

Stonewall Workplace Equality Index – Assessment of application across all the Protected Characteristics

Section 1: Policies and Benefits

Q1.1	Does the organisation have an audit process to ensure relevant policies are explicitly inclusive of same-sex couples and use gender neutral language?
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This question is very specific to sexual orientation and gender identity. However, the Council, together with the recognised trades unions, have recently audited all the HR policies to ensure they are up to date and comply with current equality legislation.

Q1.2	Does the organisation have a policy which includes a ban on discrimination/bullying and harassment based on sexual orientation and gender identity?
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The Council's Equality Policy covers all the protected characteristics with regard to not discriminating in employment or in the provision of our services. The Council's Harassment Complaints Policy and Procedure covers all the protected characteristics and gives clear examples of what constitutes unacceptable behaviour.

Q1.3	Do the Council's Adoption, Leave, Maternity, Paternity and Shared Parental Leave policies explicitly state they are applicable to same sex couples and use gender neutral language?
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This question is specific to sexual orientation and gender identity.

Q1.4	Does the organisation have a policy which supports employees who are transitioning?
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This question is specific to gender identity.

Q1.5	Does the organisation have a policy in place to support all trans employees, including people with non binary identities?
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This question is specific to gender identity.

Q1.6	In the past two years, has the organisation communicated that its policies are LGBT-inclusive to all employees?
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This question is specific to sexual orientation and gender identity and is about communicating that our HR policies are applicable to staff in same-sex relationships.

Q1.7	Does the organisation provide private healthcare insurance to its employees?
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The Council does not provide private healthcare insurance to any of its employees.

Section 2: The Employee Lifecycle

Q2.1	When advertising for external appointments, how does the organisation attract LGBT talent?
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The Council advertises all its vacancies on the Council's webpage and provides a statement stating that it values diversity. A link is provided to 'our commitment to equality' page and information about the three staff networks on the Council's website. The recent advertisement for graduate trainees also made reference to the Council's equality policy and to the three staff networks.

Q2.2	What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?
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The Council's recruitment and selection training covers all the protected characteristics and is very generic. Equality e-learning is now mandatory for all staff and this also covers all the protected characteristics.

Q2.3	What information does the organisation supply to all new employees when being inducted into the organisation?
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This information is the same for all new staff and includes a message from the Chief Executive on their commitment to equality and diversity across all the protected characteristics and information on the three staff networks.

Q2.4	Does the organisation enable non-binary employees to have their identities recognised on workplace systems?
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This question is specific to gender identity.

Q2.5	Does the organisation provide all-employee equality and diversity training?
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The Council's equality and diversity training is mandatory for all employees and covers organisational policy and legislation, language, stereotypes and assumptions, challenging inappropriate behaviour and routes to report bullying and harassment. It provides explicit examples covering all the protected characteristics.

Q2.6 In the past year, have messages appeared in internal communications to all employees about LGBT specific events?

The Council has an annual calendar of equality events and messages appear throughout the year on the Intranet about equality events covering all the protected characteristics. In addition the three staff networks are encouraged to use the Intranet and Team Talk to engage all employees. **ACTION**

Q2.7 In the past year, what career development opportunities has the organisation specifically communicated to LGBT employees?

The Council publicises career development opportunities to all employees and does not target specific groups of staff. All its vacancies and secondments are advertised on the Intranet. The Council recently launched workplace coaching to all its employees as well as a Career Development Portal which is designed to support employees develop their careers. As a Stonewall Diversity Champion, we do get invited to Stonewall seminars and conferences and these are sometimes publicised to LGBT staff network members via their OneSpace. The LGBT staff network also advertise any intranet notices about career development opportunities on their OneSpace. This is something that other networks could consider doing.

ACTION

Q2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

As part of the EPDR process, managers are asked to discuss and recognise any activities their employee is involved in outside their day jobs. This includes membership of staff networks and leadership roles within that network. All staff are given up to three hours per month away from their workplace to attend network meetings or to get involved with network activities.

Q2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

Every leaver is offered an exit interview. The manager has a checklist of questions to ask and these include reasons for leaving, did you feel supported in your job by your line manager/colleagues, is there anything that could have made your job better. The leaver therefore has the opportunity to raise issues related to their protected characteristic if they want to.

