

## Equality and Diversity – key issues for projects

### 1. LLUK GUIDANCE ON EQUALITY AND DIVERSITY PRINCIPLES

A series of fact sheets have been prepared to brief staff on a range of equality-related issues. They include guidance on the types of checks we should be making to ensure that the work we are doing is as inclusive and accessible as possible. Hard copies of these fact sheets are available from the Equality and Diversity team. They are also available on:

- The intranet (Documents/Equality and Diversity/Equality and Diversity Fact Sheets)
- LLUK's website:  
[www.lluk.org/equality\\_and\\_diversity/tools\\_and\\_resources.html](http://www.lluk.org/equality_and_diversity/tools_and_resources.html)

### 2. DATA COLLECTION AND MONITORING PROGRESS

Equality legislation requires public bodies to:

- Gather and use information to measure the impact of current and proposed policies on staff on the grounds of race, gender, and disability
- Monitor the recruitment and career progression of staff by race, gender, and disability

When designing projects or programmes, we should be thinking of the various stages at which we can monitor interest or participation from various groups. We do this to ensure the programmes we design are accessible to all, and to see whether we need to make changes if it looks as though a particular group does not seem to be equally represented.

### 3. POSITIVE ACTION AND REACHING OUT TO UNDER-REPRESENTED GROUPS

In order to achieve the objective of widening diversity, positive action may be required to encourage applications from specific groups and equip individuals with the skills they need to compete equally with others.

Positive action is permitted under equality legislation relating to race, gender and disability. It allows for targeted training programmes or encouragement if it can be demonstrated that at any time in the previous 12 months that a certain group of people are significantly under-represented in the workforce.

**Positive action is not about giving more favourable treatment to particular groups in the recruitment process. Selection or promotion for employment must be based solely on merit.**

Before positive action is undertaken, you **must** be able to demonstrate the need for action. Workforce data could show the lack of participation in the workforce from the specific group, or under-representation of that group at a certain level.

Please refer to the LLUK fact sheet '**What is Positive Action?**' for examples of types of activities you could include in your work.

### 4. SUPPORTING THE NEEDS OF DISABLED PEOPLE

Current legislation requires public authorities to take steps to meet disabled peoples' needs, even if this requires **more favourable treatment**. Public authorities have a duty to provide **reasonable adjustments** to ensure that disabled staff can access an appropriate working environment.

It is important that when a Project Manager arranges meetings or events with a person with a disability, they consider possible access or communication needs, such as the location of the meeting room or papers in an accessible format.

## 5. MARKETING MATERIALS AND ACCESSIBLE FORMATS

Please make sure that any marketing materials your project produces are as accessible as possible. You may not need to prepare alternative formats from the start, but it is important to clearly advertise that alternative formats are available on request.

Some easy tips to remember are that:

- Documents should be written in clear, 'plain' English
- Documents should use a type font that is clear and not too small (minimum 11 point)
- Documents available in electronic formats should be in both PDF and Word format (if PDF format is being used). The reason being that the size of the font can be more easily adjusted in a Word document than in a PDF file

You can also refer to the LLUK fact sheet '**PowerPoint – making presentations accessible**' for additional guidance.

Images used in marketing material make a strong impact on their audience. Careful choice of images could be used to positively promote attitudes towards groups currently under-represented or challenge negative stereotypes or occupational segregation.

Please also remember LLUK's Welsh Language Scheme, which commits LLUK to providing Welsh language versions of any document on Wales or any UK-wide document applicable to Wales.

## 6. EVENTS

When arranging events, please remember to ask people the following:

- Whether they have any special dietary requirements
- Whether they have any accessibility requirements, such as wheelchair access, hearing loop provision, etc.
- Whether they have any additional support needs, e.g. materials in an alternative format

## 7. CONSULTATION

It is good practice to follow the Cabinet Office's Code of Practice on Consultation.

It is important to involve as many different groups of people as possible in consultation processes. This may mean arranging additional consultation events in different regions, organising additional outreach work with hard to reach groups, or considering alternative modes of consultation, such as telephone interviews or internet forums.

A range of sector-wide advisory groups exist with expert knowledge on equality issues:

- Workforce Race Advisory Group
- Commission for Disabled Staff in Lifelong Learning
- Forum on Sexual Orientation and Gender Identity in Post-School Education

You may want to consult with them in the design of your project or to include some of their members in your Project Steering Group. Please ask the equalities team for more information.