|  |
| --- |
| **Equality and Inclusion Organisational Health Check** |
| **Introduction**  This Equality and Inclusion Health Check has been developed to support organisations in the voluntary and community sector, including small groups and associations, in assessing and strengthening their commitment to creating an inclusive and equitable environment.  The document provides clear statements about organisational practices to help identify areas of strength and areas requiring attention.  The health check adheres to the [**Equality Act 2010**](https://www.gov.uk/guidance/equality-act-2010-guidance), which establishes a legal framework to safeguard individuals from discrimination and promote equality in all areas of life. This Act ensures you are legally protected against discrimination. |
| **Best practice**  Our organisation is a good place to work. We understand and meet the different legal and practical requirements for recruiting and managing staff and volunteers.  Knowledge and information are shared effectively through a variety of internal communication processes. Staff and volunteer wellbeing is considered and taken seriously. Inclusive approaches when recruiting, selecting and onboarding staff and volunteers are embedded, and reasonable adjustments are made promptly and effectively where agreed.  The right people are in the right roles with the right capabilities. Opportunities are provided for people to improve their knowledge and skills. People are well managed, supported and work in an effective organisational structure. |
| **Sections**  Page 2 - 3: Section 1 - Policies and Procedures  Page 4: Section 2 - Recruitment and Induction  Page 5: Section 3 - Culture and Values  Page 6: Section 4 - Staff Skills and Training  Page 7: Section 5 - Reasonable Adjustments and Support  Page 8: Summary of Assessment and Priority Areas  Page 9: Support |

|  |
| --- |
| **Protected characteristics**  It is against the law to discriminate against anyone because of *age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.*  You are also protected from discrimination if you’re *associated with someone who has a protected characteristic*, for example a family member or friend or you’ve *complained about discrimination or supported someone else’s claim.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1: Policies and Procedures** | |  |  |  |  |
| **Fit for needs** | | ***Yes*** | ***No*** | ***In progress*** | ***n/a*** |
| A | We have an equality risk assessment / impact assessment process that is reviewed at senior level annually. |  |  |  |  |
| B | We have an equality, diversity and inclusion policy/policies in place which are embedded in how we operate. |  |  |  |  |
| C | Our policies and practices respect and support individual choice and identity. |  |  |  |  |
| D | Our policies are regularly reviewed to ensure compliance with current legislation and good practice. |  |  |  |  |
| E | Our documents can be made available in formats to suit the individual including large print, coloured paper, assistive technologies or a language other than English. |  |  |  |  |
| F | Our workforce has access to and is asked to confirm they have read and understood documentation and understand the impact on their role. |  |  |  |  |
| G | Our workforce is informed if there are policy changes and can collaborate, feedback and seek clarity of understanding if required. |  |  |  |  |
| H | We have flexible working policies in place that support a diverse workforce including e.g. flexitime and hybrid working. |  |  |  |  |
| I | Our family-friendly and parental policies are clearly articulated and easily accessed. |  |  |  |  |
| J | Do we have clear bullying and harassment, grievance, complaints and whistle-blowing procedures in place? |  |  |  |  |
| K | Are there multiple ways of reporting issues, asking questions or making suggestions, including anonymous reporting? |  |  |  |  |
| L | Does our workforce have confidence that concerns or issues will be dealt with appropriately, in a timely manner? |  |  |  |  |
| M | We have a clear, supportive return to work process after absence. |  |  |  |  |
| N | We operate effective performance management with regular supervisions, appraisals, and clear feedback. These are adapted to suit the individual e.g. online, in person or in a neutral environment. |  |  |  |  |
|  | |

|  |
| --- |
| **Additional comments and/or actions?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 2: Recruitment and Induction** | |  |  |  |  |
| **Fit for needs** | | ***Yes*** | ***No*** | ***In progress*** | ***n/a*** |
| A | We follow openly inclusive recruitment processes, aiming to attract diverse individuals through understanding and valuing differences. |  |  |  |  |
| B | We don’t unfairly penalise the applicant / candidate for any gaps in education or work history. |  |  |  |  |
| C | The applicant / candidate is offered the opportunity throughout the hiring process to discuss any concerns or additional support needs relating to protected characteristics. |  |  |  |  |
| D | Individuals are encouraged to seek clarity and ask questions regarding their role, expectations and any on-going support needs before signing an employment contract or volunteer agreement. |  |  |  |  |
| E | Basic Equality and Diversity training - for example: basic EDI training, unconscious bias, Mental Health Awareness, Neurodiversity Awareness, Disability Awareness, sexual harassment training, menopause awareness training - are included in everyone’s induction. |  |  |  |  |
| F | Inductions are adapted to individual needs and learning styles where required e.g. 1:1 instead of groups meetings, additional time given. |  |  |  |  |
|  | |

