

Nottingham City Council

# equality & diversity policy

**Ensuring fair treatment  
valuing diversity  
removing barriers to  
equality of opportunity**



## Alternative Formats

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# Ensuring fair treatment valuing diversity removing barriers to equality of opportunity

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# Section 1

## Summary Statement

### Nottingham City Council Equality and Diversity Policy Summary Statement

**Nottingham City Council believes and recognises that the diversity of Nottingham's communities is a huge asset that should be valued and seen as one of the City's great strengths.**

As one of the largest employers in Nottingham and one of the main providers of local services, the City Council is committed to providing equality of opportunity and tackling discrimination, harassment and intimidation, and disadvantage. We are also committed to achieving the highest standards in service delivery, decision-making and employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment.

The City Council will not tolerate the less favourable treatment of anyone on the grounds of their gender, age, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, responsibility for dependents, trade union or political activities, religious or other beliefs, or any other reason which cannot be shown to be justified.



## Make equalities a part of everyday working practice and train our employees to carry out this policy.

**In driving forward this policy we will: -**

- 1** Seek to ensure that our workforce reflects the diverse communities we serve and that every employee is treated fairly during the whole of their working life.
- 2** Take action to eradicate discrimination and inequality when delivering services, when employing others to deliver services on our behalf and when providing funding to others to provide services to the people of Nottingham.
- 3** Fulfil our obligations by adopting legal, national and local guidelines that seek to ensure equality of opportunity, eradicate discrimination and promote good relations between all the communities of Nottingham.
- 4** Evaluate the impact of our policies, services and functions on communities and make changes to them where they impact unfairly or adversely on any group/s.
- 5** Make equalities a part of everyday working practice and train our employees to carry out this policy.
- 6** Set challenging equality objectives and targets in relation to employment, service delivery and the carrying out of our functions.
- 7** Seek to make it possible for everyone in the City to participate fully in the life of Nottingham.
- 8** Make any necessary changes to our working practices, our buildings and our publicly available information so that the City Council and its services are accessible to all the citizens of Nottingham.
- 9** Work with others to stamp out harassment and intimidation.
- 10** Use our influence and purchasing power to help make equality a reality for all and to rid the City of prejudice, discrimination and disadvantage.
- 11** Consult with people from all the diverse communities in Nottingham to help shape the services we deliver and our policies and practices.
- 12** Consider the needs of all communities in the methods we use for communicating with customers, employees and residents.

## Section 2

### The Vision for the city



**As the leading City in the East Midlands, with a population of around 280,000 people, we want the City of Nottingham to be: -**

- An influential city with a strong voice at regional and national level, able to use its position for the benefit of the people of Nottingham.
- A modern city with a diverse and growing economy, creating jobs and enterprise opportunities for all local people.
- A vibrant city that celebrates diversity, creativity, culture and all our communities.
- A fairer city where good education is available to all, allowing everyone to benefit from learning and wider opportunities.

- A city where everyone is able to participate in the life of the Nottingham and live in safety, free from the fear of crime, harassment and intimidation.
- A clean and green city with good quality environments for living, working and leisure, which can be sustained for future generations.

**Our ultimate goal is for Nottingham to be a cosmopolitan, prosperous and healthy city that values learning, creativity and enterprise, where the diversity of our citizens is celebrated and there are opportunities for all to prosper.**

## Section 3

### Background to the policy

**By adopting and implementing an Equality and Diversity Policy we accept our responsibility for addressing and tackling the imbalances caused by disadvantage and discrimination.**

Nottingham is home to around ½ million people, of which 280,000 live within the area served by Nottingham City Council. It is also the regional capital of the East Midlands and a major centre for cultural and leisure activities, with many more people coming to the City to study, work, shop or relax.

The people who live, work, study in or visit Nottingham have diverse backgrounds and circumstances. They are of all ages, races and ethnic backgrounds, disabled and non-disabled, from all faiths, and all sexual orientations. They live in a range of different types of household and have access to widely differing levels of income. As a City there are extremes of wealth with some areas of Nottingham being amongst the most deprived in the country.

These diverse communities are a great asset to Nottingham. However, some communities experience disadvantage and discrimination that has a negative effect on their quality of life. Although,

this can affect all communities, most often it affects women, Black and minority ethnic communities, disabled people, young and old people, lesbians, gay men, bisexual and transgender people.

