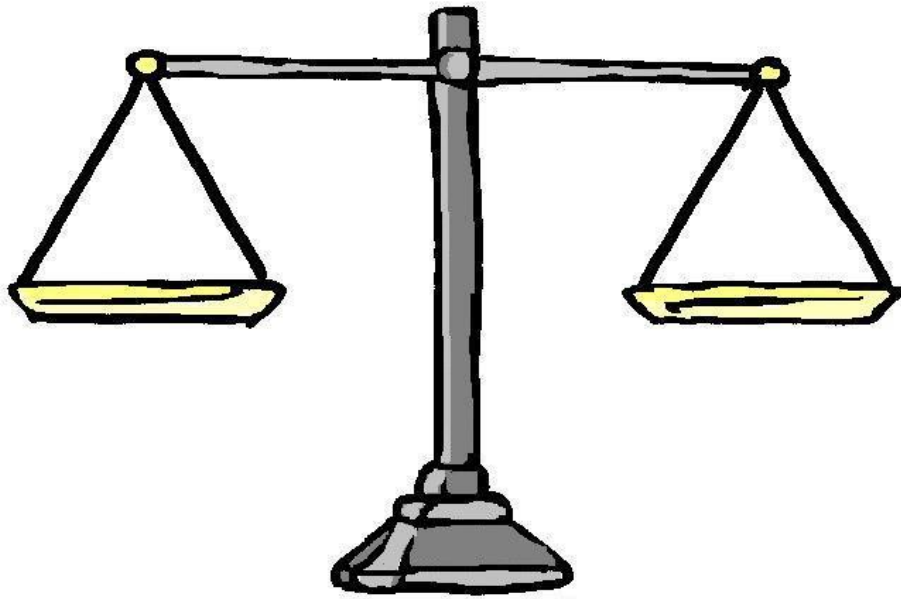


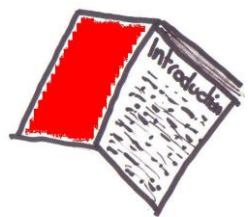
Equality and Diversity Policy Statement

Updated 2018



**EASY
READ**

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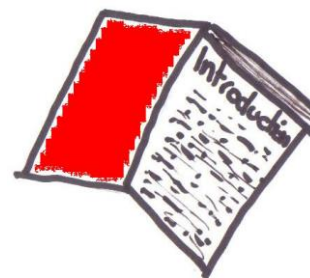
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INTRODUCTION

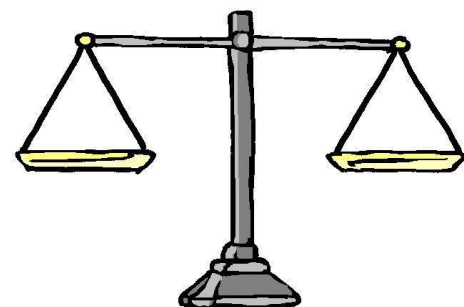


This document sets out Liverpool City Council's equality and **diversity** promise.

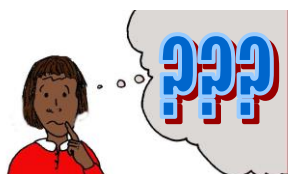


Liverpool has many different cultures which help to make it a great place to visit, live and work. But Liverpool also has some of the poorest areas, and people in the UK. Large areas of the city have less access to education, jobs, etc

Liverpool City Council employs a lot of people and provides a lot of services. Equality and fairness is very important to us and we will make our services and jobs fair for customers and staff.



We will set high standards of service and look to always improve. We encourage our staff to follow LEAP values - Leadership, Excellence, **Accountability** and Performance.



Check the section at the end of this document for the meaning of the words in **blue**

BACKGROUND TO THIS POLICY

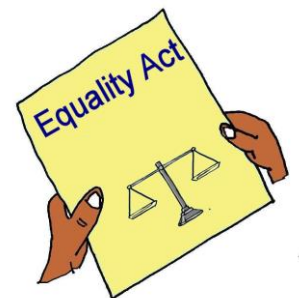
Equality means making sure that people are treated fairly and have equal access to services and jobs. **Diversity** is about valuing people's differences. We will think about equality and **diversity** across all the **protected areas**.



We will protect people against discrimination, harassment and victimisation. We will be fair to people even if they don't have much money. Our guidelines are there to make it fair for everyone and to help us stop unfairness, so no one is treated badly.

Equality Act 2010

The Equality Act protects people from unfair treatment and helps society to be fair and equal. We will do what the law says and if we can, even more.



