

2016

Equality and Diversity Toolkit for Local Authorities

This equalities toolkit has been developed to provide some of the practical tools managers need to embed equality and diversity into the development, design and delivery of local authority services and into the recruitment and employment of staff.



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1. About the toolkit

Why use the toolkit?

This equalities toolkit has been developed to provide some of the practical tools managers need to embed equality and diversity into the development, design and delivery of local authority services and into the recruitment and employment of staff.

By using the toolkit, managers can ensure that they will:

- have a good awareness of equalities legislation
- have a thorough understanding of the local authority's public sector equality duty (PSED)
- be able to manage diversity fairly and consistently, whilst creating an environment and workplace culture which is safe, fair, respectful and free from discrimination
- gain an understanding of the business, moral and legal cases for diversity and be in a position to comply with equality and human rights legislation
- have the knowledge, skills and understanding they need to manage employees and others to promote equality, tackle discrimination and foster good relationships between diverse groups.

By adopting the toolkit, local authorities will not only be able to raise the profile of equality and diversity in the local community and ensure the needs of diverse communities are better met, but also ensure compliance with the Equality Act and Public Sector Equality Duty and develop best practice in engaging with all people and groups across the community.

It provides information on key equality and diversity areas and how to apply equality and diversity principles within local authority work. The toolkit provides a range of tools and ideas to help develop equality and diversity in policy and practice, ranging from meeting equalities legislation requirements through to self-assessment and community engagement.

How to use the toolkit

The toolkit has been designed to support a whole-organisation approach towards equality and diversity but can also be used as a stand-alone equality and diversity exercise by any local authority department or function.

It can also be used as a source of equality, diversity and inclusion reference and information for all local authority employees/volunteers and partners/stakeholders.

To get the most out of using the toolkit, it is also a good idea to familiarise yourself with any of your local authority's equality and diversity policies and strategies, for example:

- equality and diversity strategy
- equality and diversity policies
- equality impact assessments
- single or individual equality plans
- equality and diversity data and information collected by the local authority, for example for the purposes of meeting the PSED

The toolkit offers practical steps that you can take to further develop equality and diversity policies and practices. It will help to ensure that your local authority is open and inclusive of everyone, from service users to volunteers and employees, so that they feel valued and respected.

What's in the toolkit?

The main part of the toolkit **Equality in Local Authorities** covers the following:

Section	Title	Content
Section 1	Equality and human rights legislation	<ul style="list-style-type: none"> • Refresher and summary of the Equality Act 2010 and Human Rights Act 1998 and how they apply to local authorities
Section 2	Public Sector Equality Duty	<ul style="list-style-type: none"> • Refresher and update of the PSED general and specific duties including publishing equality information and equality objectives
Section 3	Equality in service planning	<ul style="list-style-type: none"> • Equality Framework for Local Government and equality analysis planning and process
Section 4	Equalities in employment	<ul style="list-style-type: none"> • Employer responsibilities regarding discrimination, harassment and victimisation
Section 5	Equality in performance management	<ul style="list-style-type: none"> • Embedding equality in managing performance, managing behaviour and managing flexibility

Each of these sections is arranged under different sub-headings covering:

- **What you need to know**
This introduces the topic and provides managers with the information they need to take into account when developing their equality and diversity planning
- **What does this mean in practice?**
This provides explanations and, where appropriate, examples of what this particular equality and diversity topic might look like in practice
- **Top tips**
These appear throughout the section, giving practical ideas and advice about how to embed equality and diversity into service delivery and employment practice. They draw on the latest information, advice and online guidance from a range of organisations including the Local Government Association, the Equality and Human Rights Commission and the Government Equalities Office.
- **Where can I find out more?**
These are signposts for readers directing them to a range of resources, advice and guidance relating to that particular section.
- **Activities**
These are signposts for staff directing them to a range of activities that can be done to develop awareness, knowledge and skills in different aspects of equality. The activities are arranged together at the end of the toolkit.

In **Resources** there is a list of equality, diversity and human rights resources to help you find out more about how to promote equality, tackle discrimination and foster good relations between diverse groups.

In **Activities** you will find a range of activities that can be done by staff to develop a better understanding, awareness and skills in equality and diversity.

Finally, at the end of the toolkit there is an example of an **Equality Analysis template** is provided.