Nottingham City Council is one of the largest employers in Nottingham, employing around 13,000 people. We spend £750 million every year to directly provide, or buy from other organisations, some of the major services in the City.

By adopting and implementing an Equality and Diversity Policy we accept our responsibility for addressing and tackling the imbalances caused by disadvantage and discrimination, so that we can make sure all communities have opportunities to access our services, be involved in what we do and be part of our workforce. We recognise that there is a great deal of work we still need to do and we hope that this policy will act as a means for carrying out this important work.

## Section 4

### The aims of this policy

We believe our responsibility for equality is wider than those areas currently covered by present legislation. We are committed to achieving equality for all by removing direct and indirect discrimination on the grounds of:

- Age;
- Gender or transgender identity;
- Race, colour, nationality, national or ethnic origin, being a traveller or gypsy;
- Disability, including deaf people, blind people, people with a learning disability, people with a mental illness, and people living with HIV and AIDS;
- Religious belief or non-belief, or other beliefs;
- Marital status, family circumstances, or caring responsibilities;
- Sexual orientation;
- Income, employment status or housing circumstances;
- Membership or non-membership of trade unions, or involvement or non-involvement in trade union activity;
- Any other ground that cannot be shown to be justified.

We will do this by:

- Meeting all our responsibilities for equal opportunities in relevant legislation, codes of practice and City Council policies or strategies;
- Making equality a mainstream part of our work. This means making sure that all aspects of what we do, such as our policies, plans, practices and procedures, reflect and incorporate equality objectives and targets;
- Carrying out work to achieve all 5 levels of the Equality Standard for Local Government and by seeking to meet the objectives contained in our Equality Schemes;
- Setting challenging equality objectives and targets in relation to employment, service delivery and the carrying out of our functions;
- Tackling all forms of bullying, harassment and intimidation;
- Taking positive action to address social, economic and geographical disadvantage or exclusion;
- Making equalities the responsibility of every Elected City Councillor, every employee and every representative of the City Council;
- Using the "Social Model of Disability" as the basis for our work to promote equality of opportunity for and to tackle discrimination against disabled people;



- Training our employees to implement this policy;
- Making copies of this policy freely available in a range of spoken community languages, Braille, large print and tape version, on video in British Sign Language, as a printed document or in an electronic format so that it can be emailed or obtained from our Internet Site or Intranet Site.
- Monitoring the actions we take under this policy and publicly report on progress;
- Making our services and the buildings we deliver them from more accessible. This includes

- offering a range of ways for customers and users to obtain our services and information;
- Improving the diversity of our workforce so that it truly reflects the city's population;
- Working with Nottingham's diverse communities to tackle disadvantage and discrimination;
- Seeking to make it possible for everyone to participate fully in the life of the City.
- Increasing the opportunities for people to influence Council decisions, policies and services.

# Section 5

## Putting the Policy into practice



Two members of the Equality and Diversity Team at Nottingham Pride in 2007.

### Responsibility

The ultimate responsibility for this policy rests with the City Council's Executive Board, which includes the Leader of the City Council, and with the Chief Executive, the most senior officer of the City Council, to ensure that there are systems in place to put this policy into practice on a day-to-day basis.

This policy will also be monitored by the Performance and Resources Standing Panel and the Council's Strategic Management Team.

These Groups will receive regular reports from the City Council's Lead Officer for Equalities and Diversity on the progress of this policy and other equalities initiatives, including progress against the Equality Standard and the Council's Equality Schemes.

In addition, our Lead Officers' Group, which consists of senior City Council managers from every Department, will meet regularly to drive forward the City Council's work on equality and diversity. Each Department's representative will be responsible for ensuring that the Department they represent carries out the work necessary to adopt and implement this policy.

The City Council has set up a team of officers to work on equalities issues. This team is called the Equality and Diversity Team. They report to the City Council's Lead Officer for Equalities and Diversity via a Head of E & D, and carry out work, including monitoring in relation to this policy, the Equality Standard, our equality schemes, and other equalities work which affects the whole of the City Council.

## Improving the diversity of our workforce so that it truly reflects the city's population

This is not the only way in which this policy will be put into practice. Within every City Council Department, there will be officers who have direct responsibility for leading their Department's day-to-day work on equalities and diversity. Departments will have their own Steering Group to co-ordinate the work they do in relation to equality and diversity matters. Work is also carried out in the City Council's central Departments in relation to this policy.

