



## **Equality, Diversity and Inclusion Policy For Employment And Provision Of Services**

This document lays out the equality, diversity and inclusion policy of the Centre for Local Economic Strategies (CLEES). The following subheadings provide the Policy's structure:

- General statement outlining our commitment to equality, diversity and inclusion;
- The aims of the policy;
- The means by which the policy will be translated into action;
- CLEES' approach to equality, diversity and inclusion in employment and governance;
- CLEES' approach to equality, diversity and inclusion in activities and services;
- Overall responsibility and monitoring of policy.

### **General statement**

*CLEES Mission: 'The Centre for Local Economic Strategies is a registered charity which is committed to places and communities experiencing social and economic inequality and lack of opportunity. We want to improve the effectiveness of local groups, agencies and government in addressing these problems by informing policy and developing practice.'*

It is clear that a commitment to equality, diversity and inclusion is fundamental to the CLEES mission. Because of this CLEES is committed to eliminating discrimination and encouraging diversity amongst its staff, board, and in the activities and services it provides. Our aim is that we are truly representative of all sections of society and that all individuals that work with, govern, or come into contact with CLEES feel valued, and where all individuals that represent CLEES feel able to give their best. CLEES aims for a culture where diversity is celebrated. CLEES strive for an organisation where diversity is universally valued because of the more inclusive outcomes enabled by diverse thinking and action. CLEES is committed to broad principles of social justice, recognises that many groups and individuals have been disadvantaged in the past and is committed to taking positive steps to redress the balance. CLEES will take into account individual experiences and needs.

CLEES welcomes its responsibilities under the Equality Act 2010. The Act requires equality in treatment and access to employment and public and private services regardless of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. In the case of gender, there are special protections for pregnant women.

### **Aims of the policy**



It is the intention that this policy allows CLEES to:

- Build a culture where differences are accepted and celebrated, and the contributions of all are encouraged, valued and respected.
- Retain and attract staff, partners, collaborators, Board members and so on who subscribe to our commitment to equality, diversity and inclusion and reflect the diverse make-up of the communities and places we champion.
- Make equality, diversity and inclusion a fundamental consideration of all CLEES' internal processes and operations, as well as all our work with external individuals and organisations.

### **Policy implementation**

In order that this policy translates into action we will:

- Develop an action plan, consulting with stakeholders such as staff to do so;
- Set targets and monitor and evaluate the outcomes our approach to equality, diversity and inclusion achieves;
- Learn from our monitoring data so that we can continuously improve our equality, diversity and inclusion practice.
- Ensure that the policy is visible to all relevant stakeholders so that we are accountable to its contents.

### ***Employment and governance***

#### **Recruitment**

All sections of the population should have equal access to jobs and the board at CLEES and no applicant or employee will receive less favourable treatment from another because of his/her colour, creed, ethnic or national origin, disability, age, sex, marital status, sexuality or responsibility for dependents. Job descriptions and person specifications will be prepared and reviewed for all jobs, board and council positions.

- Adverts for positions will include a statement about CLEES' commitment to equality, diversity and inclusion;
- Special attention will be given to advertising vacancies in parts of the press, including social media, that engage groups identified as disadvantaged within the equal opportunities policy;
- Interviews will normally be carried out by three members of staff or members of the Board of Directors in an objective a way as possible.
- There will be at least one woman on each selection panel. Staff and Board members involved in the selection will be expected to have undertaken
- appropriate training. Interviews will only deal with the applicants' suitability for the job and all candidates will be asked the same questions.
- Where there are only male staff available to complete interviews, a female member of the Board will be asked to join the interview panel. The same process



will be adopted in the reverse situation: female staff will be invited to join the Board interview panel if there are only male Board members available.

- Other recruitment processes that support the General Statement in the start of this Policy will be developed on an ongoing basis.

## **Pay**

Staff salaries will in all cases will reflect the skills and experience of the staff. All salaries will be able to be justified on this basis. No staff will experience differences in salary on the basis of any other factors. There will be opportunities for career and pay progression for all CLES staff.

