

KEY EMPLOYMENT POLICIES

EMPLOYEE INFORMATION BRIEFING

ISSUE 11: MARCH 2017



NEW POLICY



POLICY REVIEW



REGULAR REMINDER

EQUALITY IN EMPLOYMENT AND SERVICE PROVISION

POLICY OVERVIEW

The [Policy on Equality Employment and Service Provision](#) sets out the council's commitment to provide services that are inclusive and accessible. The [Policy on Equality Employment and Service Provision](#) also outlines the measures it will adopt to eliminate discrimination, promote equality of opportunity and promote good relations between different groups both within and out with the workplace.

Central to the council's policy is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following characteristics that are protected in law:

Age; Disability; Gender Identity; Marriage and Civil Partnership Status; Pregnancy and Maternity; Race; Religion or Belief; Sex; and Sexual Orientation.

KEY INFORMATION FOR EMPLOYEES

- All employees have a responsibility to eliminate discrimination, promote equality of opportunity and good relations between persons of different groups. In this regard, you are expected to comply with the council's Code of Practice on Promoting Appropriate Working Relationships and Behaviour which is can be accessed at <http://www.westlothian.gov.uk/article/2200/Policies-Procedures-and-Guidance>
- The council complies with the law and ensures that the specific needs of everyone who does, or may require to access our services, are taken into account by conducting an Equality Impact Assessment. If you are responsible for or have involvement in making any changes to council policy, service provision or resources you must assess the need for an equality impact assessment. Further information can be obtained in the Equality Impact Assessment Toolkit available at <https://www.westlothian.gov.uk/article/11801/Diversity-and-Equality>
- To ensure compliance with the law and in order to meet the needs of its diverse workforce, it is essential that the council understands the make-up of its workforce. You are therefore strongly encouraged to assist by providing the council with equality monitoring information so that your needs as an employee can be met.
- You can provide the relevant equality information (or check that what the council holds is up to date) by accessing HR21. The information required includes details of any caring responsibilities you have, your disability status, ethnic background, gender identity, marriage or civil partnership status, and sexual orientation.

- Information provided will be held in the strictest confidence and any reporting on the equality profile of the workforce will be done anonymously.
- Instructions for accessing HR21 and adding or amending your equality monitoring information are appended to this briefing.
- If you do not have access to HR21 your line manager will give you an Equality Monitoring Questionnaire which you can return to Human Resources in a pre-addressed envelope.

