

# City of Lincoln Council Equality, Diversity and Human Rights Policy

**‘Promoting Social Justice’**



October 2020 (Review date: October 2022)

## Document control

<b>Organisation</b>	City of Lincoln Council
<b>Title</b>	Equality, Diversity and Human Rights Policy
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<b>Date</b>	October 2020
<b>Approvals</b>	Executive
<b>Filename</b>	
<b>Version</b>	V.05
<b>Next review date</b>	October 2022

**Note: The Equality, Diversity and Human Rights Policy – a desktop check is undertaken every 6 months to ensure the details within the policy are up to date and to ensure the policy complies with the Equality Act 2010 and with the Human Rights Act 1998 and that it continues to do so.**

## Document Amendment history

Revision	Originator of change	Date of change	Change description
V.03	Heather Grover	March 2016	Updated to bring in line with changes to organisational structure and strategic direction.
V.04	Heather Grover	September 2017	Section 'Setting the Corporate Context' updated in line with Vision 2020, plus other minor updates.
n/a	Pat Jukes	July 2020	Noted that a review had been planned late 2019, but due to key staff shortage and then the impact of COVID 19, the review has been deferred until December 2020
V.05	Heather Grover	October 2020	Updated to bring in line with changes to organisational structure and section 'Setting the Corporate Context' updated in line with Vision 2025

# INTRODUCTION

The aim of this policy is to define and promote City of Lincoln Council's approach to equality, diversity and human rights, and to ensure there are defined guidelines for employees to follow.

The Equality, Diversity and Human Rights policy is for the benefit of all staff, members, service users and our commissioned services. This policy covers the areas of:

- Employment
- Service Delivery
- Community Leadership

The City Council is committed to equality of opportunity for all taking into account the differences of race, gender, gender identity, religion, belief, sexual orientation, age, disability, pregnancy and maternity and marriage and civil partnership. The organisation will also strive to uphold the human rights of all of its staff and service users in accordance with the Human Rights Act 1998

City of Lincoln Council is one of the largest single employers in Lincoln, employing around 650 people and serving residents of and visitors to the city. Every year we directly provide, or buy from other organisations, some of the key services in the City.

By adopting and implementing an Equality, Diversity and Human Rights Policy we accept our responsibility for addressing and tackling the imbalances caused by disadvantage and discrimination, so that we can make sure all communities have opportunities to access our services, be involved in what we do and be part of our workforce. We have made significant progress but recognise that there is a great deal of work we still need to do and this policy will act as a means for carrying out this important work.

We expect all our staff to comply with this policy, and where failings occur this can result in the application of the council's disciplinary procedure.

We also expect our contractual partners to comply with the council's Equality, Diversity and Human Rights Policy. If any partners are found to be in breach of any of the principles within the policy this could lead to termination of partnership. Conversely, when reviewing the policy, we will embrace appropriate good practice identified through partnership working.

## Setting the Corporate Context

Vision 2025 is City of Lincoln Council's Strategic Plan to 2025. The overall vision is:

**Together, let's deliver Lincoln's ambitious future**

The council has five strategic priorities under the vision which are:

- Let's drive inclusive economic growth
- Let's deliver quality housing
- Let's reduce all kinds of inequality
- Let's enhance our remarkable place
- Let's address the challenge of climate change

The City of Lincoln Council is passionate about promoting Equality and Diversity and this runs through the council's priorities. Consideration of equality, diversity and human rights in these areas will therefore form an important part of the council's work.

## Our statutory duty under the Equality Act 2010

As a public body leading and speaking on behalf of the community the City Council must play its part in making society fairer by tackling discrimination and providing equality of opportunity for all. The Equality Act 2010 places a Public Sector Equality Duty on the Council to work to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
- Foster good relations between persons who share a relevant protected characteristic and person's who don't share it

No individual will be unjustifiably discriminated against. This includes, but is not limited to, discrimination because of the following characteristics (known as protected characteristics under the Act):

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

We will engage with people to ensure the service is relevant and meets their needs.

We will empower people to recognise and counter discrimination and be supportive in doing so.

No form of intimidation, bullying or harassment will be tolerated.