Section 3: LGBT Employee Network Group

Q3.1 Does the organisation have an LGBT employee network group for LGBT employees?

The Council has self-managed staff network groups for BME, Disabled and LGBT employees. They all have the same budgets and operate in the same way. The Council does not currently have support networks for employees specific to sex, age or religion.

Q3.2	Does the LGBT employee network group have clearly defined yearly objectives?
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All three staff networks are required to report to Corporate Equality Group each year on their yearly objectives.

Q3.3	Which of the following support activities does the LGBT employee network group facilitate? A) Provide confidential support to all employees on LGBT issues? B) Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment? C) Have been consulted on improving internal policies and practices. D) Have been consulted on business development, organisational priorities and/or the organisation broader work?
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All three staff networks provide confidential support to their members, provide support to enable employees to report bullying and harassment, and can be involved in consultations on internal or external policies or service development.

Q3.4	In the past year, which of the following activities has the LGBT employee network group undertaken? A) Social networking event for members B) Sexual orientation awareness raising event C) Trans equality awareness raising event D) Collaborated with other LGBT network groups E) Collaborated with other internal network groups F) Mentoring or coaching programme G) Reverse mentoring programme H) Fundraised for an LGBT charity, community group or event.
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The three staff networks are self-managed and decide what events to hold during the year. These can be a mixture of social and/or business-related events. All three staff networks collaborate with each other and hold joint events where appropriate. In recent years, all the networks have collaborated with other external staff networks to arrange joint conferences and work on joint projects such as role model videos. The Council's coaching programme is inclusive of all employee groups.

Q3.5	In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands? A) Age B) BAME C) Disability (excluding disability related to mental health) D) Women E) Mental Health (including disability related to mental health)
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F) Religion

This could be an area where the Disabled and BME Networks might like to consider whether they can do more to recognise issues that their members might have if they have more than one protected characteristic. There might also be an opportunity here for joint working. **ACTION**

Q3.6	In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible? A) Implemented a formal mechanism to ensure bi and trans issues are covered and engaged with. (eg bi or trans reps) B) Promoted the LGBT employee network as being open to all employees and inclusive of LGBT people with multiple identities. C) Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities.
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Both the Disabled and BME staff networks could consider whether they market themselves as being inclusive of other identities and protected characteristics (eg consider having reps for different disabilities/ethnic groups, check wording on intranet page, check imagery) **ACTION**

Section 4: Allies and Role Models

Q4.1	Does the organisation have a formal programme to engage all non-LGBT employees to become allies?
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The current Proud Allies initiative has a very specific aim of supporting LGBT employees who might not be out in the workplace. In its current format, it is not relevant to the other two staff networks. In the future, there might be an opportunity to consider a more general 'equalities' ally programme. **ACTION**

Q4.2	In the past year, has the organisation held internal awareness raising sessions specifically for allies which cover the following: A) The importance of allies B) Discrimination towards LGBT people C) Personal stories from LGBT people D) Actions they can take to be effective allies.
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In its current format, the Proud Allies initiative is specific to the LGBT agenda.

Q4.3	Does the organisation enable allies to visibly signal their commitment to LGBT equality?
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This question is specific to a LGBT allies programme.

Q4.4	In the past year, which of the following activities have allies engaged in? A) Participated in LGBT network group activities? B) Helped organise a sexual orientation equality awareness raising event?
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	<p>C) Helped organise a trans equality awareness raising event?</p> <p>D) Recruited other allies?</p>
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This question is specific to a LGBT allies programme.

Q4.5	Does the organisation support all non trans employees to become trans allies through training and resources?
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This question is specific to a LGBT allies programme.

Q4.6	Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?
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The Council has recently supported the Disabled and BME staff networks to produce role models videos similar to the ones produced for the LGBT staff network. These are still both in production.

Q4.7	In the past year, have any visible LGBT role models at board level (ie elected members) from the organisation been profiled?
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The Council could consider engaging with elected members to identify visible BME and Disabled role models.

