

## **EQUALITIES & DIVERSITY PROOFING TOOL**

### **Introduction**

This tool is designed to help 3D members and others to ensure that their work is open to everyone, irrespective of the kinds of people involved. This is not only to comply with legislation and current good practice, but to ensure the benefits and advantages of reaching the whole of society.

The recommendations in the tool have been compiled by the 3D Equalities and Diversity Task Group members with expertise in each area of equality and compiled into a checklist by the Task Group.

The tool should be used in all consultation processes, for assessing the impact of current work, building equality into new work, informing employment and recruitment policy and managing and monitoring processes.

The tool enables organisations to carry out a simple equality proofing exercise for the following groups of people:

- People from Black and Minority Ethnic (BME) communities
- People of various faiths/religions
- People of both genders (
- Lesbian, Gay, Bisexual and Transgendered (LGBT) people
- People with physical disabilities and sensory impairments
- People with mental health conditions
- People with learning disabilities
- Older people
- People who live/work in rural areas

The toolkit does not pretend to be able to address every possible issue of equality and diversity, but acts as a starting point for organisations wishing to begin to think about promoting equality in their service delivery. There will be many people who will fall into more than one of these categories. The checklist does not claim to be completely comprehensive, however it does encourage organisations to give some thought to, and seek further guidance on, how to remove barriers for certain groups of people.

# MORE INFORMATION AND SUPPORT

Contact details for these organisations can be found in the 'Contact Details' section at the end of this toolkit.

## ● **Black & Minority Ethnic (BME) Proofing**

Advice on BME issues can be obtained from Derby Racial Equality Council and from BME voluntary and community organisations.

## ● **Faith Proofing**

Advice on diverse faith issues can be obtained from the Multi-Faith Centre at Derby University, or Faith in Action (for Christian groups) and from individual voluntary and community organisations.

## ● **Lesbian, Gay Bisexual & Transgender (LGBT) Proofing**

Advice on LGBT issues can be obtained locally from Derbyshire Friend and nationally from Stonewall

## ● **Disability Proofing**

Advice on disability issues can be obtained from Disability Derbyshire.

## ● **Mental Health Proofing**

Advice on mental health issues can be obtained locally from Derbyshire Mind and on employment issues from the Shaw Trust website.

## ● **Learning Disability Proofing**

Advice on learning disability issues can be obtained from Our Vision Our Future and Links CVS.

## ● **Older Peoples' Proofing**

Advice on Older peoples' issues can be obtained from Age Concern Derby & Derbyshire.

## ● **Rural Proofing**

Advice on rural issues can be obtained from Rural Action Derbyshire and from the Countryside Agency, NCVO and ACRE web-sites

RECOMMENDATION		PARTICULARLY IMPORTANT IN RELATION TO:								
		BME	FAITH	GENDER	LGBT	DISABILITY	MENTAL HEALTH	LEARNING DISABILITY	OLDER PEOPLE	RURAL
<b>INFORMATION &amp; SERVICES</b>										
1	Statistically monitor services, employment and reach									
2	Use different approaches, methodologies and techniques to engage everyone									
3	Consult with voluntary and community groups as to their specific needs									
4	Engage with voluntary and community groups at all stages and allow enough time for response									
5	Do not assume needs are met simply because people use services									
6	Look into areas where barriers may exist									
<b>MEETINGS &amp; EVENTS</b>										
1	Ensure good transport access e.g. parking and public transport links									
2	Ensure the building and documentation are fully accessible for people with physical and sensory impairments and with learning disabilities.									
3	Look into timing of events with regard to religious requirements									
4	Consider aspects of personal safety at venues and their surroundings									
5	Consider child-care issues									

RECOMMENDATION	PARTICULARLY IMPORTANT IN RELATION TO:								
	BME	FAITH	GENDER	LGBT	DISABILITY	MENTAL HEALTH	LEARNING DISABILITY	OLDER PEOPLE	RURAL
6 Use jargon-free, plain language at events and in publicity									
7 Consider the need for interpreters, lip speakers and deafblind communicators									
8 Limit duration of meetings and ensure appropriate breaks									
9 Challenge discriminatory behaviour or language									
<b>RECRUITMENT &amp; EMPLOYMENT</b>									
1 Use clear and jargon-free language in recruitment and materials									
2 Be flexible over interview times									
3 Ensure that recruitment materials concentrate only on specific skills, qualifications expertise and knowledge									
4 Allow for flexibility in working hours									
5 Be flexible in allowing time off from work									
6 Make use of supervision and appraisal to address barriers and concerns that staff may have									
7 Challenge discriminatory behaviour via disciplinary procedures									

# CONTACT DETAILS

## NATIONAL ORGANISATIONS

### Equality and Human Rights Commission

**Website:** [www.equalityhumanrights.com](http://www.equalityhumanrights.com) **Helpline:** 0845 604 6614

Information and news on equality issues as well as numerous publications on a range of equality issues, to download and/or order.