We will also monitor the work of the Council to ensure that human rights are respected and valued and that the Human Rights Act is complied with in service provision.

The Human Rights Act sets out the fundamental rights and freedoms that individuals in the UK have access to. They include:

- Right to life
- Freedom from torture and inhuman or degrading treatment
- Right to liberty and security
- Freedom from slavery and forced labour
- Right to a fair trial
- No punishment without law
- Respect for your private and family life, home and correspondence
- Freedom of thought, belief and religion
- Freedom of expression
- Freedom of assembly and association
- Right to marry and start a family
- Protection from discrimination in respect of these these rights and freedoms
- Right to peaceful enjoyment of your property
- Right to education
- Right to participate in free elections

## **Our commitment to Equality, Diversity and Human Rights as a Community Leader**

As a community leader, working with our partners, to ensure a combined effort to tackling inequality:

- We recognise the value of an energetic and creative voluntary sector and will work with groups, individuals and organisations to provide culturally specific services, with equalities firmly embedded in those relationships and projects – this covers the work we do on community cohesion, anti-poverty, as well as the work in our neighbourhoods
- We will encourage real participation in local democracy and representation on various bodies and in our processes, from people who may normally feel excluded from decision-making processes

- We will comply with all our legal obligations and follow best practice guidance
- We will embed equality and diversity into the business planning process of the Council, ensuring that equality responsibilities are set out in a tree of responsibility and form part of all service plans, core elements of officer job descriptions and Member role description and that equality is an essential aspect of our Code of Corporate Governance. We will lead by example so other organisations can aspire to the standards we set.
- Training on equality and diversity is provided for all staff and to new staff at induction as well as for Members. Online training is available on City People and equality and diversity issues are covered in the corporate induction process.
- We will monitor City Council procurement activity to ensure that statutory equality and diversity duties relating to procurement are observed. This extends to working in partnerships with other agencies. We will set high standards for others to follow in the way we procure goods and services

## **Our commitment to Equality, Diversity and Human Rights as a Service Provider**

As a service provider, ensuring that our services are tailored to the needs of the individual, and that staff are aware of and responsive to the needs of different sectors of our community:

- We will work to ensure that Council information, services and events are accessible. We will work to reduce the barriers people may face due to disability or language by arranging appropriate translation, interpretation or transcription materials or equipment when necessary
- We will publish and implement an Equality Objectives and action plan, outlining how the Council will improve equality and diversity performance. We will ensure that these actions are monitored and reviewed
- We will embed our equality analysis toolkit into the culture of the Council to ensure that any adverse impacts that our policies and functions could have on particular groups will be removed, or reduced where they cannot be avoided entirely. We will also include human rights as part of this assessment process. All our equality analysis documents will be published on our website.
- We will include equality and human rights implications sections in all Full Council and Executive committee reports to ensure that issues of importance or concern are highlighted. The Council's Corporate Management Team will monitor these sections within Council reports as part of draft Executive reports and consider their implications where needed.

- We will ensure that via our **Equality and Diversity Advisory Panel**, we continuously scrutinise Council performance on equality, diversity and human rights issues and that we appropriately challenge the Council where any areas of concern arise.
- We will carry out equality monitoring activities when we consult with the community in order to ensure that the views are representative of our communities and to understand the different views different groups of people may have. We will aim to conduct specific consultation exercises with groups shown to be under-represented in our consultation campaigns.
- We will carry out equality monitoring activities among service users/non-users in order to ensure services are relevant to meet their needs. We will take action to overcome under representation where needed.

## **Our Commitment to Equality, Diversity and Human Rights as an Employer**

As an employer we aim to ensure that we promote a workplace culture whereby all employees and members feel valued and respected, and where nobody carries out their role in fear of prejudice, discrimination, bullying or harassment. We recognise that harassment can take many forms, not all of which may be obviously overt.

Any reported cases of harassment within the Council will be dealt with promptly and sensitively, using the City of Lincoln Council's Dignity at Work Procedure. Overall, the Council aims for all employees and Members to feel comfortable at work and to be treated with dignity and respect.

