



THE MANCHESTER PRIMARY
CARE PARTNERSHIP

Manchester Primary Care Partnership Ltd
Policies & Procedures
Equality and Diversity

Document Control

Purposes	The purposes of this policy is to state the key principles relating to Equality ,Diversity and Respect policy and the approach that the Federation will take in respect of monitoring the organisations performance in this regards
Author	Liz Gallagher (Project Manager)
Application	Manchester Primary Care Partnership Ltd
Implementation Date	August 2015
Review Date	August 2020 or sooner if new guidance is issued
Approved By	MPCP Board of Directors
Policy Statement	<p>The Organisation is committed to ensuring that every member of staff has a working environment that promotes dignity and respect, and where individual differences and the contributions of staff are recognised and valued.</p> <p>The Federation will take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career progression and provision of other benefits are based solely on objective and job related criteria.</p>
Version Control	<p>(1) August 2015 (2) March 2018 Reviewed policy and increment review dates</p>

POLICY STATEMENT

The Federation is committed to both eliminating discrimination and encouraging diversity amongst our workforce and in relation to our patients and service users.

As stated in the equal opportunities policy the organisation and its staff will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential to meet practice and personal needs.

The organisation will:

- create an environment in which individual differences and the contributions of staff are recognised and valued.
- ensure that every employee has a working environment that promotes dignity and respect
- ensure that no form of intimidation, bullying or harassment is tolerated
- provide training, development and progression opportunities to all staff
- promote equality in the workplace as good management practice
- review all employment practices and procedures to ensure fairness
- regard breaches of the equality policy misconduct and could lead to disciplinary proceedings
- review the policy annually.

The Organisation will consider monitoring of job applicants to ensure that equality policies are in place and working. This may include the collection of information relating to:

- gender
- race
- disability
- age

Where this is carried out the information will be requested on a separate page in the application papers which can be detached. Completion by candidates will be optional. The information sheet will be removed from the selection process and held separately and for monitoring only. The application papers will make this clear.

RESPONSIBILITIES

Aspect	Overall responsibility	Delegated control
Equality / diversity training and standards		
Equality / diversity annual audit and review		
Recruitment and selection management and processes		

Checklist

ASPECT	REQUIREMENT	CHECKED AND PRESENT Y/N
New recruits	Monitoring (where carried out) is entirely separate, and confidential from, the selection process. Equality and diversity training carried out	
Existing staff	Equality and diversity training carried out	
Annual review and audit	Completed, and follow up actions identified and action planned	

Sample Monitoring Form

(Edit as required)

Monitoring is strictly confidential but not anonymous. Pay numbers are a way to identify employees for monitoring purposes to ensure fairness and access to opportunity. For job applicants, you should enter the job applied for title.

Job Title (applied for)		
Candidate Number / pay number		
Ethnicity	How would you describe yourself (mark all that may apply)	<p>A</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Welsh</p> <p>Any other White background, please write below</p> <p>B Mixed Heritage</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p>Any other Mixed background, please write below</p> <p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p>

		<input type="checkbox"/> Bangladeshi Any other Asian background, please write below ARY GUIDE 7 D Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African Any other Black background, please write below E Chinese or other ethnic group <input type="checkbox"/> Chinese Any other, please write below F prefer not to say <hr/>
--	--	---

Disability	Do you consider yourself to have a disability or a long-term health condition? What is the effect or impact of your disability or health condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
------------	--	--

		OR: Prefer not to say
Gender monitoring	Would you describe yourself as:	<input type="checkbox"/> Male <input type="checkbox"/> Female? OR: Prefer not to say
Age monitoring	What is your Date of Birth?	<input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (dd/mm/year) OR: Prefer not to say