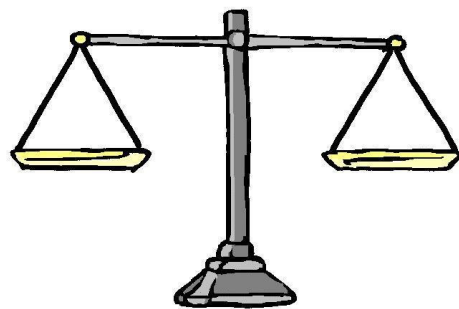
The Equality Act tells us what we have to do. We must stop discrimination, harassment and victimisation, improve equal opportunities and improve how people get on with each other.

Improving equality means reducing people's disadvantages, meeting the different needs that people have and helping people get involved.

We will think about how our decisions affect different groups of people.



OUR EQUALITY AND DIVERSITY PROMISE



Liverpool City Council promises to make jobs and services fairer, value **diversity**, stop discrimination, harassment and victimisation and improve relations. We want equality for all and will do what we can to reduce discrimination in jobs and services. We will also make sure people are not treated unfairly based on how much money they have.

Through our services, our staff and our relations, we will work to:

- Meet our legal duties and more where possible. We will follow the guidelines set by the Equality and Human Rights Commission.
- Decide what we will do to make things fairer, called our **Equality Objectives**, every 4 years so that people know what to expect from the Council.
- Write a plan of how we will make jobs and services fairer, and make a new list of actions every 4 years.
- See if what we do is fair and if not, change how we do things.
- Show how we meet our duties every year by giving information about staff and service users.



- Make sure spending takes equality and **diversity** into account.



- Find out what people need to make our services fairer.

- Make sure that anyone we give a grant to, or pay to provide services for us is fair and knows what different people need.



- Make sure anyone can apply for a job in the council and can see people like themselves working for the council.



- Treat the people who work for us fairly (pay, training, promotions, etc) and check that they think we are fair to them.

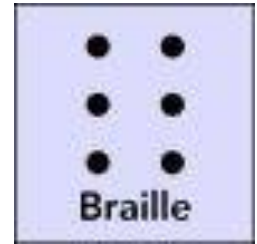
- Make sure people who work for us are not picked on while they are in work.



- Ask the people who use our services what we can do to make them fairer.



- Offer information about services in appropriate formats and languages.



- Help different people get on better with each other and get involved with what's going on around them.

- Stop people who live, work or visit Liverpool from being picked on or attacked because of, for example, what they look or sound like.



- Make sure the people who work for the council know how to treat people fairly.



Check the section at the end of this document for the meaning of the words in blue

PUTTING POLICY INTO PRACTICE

We will make our jobs and services fairer by:



Equality Objectives and Action Plan

Having **equality objectives** and an action plan that say how we will work to stop people being picked on, attacked or being left out because of what they look or sound like.



Other Policies

Making sure what we do, and what others working with us do, is fair for everyone.



Hate Crime and Hate Crime Reporting

We want to encourage more people to tell us if they are attacked or picked on because of what they look or sound like. We want to do more to stop it happening and we would like other people to help us do this.



We have instructions on what to do if this happens to you or someone you know. We are writing some instructions about what you can do about violence in your home.

Looking at the Effects

We keep a close eye on the effects of our policies and services to help them become fairer and better.



The Local Government Outline for Equality



The government has written a list of what the council should do to make its jobs and services fair. We use this to help us make things fairer. The council is quite fair, but still has more things to do to make sure everyone is treated fairly.

Staff

Everyone who works for the council should make sure they treat everybody fairly and will be trained on what they need to do.



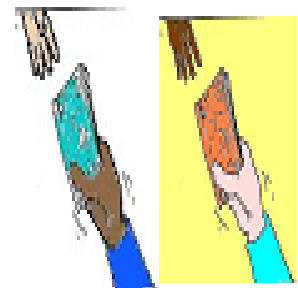
Resources



The council will use all its **resources** to make sure services and jobs are fair for everyone. We will collect information to check this happens. There will be special **resources** available to teach staff about equality and **diversity**.

Buying the Things we Need

The council sometimes pays other people to provide some of its services. This can help the council to provide better services but we make sure that those services are still fair for everyone.



Understanding the Needs of Service Users

The best way to find out what people need and what they think is fair is to ask them.



RESPONSIBILITY FOR THIS POLICY



The Mayor of Liverpool and Councillors are people who

are elected by the people of Liverpool. They decide how the council's money is spent and make sure everything the council does is fair.



Managers work for the council and help the councillors do their job. Everyone who works for the council has to treat other people fairly and provide services that people need.

The boss (Chief Executive) and the managers of the Council put the policy and the checking process into place. The managers make sure that their services follow this policy.