No form of intimidation, victimisation, bullying or harassment will be tolerated.

In order to ensure that we are effectively working towards the implementation of the aims of this policy:

- We will publish and implement an Equality Objectives and action plan, outlining how the Council will improve equality and diversity performance as an employer. We will ensure that these actions are monitored and reviewed.
- We will ensure that via our **Equality and Diversity Advisory Panel** we continuously scrutinise Council performance on equality, diversity and human rights employment issues and that we appropriately challenge the Council where any areas of concern arise.
- We will embed equality and diversity into the business planning process of the Council, ensuring that equality responsibilities are core elements of officer job descriptions and Member role description and that equality is an essential aspect of our Code of Corporate Governance.

- We will carry out equality monitoring activities among job applicants and employees in order to be aware of representation of all protected characteristics within the Council. We will take action to overcome under representation where needed.
- We will ensure that our employee appraisal systems take account of the need to abide by this policy and to actively promote equality and human rights within all roles. We will have regard for dependant and caring responsibilities within our employment practices, using City Council policies and procedures on work life balance. A flexi time working system is offered to all staff (excluding apprentices)
- We will ensure that all City of Lincoln Council recruitment and selection processes – including those of staff, and Members – will be conducted fairly and in accordance with this policy and other internal recruitment policies.

## **Making sure our colleagues know about the policy**

This policy will be available on the intranet and any updates will be circulated to all staff via intranet briefings. We will also provide training and advice to our colleagues on their specific responsibilities under this policy.

City Council staff are required to comply with and support the council's policies in relation to equality, diversity and human rights. Failure to do so may result in disciplinary action being taken against them.

The City Council will ensure that all its staff receive ongoing training to ensure they:

- Are made fully aware of the Equality, Diversity and Human Rights Policy and how it affects their work;
- Understand any action plans relevant to them and their responsibilities for implementing these plans;
- Are provided with a copy of a summary statement version of this policy; and
- Receive information in the form of targeted training and briefings to embed consideration of equality issues and share good practice in all services.

We will also ensure any contractor, sub contractor or organisation employed by the City Council to carry out work on our behalf complies with the Council's required standards in respect of Equality and Diversity. It is so that anyone seeking work knows about our policy and that anyone seeking contracts or work from us will be clear about the expectations that the City Council will have of them and their own colleagues

## **Responsibility**

The ultimate responsibility for this policy rests with the City Council's Executive Committee, which is chaired by the Leader of the City Council, and with the Chief Executive, the Head



of Paid Service. They ensure that there are systems in place to put this policy into practice on a day-to-day basis.

All City Council Members and staff have a responsibility to:

- Listen to what others have to say in respect of their views;
- Report any incidences of discrimination, bullying, harassment, verbal or physical abuse or aggression;
- Challenge own prejudices and those of others;
- Know their individual rights and responsibilities in relation to the law;
- Participate in relevant training;
- Proactively promote and celebrate diversity.

The Principal Policy Officer (Policy and Strategy) will ensure we meet our duties under the Equality Act 2010 in respect of setting equality objectives and provision of advice when council services and policies are introduced, changed or withdrawn.

The Human Resources and Work Based Learning Manager will be responsible for ensuring staff have access to relevant equality and diversity training, the Legal Services Manager will be responsible for advising from a legal perspective, and the Democratic and Elections Manager will be responsible for ensuring elected Members receive appropriate training.

This policy will be monitored by the Council's Equality and Diversity Advisory Panel, chaired by the Council's Member Equality Champion, with any concerns reported to Council.

The Equality and Diversity Advisory Panel will receive regular reports from city council officers with responsibility for equality and diversity on the progress of this policy and other equalities initiatives, including progress against the council's Equality Objectives.

In addition, the Corporate Management Team, which consists of the Directors of the City Council, is tasked with driving forward the City Council's work on equality and diversity under the leadership of the Corporate Management Team Champion as the Council's Officer Equality Champion. Each Director, through Assistant Directors will be responsible for ensuring that the Directorate they are responsible for carries out the work necessary to adopt and implement this policy as recorded in service plans.

