



Personnel Committee

Date: Wednesday, 24 July 2024

Time: 2.10 pm (or at the rise of the Executive if later)

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

Access to the Public Gallery

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

There is no public access from any other entrance.

Filming and broadcast of the meeting

Meetings of the Personnel Committee are 'webcast'. These meetings are filmed and broadcast live on the Internet. If you attend this meeting you should be aware that you might be filmed and included in that transmission.

Membership of the Personnel Committee

Councillors - Akbar (Chair), Bridges, Craig, Hacking, Igbon, Johnson, Midgley, Moran, Rawlins, Reid, T Robinson and White

Agenda

- 1. Urgent Business**
To consider any items which the Chair has agreed to have submitted as urgent.
- 2. Appeals**
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
- 3. Interests**
To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.
- 4. Minutes** 5 - 10
To approve as a correct record the minutes of the meeting held on 5 and 14 June 2024.
- 5. Revised HROD policy - Equal Opportunities in Employment Policy Statement** 11 - 44
Report of the Director of Human Resources, Organisational Development and Transformation attached

Information about the Committee

The Personnel Committee is made up of the Leader of the Council, the other nine Members of the Executive, the Deputy Executive Member (Finance and Human Resources), and a member of the Opposition.

Amongst its responsibilities, the Personnel Committee considers department staffing and organisational reviews; determines collective and corporate terms and conditions of staff and 'market rate' supplements. The Committee also determines the assignment and re-grading of certain posts and policies relating to local government pensions.

The Council is concerned to ensure that its meetings are as open as possible and confidential business is kept to the strict minimum. When confidential items are involved these are considered at the end of the meeting at which point members of the public are asked to leave.

The Council welcomes the filming, recording, public broadcast and use of social media to report on the Committee's meetings by members of the public. Agenda, reports and minutes of all Council Committees can be found on the Council's website www.manchester.gov.uk.

Smoking is not allowed in Council buildings.

Joanne Roney OBE
Chief Executive
Level 3, Town Hall Extension,
Albert Square,
Manchester, M60 2LA

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

Donna Barnes
Tel: 0161 234 3037
Email: donna.barnes@manchester.gov.uk

This agenda was issued on **Tuesday, 16 July 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Lloyd Street Elevation), Manchester M60 2LA

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Personnel Committee

Minutes of the meeting held on Wednesday, 5 June 2024

Present: Councillor Akbar (Chair) – in the Chair

Councillors: Bridges, Hacking, Igbon, Johnson, Midgley, Rawlins, T Robinson and White

Apologies: Councillor Moran

PE/24/7 Minutes

Decision

The Committee approve the minutes of the meeting held on 14 February 2024

PE/24/8 Recruitment to Director of Housing and Strategic Director Children's and Education

The Committee considered a report of the Director of Human Resources, Organisation Development and Transformation, which provided details on two senior leadership roles that were currently vacant and outlined the arrangements to fill these positions.

The Chair advised that following an external recruitment process, Paul Marshall had been appointed as Deputy Chief Executive. Paul held the position of Strategic Director Children's and Education Services and the statutory responsibility of Director of Children's Services as defined by Section 18 of the Children Act 2004. To allow Paul to take up the role of Deputy Chief Executive, Sean McKendrick had been appointed as the Acting Strategic Director Children's and Education Services (and statutory Director of Children's Services) for a period of approximately six months pending the role being recruited to permanently. In addition, Dave Ashmore left his role of Director of Housing in April 2024. Acting up arrangements had been made from within the service for a period of approximately six months pending the role being recruited to permanently.

These were two key leadership roles in the Council's senior management structure and the report sets out the approach to permanently filling these existing positions.

The Director of Human Resources, Organisation Development and Transformation advised that some minor changes had been made to update the role profile of the Strategic Director Children's and Education Services, but the main responsibilities of the position had not changed and the job evaluation for the position confirmed its grade at SS5 with a salary range of £135,976 to £155,898, with a pay award pending from April 2024.

Likewise, some minor changes had been made to the role profile of Director of Housing since it was last recruited to in October 2021, but the main responsibilities of the position had not changed and the job evaluation for the position confirmed its

grade at SS4 with a salary range of £105,566 to £116,346 with a pay award pending from April 2024. However, a pay benchmarking exercise of comparable Director of Housing roles had highlighted that the Council might not be able to offer a competitive salary for the role. As such, it was proposed that it may be necessary to consider offering a market rate supplement of up to £5000, in line with existing policy. This would only be applied at the discretion of the Director of Human Resources, Organisational Development and Transformation (in discussion with the Chief Executive) based on the calibre of the candidate selected by the appointment panel.

