

## Sheffield City Council

### Equality, Diversity and Inclusion Policy Statement 2017

The commitment to fairness and social justice is at the heart of the Council's values. We believe that everyone must get a fair and equal chance to succeed in Sheffield. We recognise that some people and communities may need extra help to reach their full potential, particularly when they face multiple layers of disadvantage and discrimination. We will work to prevent and oppose discrimination and inequality in all of our functions.

There is a proven business case for equality, diversity and inclusion (EDI). Good practice will lead to benefits for all. We want our workforce culture to promote and embrace EDI and we recognise that each individual adds value to a team. We know our strength comes from building on and valuing our staff and customers' differences and similarities. By being inclusive we encourage all staff from many different backgrounds to be themselves and apply their own unique perspectives. We recognise that we need to draw on talent from all sections of the population to be innovative, creative and effective in service delivery. We are committed to supporting our workforce to develop and to commission or deliver high quality services that meet the needs of everyone.

Promoting equality of opportunity, means creating an environment where people have the chance to achieve their potential, free from barriers, prejudice and discrimination. Inclusion and equality is not about 'treating everyone the same' but recognising that everyone is different and that people's needs are met in different ways. This can be as a citizen, customer or employee. Diversity is about understanding that each individual is unique, recognising, respecting and celebrating the added value that differences bring.

#### **Our commitments**

##### **Creating an environment for our staff and the people of Sheffield:**

- That promotes fairness, equality, diversity and inclusion
- That promotes dignity and respect for all
- That recognises and values individual differences and the contributions of all
- Where people are treated fairly and according to their needs
- Where intimidation, discrimination, harassment, bullying or victimisation is actively prevented and opposed
- Where individuals feel valued, included and able to access services
- That staff of all backgrounds have a positive experience which develops our position as an employer of choice

We recognise the importance of inclusion for everyone and have developed 5 Key Principles to Inclusion. When planning and delivering services we should always ask: Can our customers or staff- Find it, Reach it, Understand it, Relate to it, and Control it?

##### **Meeting the Equality Act 2010 and Section 149 the Public Sector Equality Duty**

The Act sets out a pro-active Duty on us to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This means we need to understand the effect of our policies and practices on equality, this will involve looking at evidence, engaging with people, staff, customers and others and considering the effect of what they do on the whole community.

Under the Act the relevant protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race (includes ethnic or national origins, colour or nationality)
- religion or belief (or no belief)
- sex (men, women, other)
- sexual orientation
- marriage and civil partnership (only in relation to eliminating discrimination)

Every person has one or more of the characteristics, so the Act protects **everyone** against unfair treatment.

### Our aims

#### **When we develop our policies and plans or make decisions we will aim to:**

- Design our services to meet the diverse needs of our citizens
- Prevent, challenge and eliminate inequality
- Involve and consult with individuals and groups as necessary
- Conduct appropriate and proportionate equality impact assessments
- Develop services through local and city-wide partnerships
- Foster good relations by creating a cohesive city that is welcoming to all who live, study, work and visit Sheffield
- Create opportunities and reduce barriers to involve people in decision-making processes of the city by increasing participation, e.g. in voting, school governing bodies and partnership bodies, etc.

#### **When we deliver or commission services we will aim to:**

- Ensure that our services are relevant and take different needs into account
- Provide information that is clear, accurate and accessible
- Ensure customers receive a quality service but recognise their different needs
- Respond to, investigate and take appropriate action to address complaints of bullying, harassment, discrimination or victimisation
- Monitor services, analyse gaps in provision, identify any barriers and make reasonable adjustments to take individual needs into account
- Have high levels of satisfaction for all citizens, customers or employees
- Provide personalised services to enable our citizens to live independent lives and make their own choices about the type of services they need

#### **As an employer we will aim to:**

- Recruit and retain a workforce that reflects the diversity of Sheffield
- Welcome the contribution made by the experience, knowledge and skills that a diverse workforce brings
- Make workplace adjustments in all instances where this is reasonable
- Provide targeted training and development for our staff and Members
- Train our workforce to meet the needs of our customers
- Provide an environment free from harassment, discrimination, victimisation & bullying
- Promote dignity and respect and provide an environment of mutual trust
- Take positive action to tackle disproportionate differences in access & outcomes
- Listen to staff suggestions for improving our services and ways of working
- Promote flexible working to help staff to balance their work and personal commitments, reduce stress, absenteeism and achieve their full potential
- Inform people both inside and outside of the Council of our actions and achievements in relation to equality and diversity

## Rights and responsibilities

We all have a right to be treated fairly and with dignity and respect. We are also responsible for ensuring that our own actions and behaviours are fair and that we respect the dignity of others.

### This Policy applies to all:

- Council Members
- Employees, whether part-time, full-time or temporary
- Customers and those applying to access our services
- Contractors, sub-contractors and consultants
- Partners delivering commissioned services
- Students, volunteers, interns and apprenticeships, etc.