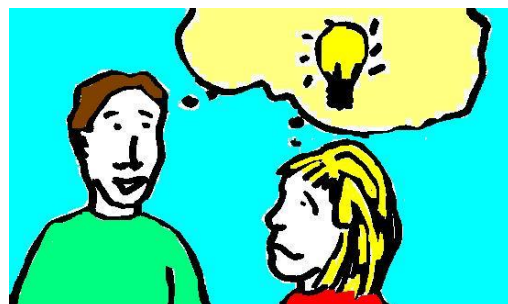
Special equality officers help managers provide fair services and jobs. They help make plans, offer advice to staff and the public and support the Council's Staff [Diversity Forum](#) (explained more on the next page).

All staff are expected to treat people fairly. We ask them to report to their manager if unfair things happen so action can be taken. Anyone providing services on behalf of the Council must also follow this policy.



INVOLVING AND CONSULTING

We will ask the people who use our services what they need and what will make our services fairer. We will ask our staff what they need to be employed fairly. We will ask other organisations what they do to make sure their businesses are fair; so that we can learn how to do things better and fairer.



Staff Diversity Forum

Councillors and managers meet with people who work for the Council every 3 months. They check things about their jobs are fair and see if they can do anything to make things fairer.



Corporate Access Forum

The Council meets every 6 weeks with mainly disabled people, people who work with disabled people, and others to ask what needs to be done to make it easier for people to get around Liverpool and get the services they need.

We also speak to councillors, trade unions and young people and to groups which support people like the Children in Care Council, Making it Happen and wheelchair user groups.

CHECKING

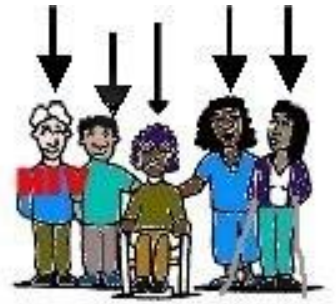


Every 4 years the council will make a new list of what we need to do to make things fairer and better - for the people who use council services and the people who work for the council. This list is called our **Equality Objectives** and our Action Plan. But we will check every year that things are going to plan and if we need to, we will change the list of what we need to do.

ABOUT EACH CHARACTERISTIC

The council knows that people are sometimes treated unfairly or left out of things because of what they look like, or sound like (their characteristics), or where they live, or how much money they have.

The council also knows that people need different things to live happily and fairly. We know that if someone has more than one characteristic (e.g. disabled and young, black and gay, Muslim and female, etc) they can sometimes be treated even more unfairly.



We will make sure people are not bullied, attacked or picked on because of their characteristics and help different people get on with each other.

We will ask people what they need and will make sure that we don't break any equality laws that protect people because they are different from others.



Here are some of the things why people might be treated unfairly, or need services that are different:

Age

- Older people might have lots of experience skills and knowledge but might be ignored.
- Young people can have good new ideas but might be ignored.

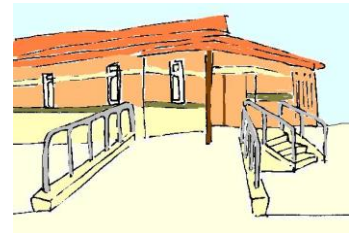


- Older and younger people find it difficult to get jobs.
- Older people need different services than young people.
- Having older and younger people working for the council is a good thing.

Disability



- People can be left out, bullied or attacked because they have learning difficulties, can't hear or can't see, or use a wheelchair, or have physical or mental impairments and we will try to stop this.
- Disabled people can find it hard to get jobs because they have particular needs.
- Disabled people might need more services, or need services to be delivered differently because they have individual needs.
- We will make reasonable adjustments so that disabled people have the same access as others (to information, buildings, jobs, etc).
- We will focus on what disabled people *can* do, not on what they can't.



Race

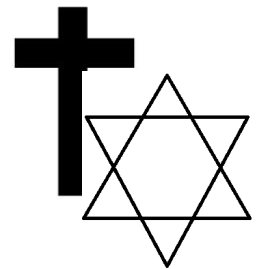
- People can be bullied or attacked because of their race, colour, where they come from or their origins and we will try to stop this.



- People might speak a different language and need an interpreter, or documents in a different language.
- People might need services to be delivered differently because of their cultural needs.
- People should not be left out because of their race, colour, culture, where they come from or because they speak a different language or have a different accent.
- We will help people from different racial groups to get school and other qualifications.

Religion or Belief

- People might be treated unfairly because of their religion or belief or because they don't have one.
- People might need services to be delivered differently because of their religion.
- Time might be needed for prayer and festivals that are a part of a person's religion or belief.
- Staff should not force their religion or politics on others while at work and should be tolerant if people look or dress differently because of their religion.