## **Career development**

All employees will be encouraged to discuss their job prospects and training needs at regular intervals with a senior member of staff. All employees, and board members will be given training that facilitates equal opportunities policies to eliminate any stereotype attitudes, which may result in discriminatory practices. Those working part-time should be kept fully informed of policy decisions. Part-time working should, on no account, result in an erosion of a person's rights. Where a part-time worker's job requires full involvement in decision making, they should continue to be included in all aspects of CLES. Flexibility should not impose increased burdens on staff, whether full-time or part-time.

## **Training**

All staff, and board members, including new recruits, will be required to undertake equality, diversity and inclusion training on a regular basis. This training will cover issues such as legislation, recruitment and unconscious bias. All staff and Board members that are involved in recruitment will be required to undertake recruitment training before they are permitted to be involved in recruitment procedures.

## **Diversity in governance and staff**

CLES recognises that diverse demographics leads to more inclusive decision making. With this mind, we will strive to ensure that the CLES staff and governance teams are diverse in terms of the protected characteristics outlined in the Equality Act 2010. CLES will set diversity targets and progress will be reviewed against these targets on a regular basis.

## **Work environment**

The CLES work and governance culture and environment will be inclusive and celebrate the value of diversity in creating an effective organisation. No member of staff, Board



and Council will be treated differently on the basis of any of the protected characteristics nor their socioeconomic background or status. All individuals will feel able to challenge where they feel this has not been the case.

### **Grievance and disciplinary procedures**

We renounce all forms harassment and discrimination, and will maintain grievance and disciplinary procedures to deal effectively with any instances which do occur. Any actual or potential employee who perceives a problem on recruitment selection, training, promotion or conditions of service in relation to this policy should raise it in the first instance with the individuals named below under Roles and Responsibilities, or the Chief Executive. Any subsequent grievances or disciplinary matters will be dealt with via the CLES Board.

### **Activities and services**

The Centre will ensure that its commitment to equality of opportunity is reflected in the programme of work that it adopts.

In its policy and research, information, seminar and publications, CLES will prioritise the needs of disadvantaged groups, adopting specific targets so that performance can be measured and assessed. CLES will take positive steps to ensure there is full access to premises where seminars and conferences are held.

In addition to the content of publications, CLES recognises that it must improve the communication and information about its work. We will also seek to ensure that CLES publicity is directed at, and reaches, those sections of the community that the equal opportunities policy is intended to help. We will seek to improve links with sections of the press which identify such sections of the community.

### ***Roles and responsibilities***

#### **Overarching responsibility**

Frances Jones from the CLES staff team and Gill Steward from the CLES Board are collectively responsible for this Policy. They will ensure that the operations within these two structures and across CLES as a whole, adhere to the contents of this policy. They will provide strong leadership on the policy by, for example, acting as equality champions and role models. They will also be responsible for ensuring that appropriate steps are taken wherever practice does not reflect the policy.

#### **CLES-wide responsibility**

The remaining members of the CLES staff team and board will have a responsibility to report anything they are witness to which contravenes the content of this Policy and



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bring them to the attention of Frances Jones or Emma Hall (Office Manager). They will contribute to creating a culture within CLEES that is in line with that set out the General Statement at the beginning of this Policy. They will play an active part in ensuring the contents of the Policy are common practice.

### **Monitoring and implementation**

The policy will be reviewed at the start of each CLEES financial year (July). At this point equality, diversity and inclusion metrics, for example diversity of the CLEES board, will also be reviewed. Consultation with the wider CLEES staff, and board will also inform this review. These measures and the consultation will inform decision making about actions that need to be taken to improve equality, diversity and inclusion practice across CLEES. Progress on these actions will then be reviewed regularly across a time period determined by representatives from the CLEES staff team and CLEES Board. A report on performance with any recommended amendments is prepared for consideration by the Board of Trustees. The report will also be made available to the staff team.

**Signed:**

Neil McInroy CEO, CLEES

**Date:** 21 March 2019