

# **Equality Analysis Policy**

## **Compass Disability Services**

Unit 11-12 Belvedere Trading Estate  
Taunton TA1 1BH

February 2015

Review: February 2018

### **Introduction**

Compass Disability Services is committed to identifying and eliminating all forms of discrimination, providing equal opportunities to all, promoting equality and diversity throughout our organisation, and encouraging all persons to treat each other with respect.

Under the Equality Act 2010 public authorities are legally required to demonstrate that they have given 'due regard' to the aims of the general equality duty. Compass Disability Services works closely with public authorities and has therefore developed this Equality Analysis Policy as good practice.

### **Scope**

This policy covers people who share a protected characteristic, and will take into consideration individuals who 'by association' could be affected by the impact of Compass Disability Services policies, projects and services.

### **Definitions**

For the purposes of the policy:

'Protected characteristics' as defined by the Equality Act 2010 are – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

'By association' is where a person is associated with someone who has a particular protected characteristic, e.g. a carer or family member.

### **What is Equality Analysis?**

Equality analysis is a tool that is used to review a function, policy, or major decision that Compass Disability Services is making, to see if it has any potential to affect people differently because of their protected characteristic(s). It helps Compass Disability Services to see where it needs to, or can, take steps to:

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- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

### **Purpose of Equality Analysis**

- To ensure that there is no direct or indirect discrimination in the way policies, services and projects are designed, developed and implemented.
- To help improve the quality of policies, services and projects delivered, by identifying where improvements are needed and taking the appropriate action.
- Address imbalances in service provision.

Undertaking Equality Analysis is not an end in itself but forms part of an ongoing process to monitor and review existing, new or proposed policies, services and projects; and will work in line with Compass Disability Services' other policies.

### **When will an Equality Analysis be carried out?**

An overarching Equality Analysis that encompasses all existing policies, services and projects will be undertaken and reviewed on an annual basis by the Business Development Manager.

Any new or proposed policies, services and projects will need to consider the Equality Act 2010 at their conception.

### **What happens to the information?**

The information gathered by the Equality Analysis will be used to complete an Equality Analysis Action Plan, which will be reviewed at the bi-monthly Senior Team Review.

Results will also be used to feed back into the planning process and used to set annual equality objectives to improve the quality of service provision.

Key findings from the Equality Analysis will also be included in reports to the board of trustees.

Where a negative impact that could amount to discrimination is identified by an Equality Analysis, the policy, service or project must be changed or

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amended unless there is an objective and lawful reason to justify not doing so.

## **Equality Objectives**

We are committed to ensuring that the services we provide are accessible to all and meet different people's needs and will agree equality objectives annually.

- We will have clear policies and procedures in place to ensure that there is a consistent approach to promoting equality and eliminating discrimination in our services and to ensure that we are working inline with the Equality Act 2010.
- Our management team will collect and analyse: user feedback, project work plan progress, financial performance data and business performance data to ensure that Equality Objectives are being met.
- As a User Led Organisation for disabled people we will continue to deliver services to this group whilst ensuring that we do not intentionally have an adverse impact on any of the other protected characteristics.
- We will conduct our business in an ethical and professional manner and endeavour to only commission services from those who we consider to have the same ethical values as our own.
- If we identify internal practices that have or could have an adverse effect on people with protected characteristics we will investigate and rectify as appropriate, without compromising our core values and aims as a User Led Organisation.
- All staff and volunteers will have an understanding of our equality objectives and we will provide them with the opportunities to develop relevant skills and experiences to enable them adhere to our Equality Analysis policy and our Equal Opportunity Policy.
- We will endeavour to ensure that our services' are accessible to as wide a range of users as possible through consultation and engagement with staff, volunteers, representative bodies, partners, service users and carers.
- We will consider and review what facilities are available for each of the protected characteristics by carrying out a yearly Equality Analysis. We will endeavour to action any findings in line with our beliefs and values as an organisation for disabled people.

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- We will ensure that our Equality Objectives are reflected appropriately in the processes and procedures associated with tendering and procurement of service and projects.
- We will promote a workforce that is diverse and reflective of the people who use our services at every level.
- We will endeavour to address diversity in relation to employment and training for example as demonstrated by our 'Two Ticks Employer' commitment.

### **Policy Revision**

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees and volunteers should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

### **Additional Information**

- Equality Analysis Procedure
- Equal Opportunity Policy

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