In order to help you find who is responsible for detailed work in relation to this policy, we will publish a directory of equality contacts yearly.

We recognise that every employee, and every contractor, partner or organisation that receives funding from the City, has an obligation to put this or similar policies into practice. In particular, we will provide training and advice to our employees on their specific responsibilities under this policy.

### Co-ordinating this policy with other City Council strategies and plans

#### Mainstreaming Equality and Diversity

We will seek to mainstream equalities work into our everyday business, our plans and strategies.

We will do this by making every team responsible and by expecting every team to set itself equality targets.

# The Equality Standard has been introduced to make sure that local authorities develop good policies and take proper action to make equality a reality for their citizens.

## Other plans and strategies

We will ensure that equality and diversity aims are reflected in all plans and strategies that form the infrastructure of the City Council, including:

- The Corporate Plan;
- One Nottingham Plan;
- Local Area Agreements;
- Neighbourhood Renewal Strategy;
- The Procurement Strategy;
- Customer First Plan;
- Consultation Strategy;
- Department Plans;
- Service Plans;
- Business Plans;
- Neighbourhood Plans:
- Value for Money Framework;
- The City Council's Performance Management Framework;
- Children and Young People's Plan

## The City Council's Equality and Diversity Action Plan

We will produce an Equality and Diversity Action Plan to show how we will be implementing this policy and carrying out the work necessary to reach each level of the Equality Standard. The Equality Standard has been introduced to make sure that local authorities develop good policies and take proper action to make equality a reality for their citizens. There are 5 levels to the Standard, each requiring specific work to take place with work at levels 3 and 5 to be verified by the City Council in consultation with its customers, partners and Nottingham's diverse communities and an external assessor.

The Equality and Diversity Action Plan will be updated regularly to reflect changes in the action planned and the wishes of communities, following consultation with people from all communities. The Equality and Diversity Action Plan will cover race, disability, gender and transgender, age, sexual orientation and religion or belief issues as a minimum.

## Making sure our employees know about the policy

City Council employees are required to comply with and support the City Council's policies in relation to equality. Failure to do so may result in action being taken against employees. The City Council will ensure that all our employees:-

- Are made fully aware of the Equality and Diversity Policy and how it affects their work;
- Understand any action plans relevant to them and their responsibilities for implementing these plans;
- Are provided with a copy of a summary statement version of this policy; and
- Receive training where necessary in order to implement this policy

We will also issue a shortened version of this document as part of the information given to everyone who applies for a job or training with the City Council, and to any contractor or organisation employed by the City Council to carry out work on our behalf. This is so that anyone seeking work knows about our policy and that anyone seeking contracts or work from us will be clear about the expectations that the City Council will have of them and their own employees.



# Section 6

## Employment practices



### Nottingham City Council will:

Seek to develop a workforce that reflects the diverse population of Nottingham, by taking steps to ensure that people from groups currently under-represented in our workforce are encouraged to obtain employment with us. This includes setting targets each year in relation to the recruitment and retention of employees.

Have regard to equality and diversity in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development, to reasons for ending employment. We will do this by:

- Asking only for the skills and abilities actually needed to do the job.
- Including in all jobs a requirement to implement equality and respect diversity, with all job applicants being assessed against this requirement;

- Advertising jobs using methods that reach all communities and in particular methods that allow all groups who are currently under-represented in the workforce to be targeted;
- Providing job details and accepting job applications in formats such as large print, Braille and audio, offering a minicom service for job queries and making arrangements for the use of interpreters if required in the selection process;
- Valuing skills gained through non-traditional or informal work, such as voluntary work and caring responsibilities. The competences gained through this kind of experience will be balanced against those gained through more formal methods;
- Making sure that all job applicants, whether redeployment candidates, existing employees or people who do not currently work for the City Council, demonstrate that they are qualified,



motivated and competent to do the job. Redeployment candidates will be given extra help to allow them to reach the minimum standards required for a post;

- Recognising and supporting the potential of all employees by offering opportunities for training and personal development.
- On a yearly basis reviewing our commitments and what has been achieved, to plan ways to improve on them.
- Keeping records of applicants' and employees' race, gender, age, disability, religion or belief and sexual orientation, to make sure this policy is working properly.
- Developing, implementing and reviewing Work-Life Balance policies and procedures for employees.

