



EQUALITY AND DIVERSITY POLICIES

Procedure Title: Equality and Diversity Policies	Ref: CWEP002
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Introduction

Cheshire and Warrington LEP promotes a diverse area and communities, and we believe that it is important that we reflect this diversity. To ensure we do as much as we can to achieve this, our approach is detailed below.

No-one should be discriminated against because of their race, age, gender, religion, sexual orientation, disability, marital status, or receive any other form of discrimination that hinders the promotion of equal opportunities.

The Company aims to be consistent with the Codes of Practice on Employment and advice issued by the Equality and Human Rights Commission.

Employment Issues

a) Recruitment & Selection

Our policy is to select people on the basis of their suitability for the role, as defined by a properly constructed job description and person specification.

Vacancies will be advertised to the widest possible audience and will utilise sources that ensure that all sections of the community have the opportunity to apply. However this does not stop the company from restricting recruitment advertising in certain situations (e.g. in a redundancy situation; where the role requires particular specialist skills which can only be found from a specific source; or where the same or similar position has been advertised in the immediate past).

Where appropriate, we will monitor applications to ensure that they reflect the wider community.

All job adverts will contain the statement that Cheshire & Warrington LEP is an Equal Opportunities Employer.

Shortlisting for interview will be done in accordance with the defined criteria and all managers will receive guidance and information in interviewing skills and recruitment legislation before undertaking interviews. Notes will be taken for all interviews and retained for a period after the selection process.

We will consider flexible working arrangements, where operationally feasible, to allow as many people as possible the opportunity to work for us

b) Training and Promotion

Decisions on training, promotion and other employment matters will be based on organisational need and non-discriminatory procedures. We will also, where appropriate, use the provisions of the Equality Act to undertake “positive action” training to ensure that underrepresented groups are fully represented in our workforce.



c) General conduct at work

All staff will be expected to ensure that they comply with the principles of this policy. We will strive to ensure that the LEP has a positive working atmosphere where no member of staff, customer or client is the subject of belittlement, insult or offensive remarks. Any employee who breaches this will be subject to disciplinary action, which may in very serious cases be considered as gross misconduct and lead to dismissal.

Please remember that it is the impact of any comments or behaviour on the recipient that is important, not the intention of the person who makes the comments or behaves in a particular way.

d) Remuneration

We will ensure that its criteria for determining employees' pay are consistent with the Equal Pay Act 1970.

Publicity/Advertising

Publicity materials will not only emphasise that our services and job opportunities are available to all, but will utilise all appropriate media to ensure that all sections of the community can access the information.

Review

We will review this policy and any procedures arising from it in the light of changes to legislation, case law or other guidance issued.