



social care  
institute for excellence

## **SCIE Single Equality Scheme 2012 – 2015**

**Revised April 2013**

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# 1. Introduction

## 1.1 Our Single Equality Scheme and the legal background

This Single Equality Scheme updates SCIE's first scheme which the Board adopted in 2009. It builds on the progress made from implementing the first scheme and the Race Equality Scheme and long-standing commitment to address equality which evolved into that scheme.

The Equality Act 2010 has made substantial changes to the legislative background to Single Equality Schemes, not least that there is no longer a legal requirement for public sector organisations to have a Scheme. There is now the Public Sector Equality Duty which covers public sector organisations and organisations carrying out work on their behalf. This includes SCIE as most of our work is carried out on behalf of government departments and agencies.

The Public Sector Equality Duty requires public bodies to engage with diverse communities to ensure that policies and practices are accessible and appropriate. It is broken down into a general duty and specific duties. The general duty requires organisations to have due regard to –

- eliminating discrimination, harassment and victimisation and other conduct prohibited by the Act
- advancing equality between people from different groups
- encouraging participation by underrepresented groups.

Guidance on the Duty says that this means organisations need to think about equalities issues in their decision making and in how they act as employers, how they develop, evaluate and review policies and how they design, deliver and evaluate services.

There are two specific duties that organisations are required to meet the Public Sector Equality Duty to demonstrate general compliance. These are to:

1. publish information to demonstrate compliance with the Duty in relation to employees and people affected by policies and practices and update this at least once a year.

2. prepare and publish one or more target to achieve to meet any of the aims of the general duty.

While, there is no longer a requirement for public bodies to have Single Equality Schemes, the Equality and Human Rights Commission's guidance on the new duty notes that having a Scheme can be a useful way of meeting the requirements of the Public Sector Equality Duty. SCIE has decided continue to use a Scheme to set our objectives as required by the Duty and then use our Annual Report and by making the annual review of equality and diversity which is prepared for SCIE's board available through our website to meet the requirement to publish details of progress.

SCIE is exempt from the requirement to publish information about employees as this does not apply to organisations with less than 150 employees. However, we aim to comply with this requirement as a matter of good practice.

Our scheme sets out the measures we intend to take which will challenge all forms of discrimination, the promotion of equality of opportunity and the promotion of good relations between people. It covers the nine protected characteristics set out by the Equality Act:

- age
- caring responsibility
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation

The Act covers carers by their association with disabled people but SCIE has decided to include caring responsibility as a category in its own right because of the nature of our work.

Northern Ireland is not covered by the Equality Act but has its own equalities legislation. Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:

- Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Between men and women generally
- Between persons with a disability and without
- Between persons with dependents and persons without
- Promote good relations between persons of different religious belief, political opinion and racial group

Under Schedule 9 of the Northern Ireland Act there is also a requirement to publish an Equality Scheme on fulfilling the duties imposed by Section 75 of the Act.

The continuing implementation of our Single Equality Scheme is not the sole responsibility of any one person or department – it involves everyone. The implementation has to be planned and supported in an effective manner so that all internal and external stakeholders can play their part in ensuring this scheme can become a reality for all.

The Single Equality Scheme is a working document. It may be changed during its lifetime if our Equality Impact Assessments or consultation activities suggest that changes are needed. We will publish an updates to the scheme and implementation plan on our website. Our Single Equality Scheme Implementation Plan reflects our 2012-2013 Strategic Plan.

## **1.2. Our Framework for Change**

Our Single Equality Scheme provides a framework for our organisation to carry out its functions more effectively and to tackle inequality in a positive manner. The Single Equality Scheme sets out a number of ongoing actions and specific actions to be carried out in for the next three years in the Action Plan. We aim to ensure that these actions make a difference to our potential and actual service users and employees, so that they may have equal access in shaping and accessing our services, information and employment opportunities.

Our Single Equality Scheme recognises the need to consult with a diverse range of groups and representative organisations in shaping our services and employment practices to ensure that every person using our services or working for SCIE feels that they are valued and treated fairly. This is covered by SCIE's co-production policy which is described in more detail in Section 4 below.

## **2. Equality Impact Assessments (EIAs)**

The Equality Act has superseded the previous legislation and does not require or refer to Equality Impact Assessments. However, the Public Sector Equality Duty under the Act still requires organisations such as SCIE to assess the impact of policies and decisions and we have decided to continue to use EIAs as they are an effective tool for achieving this. EIAs are still required for public authorities under Section 75 and Schedule 9 of the Northern Ireland Act 1998.