- Making sure the working environment is supportive and non-threatening by not tolerating any acts of discrimination or harassment, and by introducing standards of behaviour contained within a code of conduct for all our employees. We will implement and review our policies and procedures for dealing with bullying and harassment at work.
- Monitoring all cases of disciplinary action and carry out work to ensure that this action does not disproportionately affect any specific group of employees.
- Monitoring all cases where employees bring a grievance against the City Council, their manager or a work colleague and take appropriate action to ensure that grievances do not unfairly or adversely affect any specific group of employees.



## Monitor all cases of disciplinary action and carry out work to ensure that this action does not disproportionately affect any specific group of employees.

- Ensuring that all managers discuss this policy and any relevant action plans with their teams, including how they can contribute to achieving our equality and diversity aims and objectives. Managers will deal with any breaches of the policy and failure to carry out relevant action plans. Failure to tackle issues of discrimination or harassment could result in line managers being held liable for such action.
- Recognising that the Trade Unions representing employees make a valuable contribution to equality. We will continue to work closely with Trade Unions to develop our Equality and Diversity Policy and action plans.
- Implementing equal pay policies and meet our obligations under equal pay legislation.
- Developing ways of recognising and rewarding exceptional performance or innovation by employees.

### Specifically address disability issues by:

- Interviewing all disabled applicants who, at the short-listing stage, show that they meet the requirements to do the job;
- Ensuring that proper arrangements are made within the recruitment process to support disabled people to participate;
- Making every effort if employees become disabled to ensure they retain their employment with the City Council;
- Taking action to ensure that all employees are trained to be able to implement our commitments to disabled people;
- Providing and accessing funding for workplace adaptations and aids to enable disabled people to obtain and retain employment with the City Council.

## Section 7 Providing Services

### Nottingham City Council will:

- Run our services in line with the core values, priorities and principles identified in our Corporate Plan, One Nottingham Plan - Community Strategy, and Department and other Service or Business Plans and strategies.
- Deliver services throughout Nottingham to people who need them, without discriminating against, stigmatising or patronising people. Every customer or service user will be treated in a professional manner, with courtesy, respect and dignity.
- Set challenging equality objectives and targets in relation to service delivery and the carrying out of our functions.
- Continually improve access to our services and information.
- Ensure that our buildings that are open to the public including, leisure and community facilities can be accessed and used by all communities.
- Make sure that our employees are trained and supported to deliver the highest possible levels of customer service in line with this policy.

- Make sure that our services meet the needs of our diverse communities by involving communities in identifying their needs and by helping to shape the design and delivery of services.
- Develop our services to make sure there is maximum take up by all communities and particularly those groups facing disadvantage and discrimination. We will do this by:
  - Providing information in plain English and use methods other than written documents to present information;
  - Offering information in accessible formats, including community languages, Braille, large print, audio tape, on video in British Sign Language and on the Internet, in line with our Communications Policy and this policy;
  - Providing interpretation, translation and sign language services; and
  - Making sure that the organisations we buy services from or provide funding to, operate similar policies and practices on equality and diversity.

## Section 8 Decision Making and Our Policies

### Nottingham City Council will:

- Consider the potential impact and assess the effect on customers and communities of our policies and practices and take action to improve them if they result in discrimination or disadvantage to any groups or communities.
- Consider the potential impact on customers and communities before making important decisions.
- Develop a robust system for carrying out equality impact assessments in relation to all the work we do, including existing policies and services.
- Commit to consulting with communities, community groups and organisations, over proposals or

changes to services, policies or functions carried out by the City Council, before implementing changes.

- Produce a report annually outlining the major changes or developments in relation to equalities and diversity. This report will also outline the City Council's progress in relation to the Equality Standard and its Equality Schemes.
- Use the feedback we receive from the City's diverse communities to help shape future plans, decisions and policies.

