

Equalities Group Good Practice Checklist (October 2008)

A person should be nominated to head up the reviewing of equalities.

Overarching statement

When we talk about equalities communities, we are referring to Black Minority Ethnic (BME), Faith, Gender, Transgender, LGB, Disabled People, Age.

Information in this document and the implementation of actions should be considered according to size and resources of the individual organisation whilst not compromising equalities responsibilities.

Forms	
Essential	
	General Booking Forms:
	Access Needs: forms should specify what this means e.g. “Do you have any specific requirements in order to fully participate?”
	Equalities Monitoring Forms (General):
	General – all Equalities monitoring categories should have a ‘prefer not to answer’ option.
	Where Disability and Ethnicity monitoring categories includes a tick list, there should be an ‘other’ option for people to self-define.
	Individual monitoring forms should state that they are confidential and used only for monitoring purposes – unless otherwise stated.
	Candidate’s date of birth should be removed from job application forms (good practice under Age legislation).
	Access requirements: job applications should state e.g. “If you are disabled or have an impairment please contact the office to discuss how we can meet your needs” (need to check the legal wording)
	Equalities monitoring: job applicants / Trustees – should be separated from application forms when they are returned (a separate envelope should be provided for forms to be returned in).

Priority	
	Transgender monitoring should be a separate category on monitoring forms; 'yes' / 'no.'

Policy	
Essential	
	All policies should be cross-referenced to the Equalities Policy, e.g. with a statement saying “This policy will be used in conjunction with ...”
Priority	
	Policies should be linked systematically.
	The staff handbook should be an all-encompassing document with reference to policies and practice.
	Process for reviewing policies – should include a date for review and for when they will be signed off. Involve people at all levels in the review, if possible.

All forms of communication	
Essential	
	Text in documents should be no smaller than 12 point, ideally 14 point.
	Avoid using capitals and italics
	Use an accessible font (sans serif fonts, e.g. Arial, Verdana, Franklin Gothic Medium).
	Use plain English
	Documents should be offered in other languages and formats (recommend using the Council’s translation service)
	Page numbers should be included on documentation and handouts so that those following the documents can find references more easily.

Priority	
	All information should be available in a range of formats, to ensure, at the least, minimum reach to all equalities communities. There should be awareness of over-reliance on one form of communication e.g. websites may not always be the most effective way of reaching some older people.
	All methods of communication should include a statement saying “Our commitment to equalities can be read at ... or contact us for more information”
Suggested	
	Seek to use images relevant to target audience – if this is not possible, avoid using images.

Website	
Essential	
	Accessible formats should be in line with a quality assurance mark, e.g. text – including facility to enlarge, font, colours, images, plain English.
Priority	
	Should include a statement referring to equalities commitment.
	Should include a feedback form / enquiry page – “if you have any comments or feedback about our organisation or services, or would like to get in touch with us, please click here ..”
Suggested	
	Organisation’s equalities policy should be clearly displayed.
	Documents uploaded on website should include the date of when it was produced, or date of the meeting /event referred to.
	Website should include a search engine
	Websites should include a page which gives clear instruction on how to use the site
	Websites should include links to Easy English documents if they exist (e.g. for council documents)
	There should be regular reviews of policies on the site to ensure that they are current

Promotional material for events	
Essential	
	Accessible venues should be used and this should be clearly stated so that potential attendees are aware that the venue is accessible.

	Sending out venue details: include a map, or link to a map, showing location of venue
	Forms should include a statement asking people to advise us of specific requirements/access needs
	Forms should state that expenses for access, e.g. travel, childcare, carers, interpreting, are available (if they are).
Priority	
	All hardcopy promotional material should be given careful thought about the audience, ensuring that the material is promoted / available in appropriate places.
	Attendees to events should be given the opportunity to receive handouts, agendas and associated materials, prior to the event, where possible.

Staff / Trustees	
Essential	
	All new and current staff and board members should be aware of the seven equalities strands, and where to access information about the organisation's equalities policy.
	Equalities good practice should be included in staff / Trustee inductions
	Event for staff / Trustees should take place in accessible venues.
Priority	
	Organisations should carry out equalities monitoring of Trustees as well as staff.
Suggested	
	Awayday for staff and Trustees so that all are included in planning and organisational development processes
	An Equalities champion to monitor and support the development of equalities good practice that encourages commitment throughout the whole organisation.
	An Equalities checklist including new, and changes to, existing legislation to be kept updated by someone within the organisation.
	Trustees should be provided with an opportunity to input to an annual review of how they feel they have been able to engage, and input in decision-making, in their role as trustee.

Business Plan	
Essential	

	The business plan should include a clear commitment to ongoing equalities training.
	The business plan should show clear links to the equalities commitment and individual workplans so that equalities is embedded and mainstreamed throughout the work of the organisation.
	Organisational structures, such as board and team meetings, should regularly consider how equalities commitments are being met.
Priority	
	Should involve consultation with the whole staff team as well as Trustees.

Budgets	
Essential	
	Budgets should always include an “accessibility allowance” in order to be able to offer accessible formats / services and support.

Supervision	
Essential	
	There should be a clear framework which ensures inclusive processes and practice so that staff needs are met
	Supervision is the pulse-taking operation of the organisation; supervision should be offered to all staff and provide an opportunity for managers to determine if staff and the organisation itself is working to an equalities perspective
	Clear, established boundaries should be set and standardised for all staff.
	A supervision policy for the organisation.
	Contracts should be set (particularly important for external supervision).
	Supervision training should be offered for supervisors and supervisees.

Contracts and agreements with external partners e.g. trainers, consultants, researchers and external supervisors	
Essential	
	Contractors need to operate within the values, visions and inclusive practices of the organisation
Priority	
	There should be an awareness of the equalities policies of other organisations wherever working

	partnerships are established.
	Training on inclusive practice in supervision should be available for both supervisors and supervisees

Using, monitoring and storing data	
Essential	
	All clients' information and equalities related data should be stored in one central place, information should be used to find out who the organisation is not reaching
	All staff and Trustee information and equalities related data should be stored in one place
	Equalities monitoring and evaluation forms should be distributed at all events (including training and conferences) and standardised to organisational requirements. Information should be compiled and analysed.
	Evaluation and equalities monitoring forms should, if possible, aim to 'over-lap' between ChangeUp Consortium members.
Suggested	Use of integrated database
	The compiling and analysing of monitoring data collected should be an allocated role(s) – this could be staff or Trustee.