

## Equality, Diversity & Inclusion Policy

<b>Reference:</b>	CWLEP008
<b>Version:</b>	3
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<b>Approved by:</b>	Ian Brooks
<b>Review:</b>	April 2023

### Introduction

Cheshire & Warrington Local Enterprise Partnership (C&W LEP) promotes a diverse area and communities, and we believe that it is important that we reflect this in all aspects of service delivery.

C&W LEP recognises the importance of The Equality Act 2010 and the related Public Sector Equality Duty and is fully compliant with these laws and duties.

The Equality Act 2010 prohibits C&W LEP from discriminating against any person who has a Protected Characteristic and describes the following as Protected Characteristics:

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

We are committed to meeting our obligations under these laws and will update our policy as and when necessary to meet new legislation and to follow codes of practice.

We are also committed to recognising the importance of, and observing, the following three aims of the Public Sector Equality Duty:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the 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.

We will promote this policy, communicate it and expect compliance and respect for it from all persons involved in the delivery of services, including partner agencies, employees, Service Users, participants, volunteers, delivery partners and contractors.

## Employment Issues

### Recruitment and Selection

Our policy is to select people based on their suitability for the role, as defined by a properly constructed job description and person specification.

Vacancies will be advertised to the widest possible audience and will utilise sources that ensure that all sections of the community can apply. However, this does not stop the company from restricting advertising in certain situations (e.g., in a redundancy situation where the role requires specialist skills which can only be found from a specific source; or where the same or similar position has been advertised in the immediate past).

Where appropriate, we will monitor applications to ensure that they reflect the wider community.

All job adverts will contain the statement that Cheshire & Warrington LEP is an Equal Opportunities Employer.

Shortlisting for interview will be done in accordance with the defined criteria and all managers will receive guidance and information in interviewing skills and recruitment legislation before undertaking interviews. Notes will be taken for all interviews and retained for a period after the selection process.

We will consider flexible working arrangements, where operationally feasible, to allow as many people as possible the opportunity to work for us.

### Training and Promotion

Decision on training, promotion and other employment matters will be based on organisational need and non-discriminatory procedures. We will also, where appropriate, use the provisions of the Equality Act to undertake 'Positive Action' training to ensure that underrepresented groups are fully represented in our workforce.

### General Conduct at Work

All staff will be expected to ensure that they comply with the principles of this policy. We will strive to ensure that the LEP has a positive working atmosphere where no member of staff, customer, or client is the subject of belittlement, insult, or offensive remarks. Any employee who breaches this will be subject to disciplinary action, which may in very serious cases be considered as gross misconduct and lead to dismissal.

Please remember that it is the impact of any comments or behaviour on the recipient that is important, not the intention of the person who makes the comments or behaves in a particular way.

### Remuneration

We will ensure that our criteria for determining employees' pay is consistent with the Equal Pay Act 1970.

### Publicity / Advertising

Publicity materials will not only emphasise that our services and job opportunities are available to all, but will utilise all appropriate media to ensure that all sections of the community can access the information.

### References

This is a generic policy, which also aligns with contracts delivered within [The Cheshire and Warrington Pledge and the Cheshire and Warrington Pledge Access programme](#).

### Review

We will review this policy and any procedures arising from it in the light of changes to legislation, case law or other guidance issued.