The purpose of an Equality Impact Assessment is to ensure that services, functions, policies and products do not directly, indirectly, intentionally or unintentionally discriminate against our stakeholders or employees. Where any adverse impact is found we will develop objectives that tackle the impact through the development and implementation of equality action plans. We will utilise an inclusive Equality Impact Assessment toolkit that will tackle possible forms of discrimination and will aim to:

- Screen our services, functions, policies and products
- Identify any adverse impact in the way we deliver our services, functions, policies and products and commission services
- Develop action plans which are consulted on with the Equality and Diversity Forum and other appropriate communities.
- Publish collated details of the results of our Equality Impact Assessments
- Implement, monitor and review our Single Equality Scheme action plans with the aim of mainstreaming equality and diversity themes across SCIE

We also use EIAs to identify where there may be particular equalities issues that should be addressed in a project or piece work and meet the part of the Duty relating to advancing the equality of people in groups with protected characteristics.

### 3. Engaging with Our Stakeholders

As noted above, the Public Sector Equality Duty requires action to encourage participation by underrepresented groups. Engaging with stakeholders, and service users, carers and equalities groups such as Black and Minority Ethnic communities and lesbian, gay, bisexual and transgender communities has always been a key part of SCIE's work.

In 2011 SCIE adopted a new policy on co-production with service users and carers to ensure their full participation in our work. The policy includes the creation of a co-production which includes membership of organisations representing equalities groups including lesbian, gay, bisexual and transgender and Black and Minority Ethnic community organisations.

SCIE's original Single Equality Scheme set out the following aims to ensure effective stakeholder involvement:

- **Accessible** – To make it possible for a wide range of people to participate fairly and equitably
- **Transparent** – To maintain the ongoing commitment to involve users and carers
- **Proportionate** – The approach taken should be commensurate with our capacity to deliver and the resources available.
- **Influential** – People inside and outside the organisation should be able to see how the involvement has affected the SCIE's services, functions, policies and practices
- **Focused** – The process should be clear about what resources are available and where the SCIE has the scope to make changes.

SCIE is developing a new set of principles for co-production/participation which include these points. We will update this Scheme with these principles when they are completed in autumn 2012.

## **4. Developing a Diverse Workforce and Diversity Aware Culture**

### **4.1. Training**

SCIE is committed to delivering diversity awareness training to all staff members in order to develop and create a culture that supports the principles of our Single Equality Scheme. We provide equality and diversity training for new members of staff and training for other staff members as required. We also provide seminars and briefings for all staff on all aspects of SCIE's work and much of this involves issue relating to service user and carer and equalities issues. We believe that this approach will enable staff to build their competencies and link these skills to their respective roles and responsibilities. We will also provide Equality Impact Assessment training to relevant staff.

### **4.2. Developing and Maintaining an Inclusive and Diverse Workforce**

SCIE recognises the need to ensure that our employment policies and practices do not directly, indirectly, intentionally or unintentionally discriminate against any potential or actual employees irrespective of sex, race, disability, age, sexual orientation, religion/belief or caring responsibilities.

SCIE will gather information on the impact of policies and practices on the recruitment, development and retention of its employees. This aspect has been identified within the Action Plan in relation to sex, race, disability, age, religion/belief, sexual orientation or caring responsibilities. SCIE will endeavour to reflect the diversity of the population only where it is based in London in its workforce.

### **4.3 Ensuring that all staff address equality and diversity issues**

Equality and diversity issues will be assessed as part of the appraisal of all staff. We will collate anonymised data from this process to give details of the overall performance of the SCIE staff group in the annual equality and diversity report to SCIE's board.

### **4.4 NICE Collaborating Centre for Social Care and equality and diversity issues**

In January 2013 the National Institute for Health and Care Excellence (NICE) awarded SCIE and partner organisations the contract to run the NICE Collaborating Centre for Social Care. It is a condition of the contract that SCIE adheres to NICE's policies and procedures on equality and diversity. NICE has a very similar approach to SCIE; operates a Single Equality Scheme and uses Equality Impact Assessments (EIA).

## **5. Delivering Our Intentions**

### **5.1 Our Implementation Plan**

Our Implementation Plan (section 6 below) is based on the following 3 objectives in order to ensure that we implement and monitor the progress we make on our SES:

- Implement the SES
- Involve all stakeholders in our work and be seen as a resource by the relevant stakeholders
- Develop a diverse workforce and a diversity aware culture

### **5.2 SCIE's Business Plan for 2012 - 2013**

SCIE's current Business Plan explains our key areas of work in the year ahead. Longer-term plans are less clear beyond this because of the changing position that SCIE is working in.

SCIE has four strategic priorities which provide the framework for the work programme:

- Objective 1: Secure a strategic partnership with NICE for the delivery of social care quality standards.
- Objective 2: Support the transformation of social care and social work services to enable adults to lead full and independent lives
- Objective 3: Support the delivery of social work and social care services to transform the lives of families and children
- Objective 4: Maintain SCIE’s position as a trusted source of research, innovation and knowledge transfer

We will implement the SES within the framework of our Business plan focusing on the four strategic priorities.