Service managers will be responsible for ensuring equality, diversity and human rights are fully considered in all service and related policy developments and monitored following implementation.

The Equality and Diversity Advisory Panel will hold managers to account for delivering the above through consideration and monitoring of the Equality Objectives Action Plan and Equality Journal.

We recognise that every colleague, and every contractor, partner or organisation that receives funding from the City, has an obligation to put this or similar approved policies into practice.

## **What to do if something goes wrong**

### **Members of the public**

If you think we are not providing a service in line with this policy or you think you have been treated unfairly in any way, you can complain to the City Council. Our Complaints Procedure explains how you can do this. You can obtain a copy of this procedure from most City Council buildings, by telephoning 01522 881188, or emailing [complaints@lincoln.gov.uk](mailto:complaints@lincoln.gov.uk).

You can make a complaint by telephoning or by writing to City of Lincoln Council Customer Services the address below:

Customer Services  
City of Lincoln Council  
City Hall  
Beaumont Fee  
Lincoln, LN1 1DD

### **City Council employees**

If you are concerned about any equality issues relating to your employment you can speak to your line manager, or to the City Council's Human Resources Team.

If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to make a complaint and ask for the appropriateness of the behaviour to be reviewed. The City Council's Dignity at Work Policy and Procedure explains how to do this. You can find out more information by speaking to the City Council's Human Resources Team or from the City Council's Intranet.

You also have the right to take up issues through the Grievance Procedure. You can obtain information about this procedure from your line manager, City Council's Human Resources Team or the City Council's Intranet.

If you are in a Trade Union, you can contact them for advice and support. Please refer to your local Trade Union representative for more details.

Where you feel a manager, director, elected member or other officer has handled an aspect of service delivery or management related to equality, diversity or human rights particularly well you can feed this information back through the appraisal system.

## Let us know what you think

If you wish to discuss this policy or make any comments or suggestions on the work we are aiming to do to carry out this policy please contact the Policy Unit at

City of Lincoln Council  
City Hall  
Beaumont Fee  
Lincoln  
LN1 1DD

Tel: 01522 873326

Email: [policy@lincoln.gov.uk](mailto:policy@lincoln.gov.uk)

Website: [www.lincoln.gov.uk](http://www.lincoln.gov.uk)

**The City of Lincoln Council is passionate about promoting equality and diversity. If you have difficulty in understanding anything in this document, please call us on 01522 881188, or email us at [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), where we can call in an interpreter for you.**

### Arabic

تهتم بلدية مدينة لينكولن Lincoln بتشجيع المساواة والتنوع فيها. وإذا واجهتك أية صعوبة في فهم أي من الأمور الواردة في هذه الوثيقة، فيرجى منك الاتصال بنا على رقم الهاتف: 01522 881188 أو إرسال رسالة إلكترونية إلينا إلى العنوان الإلكتروني التالي: [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk)، حيث سنكون قادرين بأن نحضر مترجم لمساعدتك في فهم هذه الوثيقة.

### Bulgarian

Община Линкълн изключително много държи да насърчава равенството и разнообразието. Ако се затруднявате да разберете нещо в този документ, моля, обадете ни се на номер 01522 881188 или ни изпратете имейл на [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), където можем да Ви свържем с преводач.

### Chinese (Simplified, PRC)

林肯市议会 (the City of Lincoln Council) 热衷于促进平等与多样性。

如果您难以理解本文档中的任何内容，请致电01522

881188与我们联系，或发送电子邮件[customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk)，我们可以为您提供翻译服务。

### Chinese (Traditional Taiwan)

林肯市議會 (the City of Lincoln Council) 熱衷於促進平等與多樣性。

如果您難以理解本文檔中的任何內容，請致電01522

881188與我們聯繫，或發送電子郵件customer.services@lincoln.gov.uk，我們可以為您提供翻譯服務。

### **Czech**

Rada města Lincoln vášnivě prosazuje prosazování rovnosti a rozmanitosti. Pokud máte potíže s porozuměním něčeho v tomto dokumentu, zavolejte nám na číslo 01522 881188 a nebo nám pošlete e-mail na adresu [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), kde pro vás můžeme zavolat tlumočnicka.