**“Develop a robust system for carrying out equality impact assessments in relation to all the work we do, including existing policies and services”**

## Section 9 Working with others

### Nottingham City Council will:

- Use our standing in the City to help shape public opinion to promote equality within Nottingham;
- Work with other public, private, voluntary and community groups in the City to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely;
- Share information, experience and examples of good practice on equality through links with other public, private, voluntary and community organisations in the City;
- Promote equality and diversity within partnership working and in our dealings with the media;
- Work with other organisations and our partners, including the One City Partnership, to develop plans jointly to promote equality of opportunity and to tackle discrimination and disadvantage;



- Involve people from Nottingham's diverse communities in influencing our work and progress on equality, and in verifying the work we do as we seek to obtain the five levels of the Equality Standard and implement our Equality Schemes; and
- Learn from the equality and diversity policies and plans of other local authorities and organisations.

## Section 10

### Buying Services from others

Nottingham City Council is a major purchaser of services. Every year we issue construction and engineering contracts worth many millions of pounds. We purchase many other things so that we can carry out our work and deliver our services. In the past the rules we have used to determine from whom we purchase these services or goods have largely been based on economic factors. We have recognised that our spending power gives us the chance to influence how others work too, and we will:

- Require any company or business that wishes to be one of our contractors or suppliers to have developed policies on equalities in relation to employment and service delivery.
- Seek to encourage any company, business or individual wishing to provide goods or services to the City Council, to contribute to our policy by implementing fair practices in employment and training.
- Seek to support the City's diverse communities and the businesses operating in those communities.
- Review our own policies and practices and where necessary make changes to them to ensure they do not discriminate or place unfair requirements on small businesses from Nottingham's deprived or disadvantaged communities.

- Encourage businesses and suppliers to employ and provide training to local people and to use other local businesses and suppliers as a means of supporting the City's economy and improving the employment prospects for the people of Nottingham.
- Monitor the practices of any contractor or business we employ, contract or purchase from to ensure they act in accordance with our policies on equality and diversity.
- Cease issuing contracts to, purchasing from or commissioning any contractor, business or organisation, where we believe they fail to comply with our values in relation to equality and diversity.
- Follow good practice by having a procurement strategy that gives a clear commitment to equality of opportunity and to tackling discrimination and disadvantage.

## Section 11

### Involving communities and consulting with others



**Develop effective working relationships with all the diverse communities in the City through appropriate groups, forums and networks**

#### Nottingham City Council will:

- Develop and support all forms of consultation and the involvement of communities in the planning of services and decision-making;
- Target resources at communities facing disadvantage and discrimination to help them to become fully involved in the social, cultural, political and economic life of the City;
- Make sure there is a range of appropriate ways to allow different communities to be consulted and involved;
- Develop effective working relationships with all the diverse communities in the City through appropriate groups, forums and networks;
- Involve Nottingham's diverse communities in verifying the work we do in relation to equality and diversity;
- Work closely with partner organisations;
- Set up opportunities in local communities for people to be involved in planning services and influencing decision-making; and
- Work with the Community Equality Forum to improve how we carry out work to promote equality.

# Section 12

## Detailed Equality and Diversity Statements

These statements explain how Nottingham City Council's Equality and Diversity Policy relates to some of the main groups of people who most often face discrimination and disadvantage.

The statements are in addition to the information given in the main parts of this policy. The City Council does not have statements for all groups at this stage, these will be developed as necessary.

### A) BLACK AND MINORITY ETHNIC COMMUNITIES

(Race, colour, ethnic or national origin, nationality and immigration status. Travellers are included within this category as a distinct racial group).

Nottingham City Council knows that Black and Minority Ethnic communities face disadvantage and discrimination, including institutional discrimination. This is because of attitudes and actions based on the belief that one race is better than another. This kind of belief is usually called racism. Racism covers these kinds of negative beliefs whether they are based on race, colour, and nationality, national or ethnic origin, being

a Traveller or because of someone's immigration status. It is Black and Minority Ethnic communities who most commonly experience disadvantage or discrimination because of racism. Racism can result in Black and Minority Ethnic people being treated as inferior and being denied a good quality of life. It can also mean they face harassment, hatred and violence.

The Race Relations (Amendment) Act 2000 was implemented following the Stephen Lawrence Inquiry. This inquiry showed that public institutions could be institutionally racist and discriminate, even though they have policies in place. This act requires every public organisation, such as the City Council, to publish a Race Equality Scheme, which is an action plan on race equality. Nottingham City Council will produce a Race Equality Scheme every 3 years to say what action it will take to ensure equality of opportunity, to tackle racial discrimination, and to promote good race relations.