SCIE’s Executive and Management Teams, all Corporate Level Committees, Directors and Heads of Services will have a pivotal role to play in ensuring that our Single Equality Scheme is implemented and that progress is made in all action areas. The Single Equality Scheme will be monitored by the Equality and Diversity Forum on yearly basis. Reports of progress will be submitted to SCIE’s Management Board on a yearly basis.

## 6. SCIE Single Equality Scheme Implementation Plan

Updated: May 2012. **This plan is updated by the SCIE Board annually each May**

### 1. SCIE policies, programmes and projects

OBJECTIVE	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
1.1 SCIE's work programme incorporates an equality dimension in all projects.	<p>Continue to develop the project management framework</p> <p>Carry out EIAs of all projects</p> <p>Monitor of Business Cases and Project Closure Reports for equalities dimension in projects.</p> <p>Provide training and support to staff as required</p>	<p>Lead: Stephen Goulder</p> <p>Support: David Cundy</p>	Ongoing	<p>SCIE's products and outputs all include an equality dimension – addressing equalities issues and identifying gaps where further work is required.</p> <p>Meet the requirements of the Northern Ireland Act</p>

OBJECTIVE	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
1.2 SCIE's procurement policy is suitable to attract tenders from service user organisations, carer organisations and equalities organisations.	Address equalities issues as part of the implementation of SCIE's co-production policy	Lead: Stephen Goulder  Support: David Cundy	August 2013	Increased involvement of the equalities groups by removing barriers to tendering.
1.3 Produce evidence that we are implementing the Single Equality Scheme and meeting its targets	Monitor all points in the plan above.  Produce an annual review on progress for SCIE's board.  Publish details of this review in the SCIE annual review and the full report on SCIE's website  Include a section in SCIE's Annual Review on the Single Equality Scheme that meets the requirements on Public Sector Equality Duty	Lead: Pete Fleischmann Support: David Cundy	Ongoing	SCIE is seen publicly as addressing equality and diversity issues and implementing the Single Equality Scheme.  Meet the requirements of the Public Sector Equality Duty
1.4 Ensure that SCIE identifies equalities issues in all aspects of the organisation	Carry out EIAs on policies and functions that are not covered by the project management system.  Specifically carry out EIAs on SCIE's training and consultancy services and on Find me Good Care	Lead: Andrea Sutcliffe  Support: EMG	Ongoing   September 2012	Identify barriers and gaps in inclusion  Produce action plans to redress identified barriers and gaps

## 2. SCIE's people

OBJECTIVE	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
2.1 Ensure SCIE's staff group is representative of diversity in the population of London	<p>Monitor recruitment for equalities</p> <p>Audit of staff diversity</p> <p>Implement action plans to improve the representation of under represented groups including obtaining Mindful Employer accreditation.</p>	<p>Lead: Stephen Goulder</p> <p>Support: Tim Harrison</p>	<p>Ongoing</p> <p>Annually</p> <p>October 2012</p>	<p>SCIE has a diverse workforce and benefits from the range of perspectives and experiences this brings</p>
2.2 Ongoing support to continue to raise awareness of good practice in engagement and involvement.	<p>Arrange seminars for staff with Co-production Network members and other speakers.</p>	<p>Lead: Pete Fleischmann</p> <p>Support: Michael Turner</p>	<p>Ongoing – 6 seminars a year</p>	<p>Improved practice and awareness of diversity.</p>
2.3 Ensure awareness of the Single Equality Scheme and the centrality of equality and diversity in SCIE's work	<p>Share progress reports and examples of good practice from Programme Boards to team meetings.</p>	<p>Lead: Pete Fleischmann</p> <p>Support: Michael Turner</p>	<p>Ongoing</p>	<p>All employees gain understanding and ownership of the scheme.</p>

### 3. SCIE's partners/co-producers

OBJECTIVE	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
3.1 To work with a wide-range of service users and carers and representatives of equalities groups	<p>Development of the co-production policy and the Co-production Network</p> <p>Ensure that there are adequate resources and expertise to support the development of co-production and participation in SCIE's work</p>	<p>Lead: Pete Fleischmann</p> <p>Support: Michael Turner</p>	Ongoing	SCIE's work is informed by a diverse range of service users, carers and equalities groups
3.2 Ensure that there is diverse range of participants in SCIE's events and activities	<p>Make targeted efforts to encourage participation by people from equality groups.</p> <p>Monitor diversity at events and in membership of advisory groups etc</p> <p>Identify and take any action required to increase the involvement of under represented groups.</p>	<p>Lead: Iris Steen</p> <p>Support: Roisin Joel</p>	Ongoing	Diverse involvement in SCIE's activities and awareness of under representation