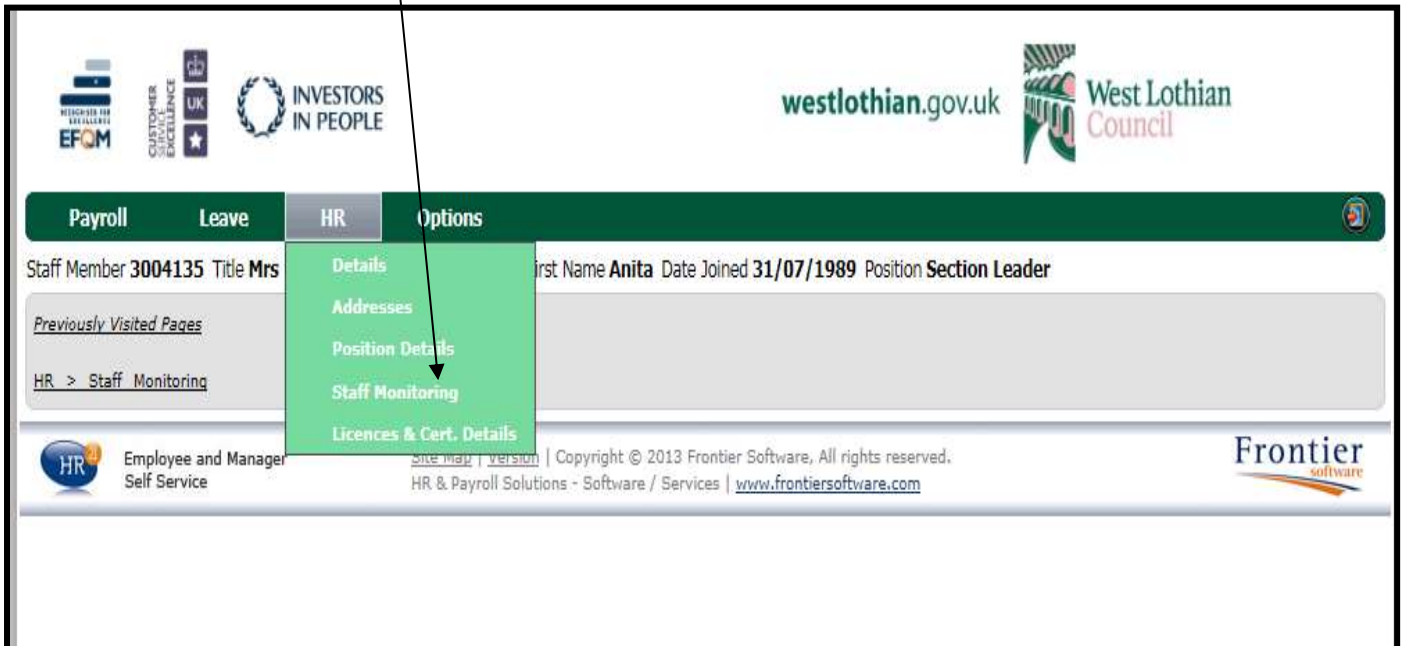
ROLL OUT ARRANGEMENTS

- Services should ensure that records are kept of the date that employee briefings were conducted and the employees who attended. Those records may be subject to internal audit at any given time to ensure that council employment policies are being properly disseminated throughout services.
- Employees should be encouraged to read the full Policy on Equality in Employment and Service Provision available on Mytoolkit and accessible from work and home at: <http://www.westlothian.gov.uk/article/2200/Policies-Procedures-and-Guidance>

HR Policy and Advice
March 2017

Please access HR21 at <https://hr21.westlothian.gov.uk/hr21v3213/Interface/login.aspx> and follow the instructions below to add or amend your equality monitoring information:

1. Select the Staff Monitoring option under HR on the drop down menu



2. Choose from the drop down boxes and select your option

The screenshot shows the Staff Monitoring form in the HR21 system. The form is titled 'Staff Monitoring' and contains a data label: 'DATA LABEL: OFFICIAL-Sensitive'. Below the data label, there is a paragraph of text: 'The council monitors its workforce to fulfil its legal duty under the Equality Act to ensure its policies and practices meet the needs of our changing workforce. Please update your information below which will be held securely and confidentially and accessed only by a limited number of HR officers. Reports prepared on the workforce will always be anonymous. By voluntarily completing and updating the information below you give consent to the council collecting, storing and processing the information under the Data Protection Act 1998. DO NOT USE NOTES TAB'. Below the text, there is a toolbar with buttons: Refresh, Add, Verify, Save, Delete, Notes, Attach, Print, and Help. The 'Verify' button is highlighted. Below the toolbar, there is a section titled 'Please choose from the following' with several dropdown menus: Ethnicity (White - Scottish), Religion or Belief (Prefer not to say), Marriage & Civil Partnership (Married), Caring Responsibilities (Yes children under 18), and Sexual Orientation (Heterosexual/straight). Below this section, there is a question: 'Have you ever identified as transgender or trans person?' with a definition: 'Transgender is defined as an individual who lives, or wants to live full time in the gender opposite to that they were assumed to be at birth'. Below the question, there is a dropdown menu for Gender Reassignment (Prefer not to say). Below this, there is a question: 'Do you consider that you have a disability?' with a dropdown menu for Disability (No). Below the question, there is a text input field for 'If you have answered yes to the above question please state the type of disability which applies to you.' Below this, there is a dropdown menu for Type of Disability (Prefer not to say). Below this, there is a text input field for 'If none of the categories apply to you please select Other and provide details below'. Below the text input field, there is a text input field for Other Disability. At the bottom, there is a footer with 'Employee and Manager Self Service', 'Site Map | Version | Copyright © 2013 Frontier Software, All rights reserved. HR & Payroll Solutions - Software / Services | www.frontiersoftware.com', and the Frontier Software logo.

3. When complete click save.