Decisions

The Committee:-

- (1) Agree to establish, a sub-committee of Personnel Committee to act as an appointment panel for the purposes of recruiting and appointing a Strategic Director Children's and Education Services. The membership of which will include the Lead Member for Children's Services amongst other committee members and be politically balanced.
- (2) Endorses the outlined approach to the recruitment of Strategic Director Children's and Education Services and Director of Housing.
- (3) Endorses the recruitment to the role of Director of Housing at its current substantive grading level of SS4 (£105,566 to £116,346)
- (4) Supports the proposal of an optional inclusion of a market rate supplement up to a fixed maximum of £5,000 to be applied at the discretion of the Director of Human Resources, Organisational Development and Transformation
- (5) Recommends that the Council agree that a £5,000 market rate supplement may be applied, at the discretion of the Director of Human Resources, Organisational Development and Transformation, in respect of the recruitment to the Director of Housing role.

PE/24/9 Revised HR,OD&T policies - Legislative Changes (Flexible Working Policy, Special Leave Policy and Family Friendly Policy Framework)

The Committee considered a report of the Director of Human Resources, Organisation Development and Transformation, which outlined revisions to employment policies following legislative changes, specifically the revised Flexible Working Policy, Special Leave Policy and Family Friendly Policy Framework.

The revisions to these policies had been made to comply with employment law changes which came into effect in April 2024. Some of the secondary legislation was not published until March 2024, and with the timings of Personnel Committee, it had been decided to make the changes under the delegation of the Director of Human Resources, Organisation Development and Transformation with Trade Union agreement

Decision

The Committee note the changes to the policies as detailed in the report

PE/24/10 New HROD & T policy - Sponsorship Policy

The Committee considered a report of the Director of Human Resources, Organisation Development and Transformation, which sought approval of a new Manchester City Council Sponsorship Policy.

The purpose of creating a Sponsorship Policy was to set out the approach and specific criteria that determined when sponsorship was appropriate to enable consistent decision making about sponsorship of new and existing employees across the Council and to ensure that the Council had both a fair recruitment process whilst complying with Home Office requirements.

The number of employees within Manchester City Council who were, for immigration purposes, sponsored to work had risen over the last 24 months and there was a cost to the Council and a set of administrative responsibilities arising from the sponsorship of employees and it was now common for the Council to receive applications for a role from candidates who would require such sponsorship. Consequently, Managers required a clear policy to make informed and consistent decisions during recruitment episodes.

Councillor Johnson sought clarification as to whether there would be any impact on present employees who were sponsored for work following implementation of this policy.

Decision

The Committee approve the new Sponsorship Policy.

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Personnel Committee

Minutes of the meeting held on Friday, 14 June 2024

Present: Councillor Akbar (Chair) – in the Chair

Councillors: Bridges, Craig, Johnson and Midgley

Apologies: Councillor Hacking, Igbon, Moran, Rawlins, T Robinson and White

PE/24/11 Minutes

Decision

The Committee approve the minutes of the meeting held on 28 May 2024

PE/24/12 Recruitment of the Chief Executive

The Committee considered a report of the Director of Human Resources, Organisational Development and Transformation, which informed Members that the current Chief Executive had given notice of her intention to resign, recognised her outstanding contribution to Manchester City Council and the City of Manchester and sought approval for the recruitment of a new Chief Executive of Manchester City Council.

It was reported that the current Chief Executive role profile would require some minor changes to update it, but the main responsibilities of the position had not changed and the job evaluation for the position would confirm that the role would continue to be paid at a spot salary of £220,982, with a pay award pending from April 2024. This role and salary were confirmed in the Pay Policy Statement which was considered by this committee in February 2024 and commend for approval by the Council.

The Director of Human Resources, Organisational Development and Transformation commented that the appointment of a Chief Executive would be approved by full Council following the recommendation of such an appointment by an appropriate committee or sub-committee of the Council that had acted as an appointment panel. As such, it was recommended that a sub-committee of the Personnel Committee acted as the appointment panel for recruiting and appointing a new Chief Executive.

It was explained that the first stage of the process would be to appoint an Executive Search Company with expertise in senior local government recruitment to assist the Council to identify suitable candidates to apply for the role and to work alongside the councils HR team to manage aspects of the recruitment process. The recruitment process would include assessments to ensure that candidates had the technical competence for the role, assess their commitment to the Council's values and behaviours and would involve a wide range of stakeholders including representatives from a range of organisations.