### A Guide to Equality and Diversity in the Third Sector (Olmec)

This useful 166-page publication includes information on how to conduct an equality audit and how to monitor performance, as well as a section on six equality strands (Gender and gender identity; Sexual orientation; Age; Disability; Race; Religion and belief). There is also a glossary and a substantial directory of useful organisations and publications. It can be downloaded free from the Olmec website. Hard copies or CDs are also available to purchase from Olmec.

Director: Tanzeem Ahmed **Telephone:** 0207 091 9482

**Email:** [tanzeem.ahmed@olmec-ec.org.uk](mailto:tanzeem.ahmed@olmec-ec.org.uk)

**Website:** [www.olmec-ec.org.uk](http://www.olmec-ec.org.uk) (click link to Publications)

### National Equality Partnership

**Tel:** 020 7324 3030 **Email:** [equality@wrc.org.uk](mailto:equality@wrc.org.uk)

**Website:** [www.improvingsupport.org.uk/equality](http://www.improvingsupport.org.uk/equality)

The National Equality Partnership (NEP) is a three-year partnership project based at Women's Resource Centre. It is funded by Capacitybuilders until March 2011 to support the third sector on equality and diversity issues.

### ACRE (Action With Communities in Rural England)

Somerford Court, Somerford Road, Cirencester, Gloucestershire GL7 1TW

**Tel:** 01285 653477 **E-mail:** [acre@acre.org.uk](mailto:acre@acre.org.uk) **Website:** [www.acre.org.uk](http://www.acre.org.uk)

National umbrella of the Rural Community Action Network (RCAN), which operates at national, regional and local level in support of rural communities across the country. ACRE recently re-launched its Rural Proofing Toolkit which can be downloaded from: <http://www.ruralcommunities.gov.uk/publications/crc97ruralproofingtoolkit>

### Age Concern England

Astral House, 1268 London Road, London SW16 4ER

**Free helpline:** 0800 00 99 66 **Website:** [www.ageconcern.org.uk](http://www.ageconcern.org.uk)

Its mission is: "to promote the well-being of all older people and to help make later life a fulfilling and enjoyable experience". Publications and fact sheets are available to download from its website, as well as details of local Age Concern organisations.

### Consortium of Lesbian, Gay, Bisexual and Transgendered Voluntary and Community Organisations

J111 Tower Bridge Business Complex, 100 Clements Road, Southwark,  
London SE16 4DG

**Telephone:** 020 7064 8383  
**E-mail:** [information@lgbtconsortium.org.uk](mailto:information@lgbtconsortium.org.uk) **Website:** [www.lgbtconsortium.org.uk](http://www.lgbtconsortium.org.uk)

The focus of the Consortium is around the representation, development and support of LGBT groups, organisations and projects, rather than actually delivering direct services or campaigning for individual LGBT rights. It champions the value and importance of LGBT specific organisations and groups.

### **Mind**

15-19 Broadway, London E15 4BQ

**E-mail:** [info@mind.org.uk](mailto:info@mind.org.uk)

**Info Line:** 0845 766 0163

**Website:** [www.mind.org.uk](http://www.mind.org.uk)

National mental health charity covering England and Wales. There is an information line and fact/information sheets available to download from its website.

### **Natural England** (formerly The Countryside Agency)

Enquiry Service - the first point of contact for all general enquiries about Natural England and its work. **Telephone:** (local rate): 0845 600 3078

**E-mail:** [enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk) **Website:** [www.naturalengland.org.uk/](http://www.naturalengland.org.uk/)

**Derbyshire and the Peak District:** Natural England, Endcliffe, Deepdale Business Park, Ashford Road, Bakewell, Derbyshire, DE45 1GT

**Tel:** 0300 060 2228

**Email:** [eastmidlands@naturalengland.org.uk](mailto:eastmidlands@naturalengland.org.uk)

An independent public body, its purpose is to protect and improve England's natural environment and encourage people to enjoy and get involved in their surroundings.

### **NCVO (The National Council for Voluntary Organisations)**

Regent's Wharf, 8 All Saints Street, London N1 9RL

NCVO HelpDesk is a free telephone, email or textphone service that provides advice and support for anyone involved in the voluntary sector.

**Freephone:** 0800 2 798 798 (9am to 5pm) **Textphone:** 0800 01 88 111 (minicom)

**Email:** [helpdesk@askncvo.org.uk](mailto:helpdesk@askncvo.org.uk)

**Website:** [www.nvco-vol.org.uk](http://www.nvco-vol.org.uk)

### **Shaw Trust**

Fox Talbot House, Greenways Business Park, Bellinger Close, Chippenham, Wiltshire SN15 1BN

**Website:** [www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)

**Telephone:** 01225 716300

**Minicom:** 08457 697288

The Shaw Trust is a national charity which supports disabled and disadvantaged people to prepare for work, find jobs and live more independently.