ACTION

Q4.8	In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?
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The Council could consider engaging with members of the Corporate Leadership Team to identify visible BME and Disabled role models. **ACTION**

Q4.9	<p>In the past 18 months, has the organisation profiled visible role models from the following communities?</p> <ul style="list-style-type: none"> A) Gay people or lesbians B) Bi people C) Binary trans people D) Non binary trans people E) Older LGBT people F) Young LGBT people G) Disabled LGBT people H) BAME LGBT people I) LGBT people of faith J) LGBT people being open about their mental health K) LGBT parents
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Both the BME and Disabled networks could consider how they profile positive role models representing different ethnic groups/disabilities and also with multiple identities. The role models considered can be well-known people or celebrities. The LGBT staff network currently profile their role models during LGBT History Month so the other networks could consider doing this during Disability and Black History Months. **ACTION**

Section 5: Senior Leadership

Q5.1	<p>How does the organisation support elected members to understand the issues that affect LGBT people?</p> <ul style="list-style-type: none"> A) Reverse mentoring opportunities for elected members? B) Promote LGBT specific conferences or seminars to the elected members? C) Other
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The LGBT staff network regularly invites the Chairman of the County Council to their events (eg IDAHOT Day, LGBT History Month conferences and Pride) and, in doing so, has built up a good working relationship with the Civic Office. The BME and Disabled networks could consider building up a similar relationship. Currently equality training is not included in the induction training for Elected Members – consideration could be given to extending the mandatory equality training for employees to Elected Members and involving the three staff networks. **ACTION**

Q5.2	<p>In the past year, which of the following activities have elected members engaged in?</p> <ul style="list-style-type: none"> A) Communicated a strong message on sexual orientation equality. B) Communicated a strong message on trans equality. C) Met periodically with the LGBT employee network group. D) Reviewed top line LGBT monitoring reports and actions. E) Spoken at an internal LGBT event. F) Spoken at an external LGBT event. G) Engaged with senior management to discuss LGBT equality. H) Reviewed and/or approved an LGBT inclusion strategy. I) Attended an external LGBT event, eg Pride.
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As in 5.1, the BME and Disabled networks could consider how to engage elected members (particularly the Chairman) more in their events and conferences. With regards reviewing monitoring reports and actions and engaging with elected members on equality issues, current reports (particularly the Workforce Profile Information report) cover all the protected characteristics.

Q5.3	<p>How does the organisation support senior management to understand the issues that affect LGBT people?</p> <ul style="list-style-type: none"> A) Reverse mentoring opportunities for senior management. B) Promote LGBT specific conferences or seminars to senior management
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C) Other

The BME and Disabled networks have met the Extended Leadership Teams this year. Consideration could be given to sending direct invitations to senior management to a network group meeting or to attend specific events or conferences. The LGBT staff network produce a quarterly newsletter which is sent to senior management to keep them up to date on current issues and events. The BME and Disabled networks could consider this approach.

ACTION

Q5.4	In the past year, which of the following activities have senior management engaged in? A) Communicated a strong message on sexual orientation equality. B) Communicated a strong message on trans equality. C) Met periodically with the LGBT employee network group. D) Reviewed top line LGBT monitoring reports and actions. E) Spoken at an internal LGBT event. F) Spoken at an external LGBT event. G) Engaged with the board to discuss LGBT equality. H) Reviewed and/or approved an LGBT inclusion strategy. I) Attended an external LGBT event, eg Pride J) Mentored or coached other senior leaders.
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As in 5.3, the BME and Disabled networks could consider how to engage senior management in their events and conferences.

ACTION

With regards reviewing monitoring reports and actions, Corporate Equality Group usually review the annual Workforce Profile Information report before it goes to Personnel Committee.

Section 6: Monitoring

Q6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms/systems?

Data is gathered on all the protected characteristics from recruitment application forms and from the BMS system.

Q6.2 Does the organisation gather data on whether employees are trans and/or non binary on diversity monitoring forms?

This question is specific to trans employees.

Q6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

The Council monitors and analyses applicants by all the protected characteristics and this is reported in the annual Workforce Profile Information report.

Q6.4	Does the organisation monitor and analyse through a HR system the spread of LGBT people at different pay grades and levels?
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The Council monitors and analyses pay grades by all the protected characteristics and this is reported in the annual Workforce Profile Information report.