In response to questions about the role of Elected Members and residents in the recruitment process, the Leader clarified that the Council had a very rigorous process

for recruiting to senior management roles and that in recruiting to the position of Chief Executive there would be appropriate Elected Member engagement which incorporated all political groups as part of the recruitment and appointment process. She also stated that residents voices would be captured through appropriate stakeholder panels.

Decisions

The Committee:-

- (1) Note the resignation of the Chief Executive and thank Joanne Roney for her service and leadership over the last 7 years.
- (2) Endorse the outlined approach to the recruitment of Chief Executive.
- (3) Having had regard to the Officer Employment Procedure Rules as set out in the Council's constitution, agree to establish, a sub-committee of Personnel Committee to act as an appointment panel for the purposes of recruiting and appointing a Chief Executive, with the sub-committee consisting initially of:-
 - The Leader
 - The Deputy Leader (statutory)
 - The Deputy Leader
 - Chair of Personnel Committee (Executive Member for Finance and Resources)
- (4) Agree that the role of Opposition Elected Members in the recruitment and appointment process will be determined in consultation with the appropriate Group Leaders

**Manchester City Council
Report for Resolution**

Report to: Personnel Committee – 24 July 2024

Subject: Revised HROD policy – Equal Opportunities in Employment Policy Statement (proposed new title “Workforce Equalities Statement”)

Report of: Director of Human Resources, Organisational Development and Transformation

Summary

To outline a revised employment policy for the Committee’s consideration: Equal Opportunities in Employment Policy Statement (proposed new title “Workforce Equalities Statement”).

Recommendations

The Committee is requested to approve the revised policy attached to this report.

Wards Affected: All

Environmental Impact Assessment - the impact of the issues addressed in this report on achieving the zero-carbon target for the city

There will be no significant environmental impacts.

Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments
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The Workforce Equalities Statement is our revised and refreshed Equal Opportunities in Employment Policy Statement. The statement aims to set out the Council’s position, strategy, aims and ambitions on Equality Diversity and Inclusion.

Specifically, the statement reiterates the Council’s zero-tolerance approach to discrimination (or any other behaviour that makes someone feel they don’t belong), the vision that the workforce reflects the diverse community of Manchester, and the aim to become a fair and inclusive employer. In tone and language, the statement is designed to reach as many of the Council’s employees as possible.
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Manchester Strategy outcomes	Summary of how this report aligns to the OMS/Contribution to the Strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	The document reinforces the key aim of the Workforce Equality Strategy – that we want our workforce to reflect the diverse communities of Manchester at all levels of the organisation. The document also details the current activity underway within the Council to deliver this, as well as the roles employees can play to achieve it.
A highly skilled city: world class and home grown talent sustaining the city's economic success	
A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	
A liveable and low carbon city: a destination of choice to live, visit, work	
A connected city: world class infrastructure and connectivity to drive growth	

Contact Officers:

Name: Mark Bennett
Position: Director of Human Resources, Organisational Development and Transformation
Telephone: 07908 259971
E-mail: mark.bennett@manchester.gov.uk

Name: Kane Joyce
Position: Head of Workforce Strategy
Email: kane.joyce@manchester.gov.uk

Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Appendix 1 Draft Workforce Equalities Statement
Appendix 2 Current Equal Opportunities in Employment Policy Statement

1.0 Introduction

- 1.1 The Council is committed to advancing Equality, Diversity and Inclusion (EDI) and our vision is to be a place where our workforce fully reflects the rich diversity and talent of the communities we serve at all levels and is a place where everyone can be themselves and thrive.
- 1.2 Our current Equal Opportunities in Employment Policy Statement was developed in 2011 and the 2019 Race Review recommended that we reviewed the policy. We have completed an extensive review to strengthen and improve the policy.
- 1.2 The Equal Opportunities in Employment Policy Statement is an important policy that reinforces our commitment to EDI and ensures that EDI is embedded in all of our employment practices.
- 1.3 The policy statement ensures that we comply with our legal duty under the Equality Act 2010, specifically the Public Sector Equality Duty, which requires public sector bodies to:
- Eliminate unlawful discrimination.
 - Advance equality of opportunity between those who share a protected characteristic and those who don't.
 - Foster good relations between those who share a protected characteristic and those who don't.

2.0 Context for the review

- 2.1 The 2019 Race Review recommended that:

A review of the Equal Opportunities in Employment Policy Statement would allow the opportunity for it to take into account the current composition of the workforce's ethnic profile and take a proactive stance on positive action for Black, Asian and minority ethnic staff and job applicants.