## Aiming to develop an overall workforce that better reflects Black and Minority Ethnic communities in Nottingham, especially at senior manager level

Nottingham City Council will try to meet the specific needs of Black and Minority Ethnic communities by:

- Carrying out our duties under the law including the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, to stop discrimination, provide equality of opportunity and promote good race relations,
- Publishing and implementing a Race Equality Scheme (An action plan for race equality);
- Challenging racism by our employees, Elected Members, contractors, partners, other organisations and users of our services;
- Dealing effectively and consistently with racial harassment and violence, both in the workplace and out in the neighbourhoods of Nottingham;
- Supporting campaigns and activities for achieving full equality for Black and Minority Ethnic (BME) people;
- Working with others to make Nottingham a safe place for Black and Minority Ethnic communities to live, work, study and spend their leisure time;
- Supporting all Black and Minority Ethnic employees to fully develop their potential;
- Aiming to develop an overall workforce that better reflects Black and Minority Ethnic communities in Nottingham, especially at senior manager level;
- Carrying out specific work to ensure that Black and Minority Ethnic employees are not disproportionately affected by the City Council's employment procedures;
- Supporting the formation of groups, networks and services for Black and Minority Ethnic people, as employees of the City Council and as users of services in Nottingham.
- Reviewing all our policies, services and functions in order to identify objectives and targets for improving race equality.

**We recognise that Black and Minority Ethnic people are part of diverse communities and that racism affects these communities in different ways. We will take responsibility for making sure we meet the range of needs that arise from this.**

We also recognise that Black and Minority Ethnic people can face other forms of discrimination or disadvantage because of their age, gender, marital status, family circumstances, caring responsibilities, because they are disabled or because they are lesbian, gay or bisexual or transgender. We will make sure our policies to tackle these issues include ways to address the needs of Black and minority ethnic communities.

## **B) DISABLED PEOPLE**

(including deaf people, blind people, people with learning difficulties, people with a mental illness, and people living with HIV and AIDS,)

Nottingham City Council knows that disabled people face discrimination and disadvantage, including institutional discrimination. This is because of the attitudes and actions based on the belief that disabled people are less able than other people. These kinds of beliefs are based on an idea that disabled people are impaired in some way, rather than recognising that it is other people, organisations and systems in society that

create barriers which prevent disabled people from enjoying the same level of access and choice as non-disabled people.

**This can mean that disabled people are the subject of negative stereotypes or attitudes. They are often patronised by other people and not given the same access to the full range of services and social, work and leisure opportunities as other people. Disabled people can also face harassment, hatred and violence.**

Nottingham City Council uses the "Social Model of Disability" as the basis for its work to improve equality for and tackle discrimination against disabled people. This model says that it is the world and society that creates barriers that limit or prevent disabled people from enjoying the same opportunities as people who are not disabled.

The City Council will try and meet the specific needs of disabled people by:

- Carrying out our duties under the law, including the Disability Discrimination Act 1995, to stop discrimination and to provide equality of opportunity;
- Promoting equality for disabled people and carrying out our duties under the Disability Discrimination Act 2005, including adopting a Disability Equality Scheme;

- Promoting positive images of disabled people and challenge attitudes that patronise or discriminate against them;
- Dealing effectively and consistently with any harassment and violence towards disabled people;
- Developing our services and the environments we deliver them from, to remove barriers preventing disabled people from having the same access as other people;
- Specifically recognising British Sign Language as a community language and the main method of communication for Deaf people and increasing the number of frontline employees who can communicate proficiently in British Sign Language.
- Supporting campaigns and activities for achieving full equality for disabled people;
- Work with others to make Nottingham a safe and accessible place for disabled people to live, work, study and spend their leisure time;
- Aiming to develop a workforce that better reflects the disabled communities in Nottingham;
- Supporting all disabled employees to fully develop their potential;
- Supporting the formation of groups, networks and services for disabled people, as employees of the City Council and as users of services in Nottingham.

We also recognise that disabled people can face other forms of discrimination or disadvantage because of their race, age, gender, marital status, family circumstances, caring responsibilities or because they are lesbian, gay, bisexual or transgender. We will make sure our policies tackle these issues.

