

**WEBBER AND QUENTIN  
Policy Statement**

**Equality and Diversity Policy**

<b>Webber and Quentin TMO</b>			
Title	<b>Equality and Diversity Policy</b>	Ref:	
For	<b>All Board Members and Employees</b>		
Form(s)	<b>None</b>		
Linked to	<b>None</b>		
Approved	<b>19 March 2016</b>		
Review date	<b>19 March 2018</b>		

**Objectives(s)**

Webber and Quentin is committed to ensuring:

- There is equality of opportunity in terms of access to our services
- The provision of services reflects and meets the needs of the diverse communities which we serve
- Staff and applicants are treated fairly in recruitment, selection, terms and conditions of employment, training and promotion
- The profile of our Board reflects the diversity of the communities which we serve
- We have a workforce which reflects the diversity of the communities which we serve

**Introduction/Background**

Webber and Quentin is aware that some groups or individuals may experience discrimination and disadvantage due to a protected characteristic. It is our intention to address this through positive measures where possible.

Our equality and diversity commitments help us comply with the legislation and with the Homes and Communities Agency's (HCA) Standards. Equally importantly, they help us treat people according to their specific needs and to ensure no individual or group is disadvantaged by any of our policies, procedures or practice. (See Appendix One for more details of the legal and regulatory framework).

**Definitions**

Equality	Equality protects people from being discriminated against on the grounds of the protected characteristics identified in the Equality Act 2010

Diversity	Diversity recognises and values the differences between individuals within the workforce and among service users
-----------	--

### **Responsibilities**

#### **Those responsible for the implementation of this policy:**

Webber and Quentin TMO Board is responsible for ensuring delivery of this policy.

The Manager is responsible for ensuring that all aspects of the policy are properly applied and implemented through their own actions and behaviours.

Staff members, contractors and other partner agencies are expected to understand and follow the standards set in this policy and associated framework.

Applicants and residents are expected to act in accordance with this policy.

### **Regulatory/Legal Framework**

The two main relevant elements of the legal and regulatory framework within which Webber and Quentin works are the Equality Act 2010 and the Homes and Communities Agency's (HCA) Standards for registered providers.

#### **Equality Act 2010**

The Equality Act 2010 seeks to tackle unlawful discrimination against a person or groups or people based on one or more of the following protected characteristics:

- Age
- Disability
- Gender re-assignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion
- Sex
- Sexual orientation

In addition the Equality Act requires organisations to make reasonable adjustments to meet the needs of disabled employees and users of their services.

The Equality Act also places a duty on all organisations, in the exercise of their public functions, to have 'due regard' to the need to:

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

### The Regulatory Standards

HCA's Standards relating to equality and diversity require registered providers to

- Treat all tenants with fairness and respect
- Demonstrate that they understand the different needs of their tenants, including in relation to the seven equality strands and tenants with additional support needs. (\*)
- Demonstrate how they respond to tenants' needs in the way they provide services and communicate with tenants

(\*) The HCA's seven strands are age, disability, gender, gender identity, race, religion and belief, and sexual orientation.

### Other Legal Duties

Webber and Quentin will also ensure that it complies with its relevant duties under the

- Human Rights Act 1998
- Data Protection Act 1998
- Rehabilitation of Offenders Act 1974

### Policy Framework

Webber and Quentin is committed to embedding equality into all of our functions. In particular we want to promote equality and diversity in the following areas of our work:

- Governance
- Access to housing
- The provision of housing management and maintenance services
- Resident involvement
- Recruitment, employment and training
- Procurement
- Partnerships
- Work on cohesion and social exclusion

Webber and Quentin will promote this policy in a number of ways to ensure that everyone connected with the TMO is aware of our commitments and what is expected of them. For example we will publicise the policy via our website, leaflets, newsletters, events and as part of our partnership work.

We will collect relevant data on the protected characteristics, communication requirements and other needs of our residents, our staff, our board members and our contractors. We will use this data to help us meet our residents' needs better, to plan future provision and to monitor our performance against our equality related targets and key performance indicators.

We will also use this data when we carry out our equality impact assessments and equality analyses. These will help us identify needs we might not be meeting and good practice which can be implemented across Webber and Quentin.

Some examples of how we will put our commitments into practice include:

- Ensuring that this policy will be reflected in our governance arrangements
- Incorporating equality and diversity into our business plan, ensuring it feeds into all aspects of continuous improvement
- Ensuring we collect data to help us understand the individual specific needs of applicants and residents
- Communicating with residents and service users in ways which are most appropriate for them
- Allocating our property in a fair manner
- Taking prompt and effective action to deal with any form of unfair discrimination, bullying or harassment
- Providing a supportive environment so that all our residents and service users have the opportunity to contribute to the provision and improvement of services
- Seeking to ensure within available resources, that improvements and adaptations produce stock which is suitable for current needs and can respond to changes in people's personal circumstances
- Ensuring the recruitment and selection process is conducted in a fair manner
- Ensuring that contractors' service delivery and employment practices are consistent with Webber and Quentin's equality commitments

### **Value for Money**

We will embed a comprehensive approach to managing our resources to provide cost-effective, efficient, quality services and homes to meet tenants' and potential tenants' needs.

## **Review**

Webber and Quentin will draw up an action plan to implement this policy. Progress will be monitored quarterly by the Manager and annually by the Board.

An annual progress report will be submitted to the Board. We will also involve residents in reviewing the policy, for example at our annual general meeting and other channels of resident involvement.

The policy itself will be reviewed every three years or when there is a significant change to the legal and regulatory framework within which Webber and Quentin works.

Author:	
Version:	Draft 1
Date:	19 March 2016
Sign off date:	
Signed off by	Webber and Quentin Board
Date effective from	19 March 2016
Policy owned by:	Webber and Quentin Board
Next review date:	19 March 2018