### Support to implement the Policy

All our policies and practices will be supported by training or briefing sessions and guidance. For the Equality, Diversity and Inclusion Policy we will provide:

- General and bespoke equality, diversity and inclusion training
- Advice and guidance is from HR and Corporate and Portfolio equality leads
- Information on the Intranet and Internet and via Council communication systems

Further information on training, including required learning on EDI can be found on the [Sheffield Development Hub](#).

For further support and guidance on the Policy or EDI issues, visit [www.sheffield.gov.uk/equality](http://www.sheffield.gov.uk/equality).

### Monitoring equality, diversity and inclusion

Our policies contribute to our aims around equality, diversity and inclusion, such as those relating to employment, service delivery, community engagement, commissioning and procurement. These are designed to promote equality of opportunity and protect people against unlawful discrimination, harassment and victimisation. We collect and analyse data relating to these areas, to identify trends and potential areas of inequality, and then take appropriate action. Visit [www.sheffield.gov.uk/equality](http://www.sheffield.gov.uk/equality) to see our monitoring forms and guidance.

### Promoting, communicating and ensuring equality, diversity and inclusion

We will use all available routes to communicate and promote this Policy. This will include key messages and challenges, induction events for new staff, information on the Intranet and Internet and specific events. Therefore:

- Elected Members will promote our commitment to EDI, in the Council and city.
- Executive Management Team will be responsible for the overall management and direction of our EDI commitments
- The Strategic Equality and Inclusion Board will oversee this Policy and monitor how far we are achieving our commitments
- Human Resources, Corporate and Portfolio equality leads will advise and support EDI work throughout the Council
- Portfolios will ensure EDI policies are implemented and monitor how far we are achieving our commitments
- Managers will make sure EDI is core to service delivery and staff management
- Staff Networks will support and promote EDI and challenge discrimination

- All employees will ensure that they are aware of this Policy and take responsibility to promote EDI and challenge discrimination

## Key Contacts

Find out more information by emailing [equalitiesandinvolvement@sheffield.gov.uk](mailto:equalitiesandinvolvement@sheffield.gov.uk) or visit the [www.sheffield.gov.uk/equality](http://www.sheffield.gov.uk/equality).

### Council wide EDI leads

- Adele Robinson, Equalities and Engagement Manager [Adele.Robinson@sheffield.gov.uk](mailto:Adele.Robinson@sheffield.gov.uk)
- Michele Hassen, HR Service Manager [Michele.Hassen@sheffield.gov.uk](mailto:Michele.Hassen@sheffield.gov.uk)

### Portfolio EDI leads

- People Bashir Khan: [Bashir.Khan@sheffield.gov.uk](mailto:Bashir.Khan@sheffield.gov.uk)  
Ed Sexton: [ed.sexton@sheffield.gov.uk](mailto:ed.sexton@sheffield.gov.uk)
- Place Annemarie Johnston: [Annemarie.Johnston@sheffield.gov.uk](mailto:Annemarie.Johnston@sheffield.gov.uk)
- Policy, Performance and Communications (PPC) and CEX Office Louise Nunn: [louise.nunn@sheffield.gov.uk](mailto:louise.nunn@sheffield.gov.uk)  
Adele Robinson: [adele.robinson@sheffield.gov.uk](mailto:adele.robinson@sheffield.gov.uk)
- Resources Beverley Law [Beverley.Law@sheffield.gov.uk](mailto:Beverley.Law@sheffield.gov.uk)

### HR Advisory Service

HR Consultancy and Advisory Service offer telephone and email advice and support to managers and employees across Portfolios and Service areas on a number of areas, including equality and diversity. Contact via [HRconsultancyandadvice@sheffield.gov.uk](mailto:HRconsultancyandadvice@sheffield.gov.uk)

### Contact Advisors

Everyone has the right to work in a safe, secure and comfortable place. If employees have concerns about what is happening at work [Contact Advisors](#) will listen and provide guidance on finding solutions. They are Council employees who have been trained and experienced in this role. They have a wide range of areas of expertise including being able to give advice and support on issues relating to harassment, discrimination, victimisation and bullying. You can email, call or text any of the [Contact Advisors](#) in confidence.

### HR Business Partners by Portfolio

- People (Adults, Libraries & Communities) Sarah Ridley: [sarah.ridley@sheffield.gov.uk](mailto:sarah.ridley@sheffield.gov.uk)
- People (Children's and Commissioning, Inclusion & Learning) Alex Nicholls: [alex.nicholls@sheffield.gov.uk](mailto:alex.nicholls@sheffield.gov.uk)
- Place Michelle Callow: [michelle.calow@sheffield.gov.uk](mailto:michelle.calow@sheffield.gov.uk)
- Resources and Policy, Performance & Communications Louisa Ball: [louisa.ball@sheffield.gov.uk](mailto:louisa.ball@sheffield.gov.uk)
- Strategic HR Lead for Schools and Accountable Care Partnership Brendan Lloyd-Hughes: [brendan.lloyd-hughes@sheffield.gov.uk](mailto:brendan.lloyd-hughes@sheffield.gov.uk)

### Trade Union Reps on the Strategic Equality and Inclusion Board

- Unison: Rob Gascoigne, Rob Padley
- GMB: Sarah Sheehan, John Stevenson, Steve Wellings
- Unite: Joanne Smeaton