## **C) GENDER AND TRANSGENDER IDENTITY**

Nottingham City Council knows that people face disadvantage and discrimination, including institutional discrimination, because of their gender/sex or gender identity. This is because of attitudes and actions based on the belief that one sex is better than another. This kind of belief is usually described as sexism. Women often experience disadvantage or discrimination because of sexism. Sexism can mean that women are the subjects of negative stereotypes and attitudes, treated as inferior, and denied the same quality of life as men. It can also mean they face harassment, hatred and violence. There are also times when men can experience discrimination due to sexism.

**Transgender people also face inequality and discrimination because of their transgender identity. This can be due to fear, a lack of understanding, or because of hatred and intolerance.**

## The City Council will try and meet the needs of different gender groups and transgender people by:

- Carrying out our duties under the law including the Sex Discrimination Act 1975, the Equal Pay Act 1970 and the Sex Discrimination (Gender Reassignment) Regulations 1999, to stop discrimination and provide equality of opportunity;
- Carrying out our duties under the Equality Act 2006, including adopting a Gender Equality Scheme;
- Challenging sexism by our Elected Members employees, other organisations and users of our services;
- Dealing effectively and consistently with sexual harassment and violence;
- Supporting campaigns and activities for achieving full equality for all genders;
- Working with others to make Nottingham a safe place for all people to live, work, study and spend their leisure time;
- Supporting all female employees to fully develop their potential;
- Tackling gender stereotyping and conditioning;
- Developing an overall workforce that better reflects an equal balance of women and men, especially at senior levels;

- Supporting the formation of groups, networks and services for women and transgender, as employees of the City Council and as users of services in Nottingham.
- Supporting all people in areas where they experience inequality and discrimination.

We also recognise that all people can face other forms of discrimination and disadvantage because of their gender/sex and also of their race, age, marital status, family circumstances, caring responsibilities, because they are disabled or because they are gay, lesbian or bisexual. We will make sure that our policies tackle this.

### D) LESBIANS, GAY MEN AND BISEXUALS

Nottingham City Council knows that lesbians, gay men and bisexual people face disadvantage and discrimination, including institutional discrimination. This is because of the attitudes and actions based on the belief that same sex relationships between lesbians, gay men and bisexuals are wrong or unnatural - often described as homophobia - or the belief that the lives of heterosexual people are better or more valid.

The City Council will try to meet the specific needs of lesbians, gay men, and bisexuals by:

- Challenging homophobia by our employees, Elected Members, contractors, partners, other organisations and users of our services;

- Carrying out our duties under the Employment (Sexual Orientation) Regulations 2003 to stop discrimination and provide equality of opportunity in employment;
- Carrying out our duties under the Equality Act 2006 in relation to goods and services;
- Dealing effectively and consistently with any harassment and violence towards heterosexuals, lesbians, gay men, or bisexuals;
- Supporting campaigns and activities for achieving full equality, for lesbians, gay men, and bisexuals;
- Working with others to make Nottingham a safe place for lesbians, gay men and bisexuals; to live, work, study and spend their leisure time;
- Supporting the formation of groups, networks and services for lesbians, gay men and bisexuals, as employees of the City Council and as users of services in Nottingham;
- Carrying out monitoring in employment, and where appropriate, in service delivery; and
- Supporting the right of lesbian, gay, and bisexual service users, employees and others we work with to be open about who they are. We will do this by creating an atmosphere and environment where it is safe for them to do so, by acknowledging that relationships between people of the same gender are equally valid to those between men and women, and by not assuming that employees or users of services are heterosexual.

However, we recognise that the ways we deal with other forms of discrimination may not be appropriate to deal with homophobia. Because of the nature of this type of discrimination, lesbians, gay men, and bisexual employees and users of services may not always feel able to disclose who they are. This can mean that services are designed and delivered in a way that may be inappropriate for these groups. We will work with individuals and groups who are part of the wider lesbian, gay, and bisexual community to make sure our policies and services are effective. We will work to eliminate assumptions that all our employees, users of services and others we work with are heterosexual.

We also recognise that lesbians, gay men, and bisexuals can face other forms of discrimination and disadvantage because of their race, age, gender, marital status, family circumstances, caring responsibilities or because they are disabled. We will make sure our policies to tackle these issues include ways to address the needs of lesbians, gay men, and bisexuals.

