

Public Sector Equality Duty Statement (over 150 Employees)

This policy is as recommended by Education Personnel Management Ltd - the only amendments to the model policy are to personalise for the Wensum Trust and its associated Academies	
This policy was created and ratified by the Trust Board in:	February 2018
The policy owner is:	Chief Executive Officer
This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust)	November 2020
Policy Version:	V1
Signed by the Chair of the Board of Trustees:	

The Wensum Trust Public Sector Equality Duty Statement (over 150 Employees)

1 Introduction

1.1 This document describes how the Board of Trustee of The Wensum Trust intends to fulfill its responsibilities under the Public Sector Equality Duty with regard to its workforce. The Equality Objectives will be part of the Trust's Action Plan and information will be published on the Trust website.

1.2 We will have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and those who do not share it.

1.3 We will collect and use equality information to help us to:

Identify key issues

- Understand the impact of our policies, practices and decisions on people with different protected characteristics, and thereby plan them more effectively.
- Assess whether we are discriminating unlawfully when carrying out any of our functions.
- Identify what the key equality issues are for our organisation.

Assess performance

- Benchmark our performance and processes against those of similar organisations, nationally or locally.

Take action

- Consider taking steps to meet the needs of staff who share relevant protected characteristics.
- Identify if there are any actions we can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations.
- Make informed decisions about policies and practices, which are based on evidence about the impact of our activities on equality.
- Develop equality objectives to meet the specific duties.
- Have due regard to the aims of the general equality duty by ensuring that staff have appropriate information for decision-making.

1.4 We will work towards developing an equality profile of staff to help us to understand key equality issues in our workforce, including any evidence of pay gaps or 'occupational segregation' i.e. staff with certain protected characteristics being over-represented in particular roles, for example, women as cleaners, or at certain grades. In addition, we note that it is likely to be useful to collect and consider information, appropriately disaggregated, about:

- recruitment and promotion
- numbers of part-time and full-time staff
- pay and remuneration

- training
- return to work of women on maternity leave
- return to work of disabled employees following sick leave relating to their disability
- appraisals
- grievances (including about harassment)
- disciplinary action (including for harassment)
- dismissals and other reasons for leaving.

2. Publication of Equality Information

2.1 We will publish relevant, proportionate information, which is broad enough to give a full picture of performance across our Trust. We will demonstrate how we have used this information to have due regard to all three aims of the duty, for all relevant protected characteristics. Our information will usually fall into two main categories:

2.1.1 information to identify equality issues. Examples of this include equality monitoring information about employees, information about the effect of our activities on people with different protected characteristics or any engagement we may have carried out.

2.1.2 information about steps taken to have due regard to the aims of the general equality duty. For example, any records we have about how we had due regard in making certain decisions, information that was considered in that decision-making (including engagement), consideration of steps to mitigate adverse impacts, or details of policies to address equality concerns.

2.2 We note that the Equalities and Human Rights Commission would normally expect to see the following information:

- the race, disability, gender and age distribution of our workforce at different grades, and whether they are full or part time
- an indication of the likely representation on sexual orientation and religion and belief, provided that no-one can be identified as a result
- an indication of any issues for transsexual staff, based on engagement with transsexual staff or equality organisations
- gender pay gap information
- information about occupational segregation
- grievance and dismissal information for people with relevant protected characteristics
- complaints about discrimination and other prohibited conduct from staff
- details and feedback of engagement with staff and trade unions
- quantitative and qualitative research with employees e.g. staff surveys
- records of how we have had due regard to the aims of the duty in decision-making with regard to our employment, including any assessments of impact on equality and any evidence used
- details of policies and programmes that have been put into place to address equality concerns raised by staff and trade unions.

Appendix 1

This is intended to be a basic outline pro-forma to use as a starting point to develop the Trust's staffing information analysis and objective setting.

Staffing information Analysis and Draft Objectives

The analysis could be separated into specific categories of staff e.g. teaching and non-teaching staff

1 Staffing Complement of the Trust for the year 200x-200y

Gender	Full Time	Part Time	Race	Disability
Men				
Women				

2 Recruitment, Promotion, Performance Pay and Training by Gender, Race and Disability

	Total	Male	Fem	Race	Disability
Promoted internally					
Recruited					
Performance Pay Awarded					
Training courses					

3 Salary by Gender Race and Disability

This should be recorded as full time equivalent salary

< £19k		£20k -£29k		£30k -£39k		£40k - £49k		£50k - £59k		>£60k	
M	F	M	F	M	F	M	F	M	F	M	F

4 Grievances and disciplinary action and complaints of harassment

- Number of cases in the last 3 years:
- Analysis by Gender Race and Disability

5 Pregnancy Maternity and Paternity Leave and Family Issues

- Number of disputes arising in the last 3 years

6 Based on the information gathering exercise the issues identified are:

7 Draft objectives for 201x -201x are:

8 The progress towards the objectives will be reviewed by the Executive Office and reported to Trust's Finance, Audit, HR and Infrastructure Sub Committee.