- foster or encourage good relations between people who share a protected characteristic and those who don't.

Having due regard means public authorities must consciously consider or think about the need to do the three things set out in the public sector equality duty. It's the courts who decide if a public authority has done enough to comply with the duty.

The Equality Act says public authorities should think about the need to:

- remove or reduce disadvantages suffered by people because of a protected characteristic.
- meet the needs of people with protected characteristics.
- encourage people with protected characteristics to participate in public life and other activities.

The equality duty covers the nine protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Public authorities also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status. This means that the first aim of the duty applies to this characteristic but that the other aims (advancing equality and fostering good relations) do not apply.

- Public authorities are required to monitor and publish the all of the protected characteristics of their employees.
- It is a mandatory requirement for all larger public sector employers, with 250 or more employees, in England to publish statutory calculations every year showing how large the pay gap is between their male and female employees.

Specific duties

Public authorities also have specific duties under the Equality Act to help them comply with the public sector equality duty.

Public authorities must do the following:

- publish equality information at least once a year to show how they've complied with the equality duty.
- prepare and publish equality objectives at least every four years

The Annual Report will provide this information.

Appendix C: I&D Action Plan

I&D Policy <u>Statement</u> Area	Outcomes/Objectives (What are we looking to achieve?)	Activity - <i>what are we going to do</i>	Performance Measures - <i>how we are going to assess progress</i>	Timeframe
COMMITTED AND DIVERSE WORKFORCE	We have a diverse workforce that represents all communities in Kirklees.	<ul style="list-style-type: none"> • Internal campaign to encourage employees to complete equality profile information 	<ul style="list-style-type: none"> • We have established a baseline for all protected characteristic groups 	October 2017 onwards
		<ul style="list-style-type: none"> • Mapping exercise on how representative our workforce is and where are the gaps across the organisation <ul style="list-style-type: none"> ○ actively use information on equality groups where data already exists 	<ul style="list-style-type: none"> • There is increasing similarity between workforce profile and Kirklees community profile (specific targets for the future will depend on the baseline data) 	January 2018 onwards
		<ul style="list-style-type: none"> • Calculate and publish the data on the gender pay gap and provide the analysis across the organisation (to be included as part of PSED 2017) 	<ul style="list-style-type: none"> • Analysis informs specific actions to help reduce (and ultimately eliminate) the gender pay gap 	First gender pay report to be published April 2018

<p>LISTEN AND ACT</p>	<p>Our approach to Inclusion and Diversity is informed by feedback from staff and citizens</p>	<ul style="list-style-type: none"> • Ensure that the organisation seeks ideas and learning from elsewhere • Explore how best to capture intelligence from front-line workers to support our approach to I&D • Continue to engage with Council Equality Employee Networks 	<ul style="list-style-type: none"> • We are capturing and sharing good practice case studies/stories • Our understanding of I&D in Kirklees is continually being shaped and updated to address priority issues • Employee Networks are contributing to organisational priorities and change 	<p>September 2017 onwards</p>
------------------------------	---	--	---	--------------------------------------

<p>ZERO TOLERANCE</p>	<p>All forms of bullying, harassment and discrimination are seen as unacceptable and poor behaviour is challenged and actively tackled</p>	<ul style="list-style-type: none"> • Clarify and confirm definitions of bullying, harassment, etc. and what the current procedure is for managers and employees • Raise awareness among employees/managers about the policy and procedures • Assign the role of Champion to a Senior Manager • Analyse existing data and intelligence such as the specific I&D employee "Temperature Check" survey, incidents recorded by HR, etc. to get a baseline 	<ul style="list-style-type: none"> • Reduction in the number of reports of harassment/ bullying? [but NB: these may increase initially with shift to zero tolerance] • Increased satisfaction with how harassment / bullying incidents are resolved? • Reduction in the number of hate crime incidents against council employees 	<p>September 2017 onwards</p>
<p>THE WAY WE DO THINGS IN KIRKLEES</p>	<p>Council outcomes are focused on reducing inequalities and monitored by strong and timely local intelligence</p> <p>All key decisions made by the Council are supported by an Equality Impact Assessment (EIA)</p> <p>Work in a more inclusive way building on the diversity of communities and the workforce</p>	<ul style="list-style-type: none"> • Identify from intelligence/data the structural inequalities which are priorities for Kirklees communities • Guidance produced for report writing for Cabinet, Full Council and Executive Team • Embedding council Behaviours and Expectations throughout the organisation • Using the insight and experience of communities to improve services 	<ul style="list-style-type: none"> • % of council outcomes which include measures of inequalities in their indicator sets • All EIAs are published on the Council's website • Employees feel more included in the workplace (Employee Pulse Survey) • Demonstrate how the involvement of communities has improved services 	<p>January 2018 onwards</p> <p>May 2017 onwards</p> <p>May 2017 onwards</p> <p>October 2017 onwards</p>

	All Senior Managers have annual objectives set on Inclusion and Diversity	<ul style="list-style-type: none"> • Use the council's Appraisal process 	<ul style="list-style-type: none"> • Progress on objectives included in the Annual I&D Report 	September 2017 onwards
INCLUSIVE POLICIES	Inclusion and diversity is integral to all strategies and policies	<ul style="list-style-type: none"> • Use the EIA process to review strategies and policies in a phased manner 	An increase in number EIAs completed and published	May 2017 onwards
SPREAD THE WORD	Actively spread the word that Kirklees represents and values everyone	<ul style="list-style-type: none"> • Develop and implement a communication plan • Produce an Annual I&D Report 	No measure in year 1 First annual report in July 2017	May 2018 Annually