### **Stonewall: The Lesbian, Gay and Bisexual Charity**

Tower Building, York Road, London SE1 7NX

**Info Line:** 0800 50 20 20 (Mon-Fri 9:30am to 5:30pm) **Minicom:** 020 7633 0759

**Email:** [info@stonewall.org.uk](mailto:info@stonewall.org.uk)

**Website:** [www.stonewall.org.uk](http://www.stonewall.org.uk)

Offers publications on a range of topics including attitudes, employment, education, goods and services, hate crime and health. These can be downloaded or ordered through the information line.

### **Women's Resources Centre**

Ground Floor East, 33-41 Dallington St, London EC1V 0BB

**Telephone:** 020 7324 3030

**Website:** [www.wrc.org.uk](http://www.wrc.org.uk)

The Women's Resource Centre supports women's organisations to be more effective and sustainable. It provides training, resources and support to women's organisations and campaigns and lobbies on key issues for the sector.

## LOCAL SOURCES OF SUPPORT FOR THIRD SECTOR ORGANISATIONS IN DERBY & DERBYSHIRE

Contact details for all support providers, including specialist organisations, can be obtained from **Third Sector Support for Derbyshire (3D)**. The 3D website includes a directory of support providers. This includes local generic support (CVS and similar organisations), Volunteer Centres and specialist support providers.

**Contact:** Diane Scott, 3D Administrator

**Telephone/text:** 07920 202595

**E-mail:** [d.scott@derbysrcc.org.uk](mailto:d.scott@derbysrcc.org.uk)

**Website:** [www.3dsupport.org.uk](http://www.3dsupport.org.uk)

### Local Organisations referred to in the toolkit:

#### Age Concern Derby & Derbyshire

29a Market Place, Heanor, Derbyshire DE75 7EG

**Tel :** 01773 768240

**Information & Advice Helpline :** 0845 450 3790

**E-mail:** [info@ageconcernderbyshire.org.uk](mailto:info@ageconcernderbyshire.org.uk)

**Website:** [www.ageconcernderbyshire.org.uk](http://www.ageconcernderbyshire.org.uk)

#### Derbyshire Friend Lesbian, Gay, Bisexual and Transgender Support Service

The Pavilion LGBT Centre, 2-3 Friary Street, Derby DE1 1JF

**Telephone:** 01332 207704

**Email:** [info@gayderbyshire.co.uk](mailto:info@gayderbyshire.co.uk)

**Website:** [www.gayderbyshire.co.uk](http://www.gayderbyshire.co.uk)

#### Derby Racial Equality Council

31 Normanton Road, Derby DE1 2GJ

**Tel:** 01332 372428

**E-mail:** [diversity@derbyrec.org.uk](mailto:diversity@derbyrec.org.uk)

#### Derbyshire Mind

RTC Business Centre, 3rd Floor, Kelvin House, London Road, Derby DE24 8UP

**Telephone:** 01332 345966

**Email:** [enquiries@derbyshiremind.org.uk](mailto:enquiries@derbyshiremind.org.uk)

**Website:** [www.derbyshiremind.org.uk](http://www.derbyshiremind.org.uk)

#### Disability Derbyshire - DCIL

The new name for **Derbyshire Coalition for Inclusive Living**

Park Road, Ripley, Derbyshire DE5 3EF

**Telephone:** 01773 740246

**Minicom:** 01773 748452

**E-mail:** [information@dcil.org.uk](mailto:information@dcil.org.uk)

**Website:** [www.dcil.org.uk](http://www.dcil.org.uk)

#### Faith In Action

Derby Church House, Full Street, Derby DE1 3DR

**Contact:** Richard Jordan, Church and Society Officer **Tel:** 01332 388668

**E-mail:** [Richard.Jordan@derby.anglican.org](mailto:Richard.Jordan@derby.anglican.org)

**Website:** [www.faithinderbyshire.org](http://www.faithinderbyshire.org)

#### Links Chesterfield & NE Derbyshire CVS & Action Ltd

Ground Floor, Blenheim Court, 17 Newbold Road, Chesterfield S41 7PG

**Tel:** 01246 274844

**E-mail:** [linkscvs@btconnect.com](mailto:linkscvs@btconnect.com)

#### Multi-Faith Centre at the University of Derby

University of Derby, Kedleston Road, Derby DE22 1GB

**Tel:** 01332 591285

**E-mail:** [mfc@derby.ac.uk](mailto:mfc@derby.ac.uk)

**Website:** [www.multifaithcentre.org](http://www.multifaithcentre.org)

**Our Vision Our Future (Chesterfield)**

9 Marsden Street, Chesterfield, Derbyshire S40 1JY

**Tel:** 01246 556694

**Email:** [ourvision@connectfree.co.uk](mailto:ourvision@connectfree.co.uk)

**Rural Action Derbyshire**

Church Street, Wirksworth, Derbyshire DE4 4EY

**Tel:** 01629 824797

**E-mail:** [drcc@derbysrcc.org.uk](mailto:drcc@derbysrcc.org.uk)

**Website:** [www.derbyshirercc.org.uk](http://www.derbyshirercc.org.uk)