|  |
| --- |
| **Additional comments and/or actions?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 3: Culture and Values** | |  |  |  |  |
| **Fit for needs** | | ***Yes*** | ***No*** | ***In progress*** | ***n/a*** |
| A | Equality, diversity and inclusion practice is embedded into all areas of our organisation – from delivery to leadership. |  |  |  |  |
| B | Our workforce can discuss any concerns or additional support needs relating to protected characteristic without judgement. |  |  |  |  |
| C | We have an open and safe workplace culture where everyone feels able to share how they are feeling and ask for any necessary support. |  |  |  |  |
| D | We encourage collaboration across all areas and activities and supports those who wish to be involved in decision making. |  |  |  |  |
| E | We recognise everyone’s contribution towards achieving our strategic vision. |  |  |  |  |
| F | Everyone is offered appropriate opportunities to contribute their ideas, raise concerns and provide feedback. |  |  |  |  |
| G | Regular surveys and research are conducted by the organisation about staff health and well-being, using findings to plan and deliver action and inform workplace policies. |  |  |  |  |
| h | All staff and volunteers feel individually valued. |  |  |  |  |
|  | |
|  | |

|  |
| --- |
| **Additional comments and/or actions?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4: Staff Skills and Training** | |  |  |  |  |
| **Fit for needs** | | ***Yes*** | ***No*** | ***In progress*** | ***n/a*** |
| A | All members of our workforce receive appropriate levels and type of training for the role they undertake, and for any support or supervisory responsibilities they have. |  |  |  |  |
| B | Training budgets are regularly reviewed so that organisational needs are met. |  |  |  |  |
| C | Individuals have regular opportunities to identify training needs and request additional training to support role and career development. |  |  |  |  |
| D | Training is offered in a range of formats to accommodate different learning styles, including on a 1-2-1 basis where required. |  |  |  |  |
|  | |

|  |
| --- |
| **Additional comments and/or actions?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 5: Reasonable Adjustments and Support** | |  |  |  |  |
| **Fit for needs** | | ***Yes*** | ***No*** | ***In progress*** | ***n/a*** |
| A | We offer an Employee Assistance Programme or something similar, that provides additional support to the workforce. |  |  |  |  |
| B | All adverts and job / role descriptions include a diversity and inclusion statement to say that reasonable adjustments can be requested. |  |  |  |  |
| C | All relevant policies and procedures include provision for making reasonable adjustments, and line managers work with the individual to agree the best way to achieve this e.g. accepting paper receipts instead of electronic. |  |  |  |  |
| D | We are able and willing to make adjustments that remove or reduce disadvantages in the workplace, if these are practical to make, affordable to the organisation and would not negatively impact the health and safety of other colleagues. |  |  |  |  |
| E | Workspaces are set up to meet individual needs and do not create barriers to completing work tasks e.g. completing tasks downstairs if navigating staircases is difficult. |  |  |  |  |
| F | We keep an up-to-date record of any support and reasonable adjustments individuals need in case management personnel or roles change. |  |  |  |  |

|  |
| --- |
| **Additional comments and/or actions?** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Summary of assessment** |  |  |  |  | | --- | --- | --- | | **Section 1** | Policies and Procedures | out of 14 need attention | | **Section 2** | Recruitment and Induction | out of 6 need attention | | **Section 3** | Culture and Values | out of 8 need attention | | **Section 4** | Staff Skills and Training | out of 5 need attention | | **Section 5** | Reasonable Adjustments and Support | out of 6 need attention | | |
| **Priority areas** | |
| In the boxes below, identify 3 priority areas we would like to focus on. These should be identified using the result from the above diagnostic. | |
| **1** |  |
| **2** |  |
| **3** |  |

|  |
| --- |
| Date of assessment: Date of follow-up review:  Signed on behalf of the organisation:  Position: |

|  |
| --- |
| **Support**  Community First Yorkshire want community groups and organisations in North Yorkshire to thrive so that you can help your local communities to flourish.  We have a wide range of online practical resources to help you run your organisation – from example templates to policies and toolkits. Information and support can be found on our [Community First Yorkshire website.](https://www.communityfirstyorkshire.org.uk/)  Our experienced team is here to help. We work with established and aspiring trustees, employees and management committees to provide a wide range of organisational support delivered through training, networks, access to resources and one-to-one bespoke advice.  If you want to get in touch, simply fill in our [online registration form](https://www.communityfirstyorkshire.org.uk/new-enquiry/) and someone from our Community Support North Yorkshire team will get back to you.  This health check was produced in partnership with members of the North Yorkshire Equality and Inclusion Partnership. For further information about the Partnership please visit our website [here](https://www.communityfirstyorkshire.org.uk/our-work/connecting-voices/be-heard/equality-and-inclusion/). |