## E) AGE

Nottingham City Council knows that young people and older people face disadvantage and discrimination, including institutional discrimination. This is because of the attitudes and actions based on views or beliefs held about younger or older people. This discrimination is known as ageism and can particularly affect people seeking employment or services.

The City Council will specifically try to meet the needs of younger people and older people by:

- Carrying out our duties in relation to age discrimination in employment;
- Challenging ageism by our employees, Elected Members, contractors, partners, other organisations and users of our services;
- Carry out our duties under the law as it develops to stop discrimination and provide equality of opportunity in service delivery;
- Reviewing our policies in relation to the retirement of staff and the employment of people over retirement age;
- Dealing effectively and consistently with any harassment and violence towards younger people or older people;
- Supporting campaigns and activities for achieving full equality, including legal equality, for people of all ages;
- Working with others to make Nottingham a safe place for people of all ages to live, work, study and spend their leisure time;

- Supporting the formation of groups, networks and services for younger people and older people, as employees of the City Council and as users of services in Nottingham.

## F) RELIGIOUS AND OTHER BELIEFS

Nottingham City Council knows that people from various religious groups and belief systems face disadvantage and discrimination, including institutional discrimination. The City Council will seek to ensure that people can worship and express their religious and other beliefs freely, without fear of intimidation and that an individual's choice to practice their religion or belief is respected. The City Council will respect the right of every citizen and employee to hold political and other beliefs, or to be a member of a Trade Union if they wish.

## G) OTHER CATEG

Nottingham City Council will review its policy statements from time to time and may add other categories of people who experience discrimination and disadvantage.

The City Council's Equality and Diversity Policy is not confined to the groups listed. The policy is intended to outline the City Council's commitment to personal and collective freedom, to tackling inequality wherever it exists and to eradicating the unacceptable treatment of any person, when this happens.

# Work with others to make Nottingham a safe place for people from all religions communities to live, work, study and spend their leisure time

### We will do this by:-

- Carrying out our duties in relation to discrimination on grounds of religion and belief in employment;
- Carrying out our duties stemming from the Equality Act 2006 in relation to religion and belief and goods and services;
- Promoting religious tolerance and the building of relationships between the City's different religious/faith communities;
- Promoting cohesion between all communities;
- Tackling anti-muslim or anti-semite harassment; and

- Working with the Police and communities to eradicate religious hate crime and harassment.

The City Council will not permit its employees to impose on others, their religious, political or other views or philosophies, where these seek to limit the dignity or rights of others, cause offence, or incite racial, religious or other hatred, whilst carrying out their employment.

**The City Council will not permit its buildings to be used to incite hatred against others, including religious hatred.**

# Section 13

## What to do if something goes wrong

### Members of the public

If you think we are not providing a service in line with this policy or you think you have been treated unfairly in any way, you can complain to the City Council. Our Complaints Procedure explains how you can do this. You can obtain a copy of this procedure from most City Council buildings, by telephoning 0115 9155555 or emailing. You can make a complaint by telephoning or by writing to the Department or part of the City Council you are unhappy with.

### City Council employees

If you are concerned about any equality issues relating to your employment you can speak to your line manager, or to your Department's Human Resources Team (Personnel).

If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to make a complaint and ask for the behaviour to be stopped. The City Council's Harassment and Discrimination Policy and Procedure explains how to do this and how you can get support from the Mediation Service. You can find out more information by speaking to your Department's Human Resources Team or from the City Council's Intranet.

You also have the right to take up issues through the Grievance Procedure. You can obtain information about this procedure from your line manager, Department's Human Resources Team or the City Council's Intranet.

If you are in a Trade Union, you can contact them for advice and support. Please refer to your local Trade Union representative for more details.

## Let us know what you think

If you wish to discuss this policy or make any comments or suggestions on the work we are aiming to carry out this policy please contact the Equality and Diversity Team on

Tel: 0115 9156736

Email: [equalityanddiversityteam@nottinghamcity.gov.uk](mailto:equalityanddiversityteam@nottinghamcity.gov.uk)

A detailed copy of the city council's Equality and Diversity Policy can be obtained by contacting

Nottingham City Council  
Equality and Diversity Team  
Lawrence House,  
Talbot Street  
NG1 5NT

Telephone: 0115 915 6736

Email: [equalityanddiversityteam@nottinghamcity.gov.uk](mailto:equalityanddiversityteam@nottinghamcity.gov.uk).