### **Dari (Afghanistan)**

کانسل شهر لینکلن به ارتقاء برابری و تنوع علاقه بسیار دارد. اگر در درک این سند مشکل دارید، لطفاً با ما با نمبر 01522 881188 تماس بگیرید، یا به ما به آدرس [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk) ایمیل روان کنید تا بتوانیم برای شما یک ترجمان بوک کنیم.

### **Greek**

Η δημοτική αρχή της πόλης του Λίνκολν στηρίζει ενεργά την προώθηση της ισότητας και της διαφορετικότητας. Αν δυσκολεύεστε να κατανοήσετε οτιδήποτε περιλαμβάνεται στο παρόν έγγραφο, καλέστε μας στο 01522 881188 ή στείλτε μας e-mail στη διεύθυνση [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk) και μπορούμε να καλέσουμε ένα διερμηνέα για εσάς.

### **Lithuanian**

Linkolno savivaldybė aistringai skatina lygybę ir įvairovę. Jei jums sunku suprasti tai, kas parašyta šiame dokumente skambinkite mums 01522 881188 arba rašykite el. paštą [customer.service@lincoln.gov.uk](mailto:customer.service@lincoln.gov.uk) ir mes galėsime jums suorganizuoti vertėją.

### **Persian (Afghanistan)**

شهرداری شهر لینکلن به ارتقاء برابری و تنوع علاقه بسیار دارد. اگر در درک این مدرک مشکل دارید، لطفاً با ما با شماره 01522 881188 تماس بگیرید، یا به ما به آدرس [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk) ایمیل بفرستید تا بتوانیم برای شما درخواست یک مترجم نمایم.

### **Polish**

Radzie Miasta Lincoln zależy na promowaniu równości i różnorodności. Jeżeli mają Państwo trudności ze zrozumieniem treści zawartych w niniejszym dokumencie, prosimy skontaktować się z nami pod numerem telefonu 01522 881188 lub wysyłając e-maila na adres [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), w ten sposób będziemy w stanie zamówić usługi tłumaczeniowe dla Państwa.

### **Portuguese**

A Câmara Municipal da cidade de Lincoln dedica-se fortemente a promover a igualdade e a diversidade. Se tiver dificuldade em compreender alguma coisa neste documento, por favor, ligue-nos para o número 01522 881188 ou envie-nos um e-mail para [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), onde poderemos agendar-lhe um intérprete.

### **Romanian**

Consiliul oraşului Lincoln este pasionat de promovarea egalităţii şi a diversităţii. În cazul în care întâmpinaţi dificultăţi în a înţelege ceva din acest document, vă rugăm să ne sunaţi la 01522 881188 sau să ne trimiteţi un e-mail la [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), şi vă putem chema un interpret.

### **Russian**

Городской совет г. Линкольн пропагандирует принципы равенства и культурного разнообразия. Если Вы не уверены, что можете прочитать и понять данный документ или его части, убедительная просьба позвонить нам по телефону 01522 881188 или написать по адресу [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk). Мы запросим для Вас услуги переводчика.

### **Slovak**

Rada mesta Lincoln sa oduševnene venuje propagácii rovnosti a diverzity. Ak máte problém s pochopením čohokoľvek v tomto dokumente, zavolajte nám na číslo 01522 881188, alebo nám pošlite e-mail na adresu [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk), kde vám môžete zabezpečiť tlmočníka.

### **Turkish**

Lincoln Şehri Belediyesi eşitlik ve farklılığın teşvik edilmesinde tutkuludur. Bu dokümandaki herhangi birşeyi anlamakta zorluğunuz var ise bizi lütfen 01522 881188 numaralı telefon numarasından arayınız, ya da sizin için bir tercüman çağırabileceğimiz [customer.services@lincoln.gov.uk](mailto:customer.services@lincoln.gov.uk) e-posta adresinde bize yazınız.

**If you would like this information in an alternative format:- large print or electronically, please do not hesitate to contact us on (01522) 873326 or email [policy@lincoln.gov.uk](mailto:policy@lincoln.gov.uk)**