

Equality, Diversity & Inclusion Checklist

| Area |  |
|--|---|
| Your internal policies have a definition of the Equality Act (2010) including the protected characteristics and any prohibited conduct. | |
| There is at least one designated individual within your department with responsibility for Equality, Diversity & Inclusion. | |
| There is a senior manager, executive or Board representative with responsibility for Equality, Diversity & Inclusion. | |
| Your current staff profile can be broken down by the protected characteristics (e.g. age, disability, race, religion, sex etc.). | |
| Recruitment and selection process has been specifically checked for compliance with the Equality Act (2010). | |
| You are aware of equalities legislation relating to employment and have a plan to ensure policies and procedures are compliant. | |
| Application processes include an Equal Opportunities monitoring form that is detached from the main application. | |
| You are able to monitor and report on staff with protected characteristics' including through career progression. | |
| You able to monitor and report staff with protected characteristics' retention levels. | |
| You monitor the type of employment contracts by demographics. | |
| You monitor Guaranteed Interview Scheme uptake and requests for Reasonable Adjustment during the interview process. | |
| You monitor the type and requests for Reasonable Adjustments and outcomes. | |
| You have gender and Ethnic parity on panels (Interview, disciplinary etc.). | |
| You know what your Gender Pay Gap. | |
| You have a clear and transparent staff progression process or system that is available to all employees. | |
| You ensure that there is Equal Pay across all protected groups who undertake similar work or work of equal value. | |
| As part of your induction process, you document the employer's responsibility in eliminating workforce discrimination, harassment and victimisation. | |
| You have a clear and transparent process for ensuring that training programmes are accessible to all protected characteristic groups. | |
| Your actively incorporate equal opportunities and good diversity practice in the day-to-day workplace? | |
| You have a SMART (specific, measureable, attainable, realistic, timely) Action Plan to support an equal opportunity policy | |

Equality, Diversity & Inclusion Checklist

| | |
|---|--|
| You have a commitment to prioritising equality, diversity and inclusion in service delivery. | |
| You have mechanisms and internal structures in place to ensure that Equality Act 2010 considerations are identified when planning service delivery. | |
| You consider equalities communities in funding decisions and allocation of resources. | |
| You are able to identify performance pathways that could be used to support equitable investment and provision. | |
| You have structures in place to ensure equality, diversity and inclusion outcomes are integrated into service objectives and outcomes. | |
| You state that there is an aspiration to attain a workforce that is broadly representative of the community that you work in and provide services for. | |
| You are developing a basic workforce plan that includes reference to the importance of a diverse and representative workforce that reflect the community you serve. | |
| You are monitoring the local labour market and possible barriers to achieving a diverse workforce of the local community you serve. | |
| You have basic structures in place to effectively identify, prevent and deal with harassment, bullying and discrimination in all settings and contracts. | |
| You have guidelines to advise employees on the correct way to make a formal complaint. | |
| There is written disciplinary process to deal with complaints of bullying and harassment. | |
| The above disciplinary process is available and easily accessible to all staff including protected characteristic groups. | |
| You have processes and mechanisms in place to collect and analyse data on the diversity profile of the workforce. | |
| Within your organisation, there is a management information system that collects data on users that access the service. | |
| Management information system data is analysed by looking specifically at protected characteristic groups who are service users in the last 12 months. | |
| You have proactively targeted under-represented groups identified in the above analysis. | |
| You have plans in place to collect, share and use equality and diversity information on all equalities communities service users and with partners. | |

Equality, Diversity & Inclusion Checklist

| | |
|--|--|
| You regularly undertake Equality Analysis/Equality Impact Assessments or an agreed method of assessing decisions for potential adverse impacts on equalities communities. | |
| You actively consult the views of staff from all Protected Characteristics/Equalities Communities. | |
| You analyse annual Employee Engagement Survey results by demographics for your department. | |
| You identify possible measures to ensure that the needs of the workforce from equalities communities are met. | |
| There has been service user feedback from protected characteristic group (where relevant) in the last 12 months. | |
| You identify possible measures to ensure that the diverse needs of service users from all equalities communities are met. | |
| You have plans to gather evidence on the profile of your communities and the extent of inequality and disadvantage, identifying key priorities for equalities communities. | |
| You are developing systems to collect and analyse soft and hard data/intelligence about the community their needs, experiences and aspirations. | |
| You are developing systems to collect, analyse and measure data as to the extent that all equalities communities are able to access services. | |
| You are undertaking work to find out more about the needs and interests of equalities communities. | |
| You analyse EDI data from staff exist interviews. | |
| You have a commitment to provide equality, diversity and inclusion training and equality and all staff are attending EDI mandatory training. | |
| You carry out a basic form of a training needs analysis in the workforce and establish the equalities profile of those accessing training. | |
| There is clear evidence that EDI training translates to practice. | |
| Are you using diverse images in media, communications and marketing. | |
| Staff at all levels have bought in to the culture and values of the department/organisation. | |
| The department show sensitivity to the needs of those with a Religion and Belief. | |
| The department ensures appropriate spaces for breast feeding. | |
| You provide inclusive work and social events. | |
| You have made a general commitment to achieving equality, diversity and inclusion. | |

Equality, Diversity & Inclusion Checklist

| | |
|---|--|
| You have signed up to an Equality Charter. | |
| All managers have a basic understanding of what good practice in equality, diversity and inclusion looks like. | |
| You have made a commitment to work with internal and external partners to achieve equality, diversity and inclusion outcomes. | |
| You consider equality, diversity and inclusion in all contracts and agreements (Including procurement) that have the most impact on service users and the workforce. | |
| The provider has prioritised a programme for assessing the most relevant internal and external policies and procedures that have a direct effect on equalities communities. | |
| You have a quick and effective method of prioritising maintenance and access concerns relating to disabled groups. | |