Sex

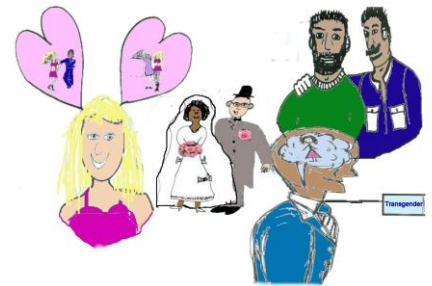
- Men and especially women might experience discrimination and violence. This can happen at work, when they are out, or at home and we will try to stop this.
- Women and men might need some services to be delivered differently to meet their different needs.
- We will make sure women and men are treated fairly in work.



- We will support men and especially women who might need to work part-time or to take a break because they have to look after other people.

Sexual Orientation

- We will stop people in same-sex relationships from being treated unfairly.
- People in same sex relationships may be more likely to be attacked and we will try to stop this.
- People in same sex relationships might need some services to be delivered differently because they have different needs.
- Lesbians, gay men and bisexual people should be treated with respect and feel comfortable at work.



Gender Reassignment

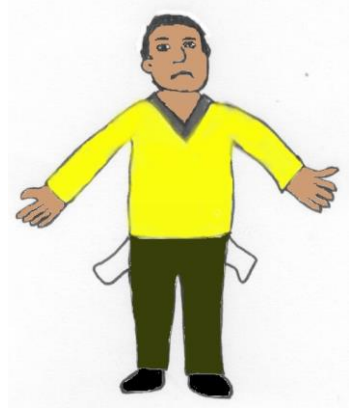
- Trans (or transgender) is a word used by people who feel they are a different gender from when they were born.
- They may need advice and support if having [gender reassignment](#).
- Trans people should be treated with respect and feel comfortable at work.



Deprived areas

A lot of areas of Liverpool are called *deprived*. We know that people who live in some areas have less money, poor health, poor housing and fewer opportunities for education and jobs and this can stop them getting involved in everyday life.

- We will support people to improve their skills, education and to get jobs.
- We will support people to get all the financial help they need.
- We will support people to improve their health and housing.



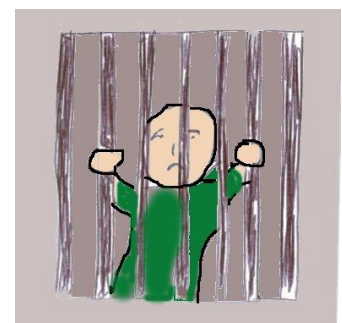
Marriage and Civil Partnership

Liverpool City Council will make sure that job benefits apply equally to same-sex relationships as straight relationships. For example - pensions and parenting leave.



People with a Criminal History

We recognise that people who have a criminal past might be disadvantaged or discriminated against. We will try to stop this and other unfair treatment so long as it doesn't cause a risk to others.



FAMILY FRIENDLY WORKING

People who work for Liverpool City Council can ask to work differently to help them look after their families:



Adoption Leave lets staff take time off while they adopt children. Their jobs will be available for them when they return to work.

Emergency Leave lets workers take unpaid leave to deal with family emergencies.

Maternity Leave allows women to take time off to have a baby. Their jobs will still be available for them when they return to work.



Maternity Support Leave is for staff who will be caring for women who are to become mothers. They are chosen by the mother to provide support to her and her child.



Parental Leave is a right all parents have to take unpaid time off when their baby is born.

Paternity Leave is so that fathers can take time off after becoming a parent or adopting.

People who work for the council can ask for **Flexible Working arrangements**, like working less hours (and being paid less), or coming in late or going home early, or taking unpaid time off to help them care for other people



Special Leave is for urgent personal things and may or may not be paid. This includes foster carer leave.

People who work for the council can ask for **unpaid leave** to do other things than care for other people.

WHAT WORDS MEAN



Accountability - being held responsible for something

Consulting - finding out what people think about something

Diversity - where many different types of people are included

Equality objectives – these are what we are aiming to achieve

Gender reassignment - changing from one gender into another (see page 19).

Protected people - it is illegal to discriminate against someone because of age, disability, **gender reassignment**, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and **sexual orientation**.

Resources - things that are needed to run the organisation, like staff, money, training, etc

Sexual orientation - whether someone is attracted to someone of their own sex, the opposite sex or both sexes.



For more information, please contact:

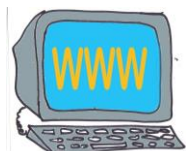
Equal Opportunities Service

Liverpool City Council
Municipal Buildings
Dale Street
Liverpool L2 2DH



0151 233 7047

equal.opportunitieservice@liverpool.gov.uk



www.liverpool.gov.uk

The Equality and Diversity Policy and Individual Statements will be available on the Council's website and will be made available in a range of formats and languages on request.

People FIRST

"a voice for people with learning difficulties"

Easy Read by People First (Self Advocacy)

www.peoplefirstltd.com