Q6.5	When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?
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The most recent corporate staff survey was undertaken in 2013 and this analysed responses by all the protected characteristics. Any future staff surveys should continue to monitor responses by all the protected characteristics.

ACTION

Q6.6	What proportion of employees have answered the monitoring question asked in 6.1?
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This question is specific to LGB employees.

Q6.7	What proportion of employees have answered the monitoring question asked in 6.2?
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This question is specific to trans employees.

Section 7: Procurement

Q7.1	Does the organisation train or give guidance to the team responsible for procurement around diversity and inclusion outcomes?
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Training to procurement staff covers all the protected characteristics.

Q7.2	Before awarding a contract, does the organisation scrutinise the following in the tender process: A) Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment. B) Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity.
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The existing tender process is the same for all the protected characteristics.

Q7.3	Once a contract is awarded, how does the organisation hold the supplier to account? A) Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues B) Monitor and analyse LGBT related feedback on supplier.
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Monitoring of existing suppliers is the same for all the protected characteristics.

Q7.4	In the past year, how has the organisation engaged or collaborated with its suppliers/service providers? A) Joint LGBT diversity and inclusion training B) Invite suppliers' employees to take part in LGBT employee network group events C) Joint community outreach projects targeting LGBT people D) Share best practice and policy around LGBT inclusion.
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Both the BME and Disabled staff networks could consider how to engage suppliers/contractors in their events and activities. The LGBT network has invited suppliers to their conferences and invited them to join them at Pride either to participate in the parade or to market their services on the market stall. Members of the LGBT staff network have also participated in provider events to make them aware of issues that might affect service users eg participation in care home provider events. This year's Disability History Month event has been organised in partnership with some of our providers and Inspire has been invited to be one of the speakers.

ACTION

Section 8: Community Engagement

Q8.1	In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?
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The BME and Disabled networks could consider greater use of social media, with the help of the Communications and PIP team, to publicise their events such as the Black History Month and Disability Month conferences. Also any events which are supported by the Chairman or other Elected Members to promote BME or disability issues could be considered.

ACTION

Q8.2	Which of the following outreach activities has the organisation taken part in the last year? A) Sponsored or supported LGBT community groups B) Sponsored or supported LGBT community events C) Supported campaigns to tackle hate crime or bullying
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Elected members, through their divisional funds, support many activities and groups within their wards each year and these are very diverse and inclusive of all protected characteristics.

Where the Council supports campaigns to tackle hate crime or bullying, these are generic and inclusive of all protected characteristics.

Q8.3	In the past year, have you collaborated with other organisations in your region on an initiative to promote LGBT equality in the wider community?
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Further work could be undertaken to explore whether specific services or community officers have promoted equality for other protected characteristics in the wider community.

ACTION

Section 9: Clients, Customers and Service Users

Q9A.1 | In the past 3 years, has the organisation examined the service user journey to ensure there are no barriers to access for LGBT people?

The Council uses equality impact assessments to assess the impact of changes to services and this is inclusive of all the protected characteristics. Recently Stonewall has issued guidance on what to consider to make services more LGBT inclusive with regards face to face, digital and telephone access. Although some of the guidance is very specific to LGBT service users, there are some pointers which could improve the experience for service users with other protected characteristics.

ACTION

Q9A.2 | Does the organisation collect LGBT monitoring information for service users to allow for the following analysis:
A) Assess whether LGBT people are accessing your services
B) Assess whether LGBT people are satisfied with your services

Where the Council collects information to assess who is using our services, it collects data for all the protected characteristics. Departments do not currently analyse satisfaction with services by all the protected characteristics. The Council's annual survey on satisfaction with council services monitors by ethnic origin and disability but not sexual orientation. In terms of gender, it only monitors male or female.

ACTION

Q9A.3 | Has the organisation consulted with LGBT service users in the past 3 years to tailor the services to their needs?

Where appropriate and relevant, the Council consults with service users and groups with specific protected characteristics.

Q9A.4 | What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT service users?

Equality training is mandatory for all employees and includes how employees can reduce bias and discrimination towards service users with all the protected characteristics.

Q9A.5 | In the past year, has the organisation communicated its services as being explicitly LGBT inclusive?

The Council has a commitment to equality statement on its public website which lists all the protected characteristics and has an equality statement on its vacancy bulletins.