- 2.2 Because of the time that had elapsed since the statement was last reviewed, the content of the new statement required a significant overhaul to bring it in line with current workforce equality activity, trends and strategy.
- 2.3 We also took the opportunity to review the tone and style of the statement with the aim of making it as accessible as possible to the workforce.

3.0 Policy engagement

- All staff network groups have been given opportunity to comment on the revised statement.
- A specific engagement exercise was carried out with staff networks and directorate equality leads aimed at making the language and tone of the document as engaging as possible with all staff.
- Formal and informal Trade Union consultation has taken place.

- HR Business Partners and Senior HROD&T managers have been invited to comment on the statement.
- Drafts of the statement have been presented to Corporate Equality Diversity and Inclusion Leadership Group and the EDI Team.

Feedback from all these groups has been fed into the statement.

4.0 Policy content

- 4.1 The revised statement is appended below (appendix 1).
- 4.2 The content of the statement has been completely overhauled. The Race Review recommendation was that the workforce's ethnic profile should be taken into account and a proactive stance should be taken on positive action measures.
- 4.3 The statement places at its centre the Council's vision of a workforce which represents the diverse community that we serve, at all levels.
- 4.4 The statement also sets out the activity underway to achieve the vision, including the positive action measures – the Leadership and LeadHERship pathways – as well as training and new initiatives like the Workplace Adjustments Hub.
- 4.5 The statement's tone, style and voice have also been overhauled to make it as engaging as possible with the workforce. The statement is written to address the workforce directly rather than in the "third person".
- 4.6 The statement sets out how we are embedding EDI in employment which includes:
- Delivering the Workforce Equality Strategy.
 - Embedding EDI in our policy framework (e.g. menopause policy, third party abuse & harassment and zero tolerance statement).
 - Ensuring EDI is embedded across our other workforce strategies (e.g. Health & Wellbeing, Talent).
 - An EDI infrastructure which ensures action is taken right across the organisation to advance equalities and address inequalities (this includes the establishment of the Corporate Equality Diversity and Inclusion Leadership Group, Directorate Leads, and EDI Champions).

5.0 Approach to Implementation

- 5.1 Once the statement has been approved, it will be launched to the workforce via the Council's usual comms channels.
- 5.2 We aim to promote this statement at all levels of the organisation, from senior leadership, Directorate leadership teams and line managers, as well as through an all-staff broadcast.

5.3 We will write to offline staff to ensure they have sight of the Workforce Equalities Statement.

6.0 Comments from Trade Unions

6.1 Unite

6.2 Unite the Union welcomes the Workforce Equalities Statement.

6.3 This statement shows the Council's commitment to placing equalities at the heart of everything that we do. The diversity of the city is increasing, and the Council needs to become more reflective of the city that it serves, and this statement seals its commitment in achieving this. Inclusive decision making and leadership will also help ease the disparities that exist within the city and the workforce.

6.4 Unite the Union would like to thank officers for being allowed to give feedback and input into the statement and hopes that resource will be given so that the aims within the statement are achieved.

6.5 Unison

6.6 We note the statement, and we want to work with the Council in making sure that the statement evolves and continues to be fit for purpose. We note the work that the Council has done around race so that the Council reflects its communities and UNISON will continue to support our members from Black, Asian, and Minority Ethnic staff. UNISON to work with the Council around other protected characteristics and believe we need to do more to support our disabled colleagues.

6.7 We will reserve the right to come to Committee in the future if believe that the statement is not reflected in the delivery of services, jobs and opportunities form staff.

7.0 Conclusion

7.1 Personnel Committee are requested to approve the Workforce Equalities Statement.

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Workforce Equalities Statement

DRAFT VERSION

Author	Human Resources, Organisational Development and Transformation
Scope	<p>This policy applies to:</p> <ul style="list-style-type: none">• All employees of the Council and all employment practices <p>This policy does not apply to:</p> <ul style="list-style-type: none">• Schools staff, workers not directly employed by the Council.
Purpose	The purpose of this policy is to communicate the Council's stance on Equality, Diversity and Inclusion (EDI) in all its employment practices, and to provide all staff and managers with further information, support and resources on how we will achieve our EDI aims.
Approval	Personnel Committee 24 July 2024
Review	The policy will usually be reviewed every 3 years, but may be reviewed sooner if there are changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.

Document Control

Title	Workforce Equalities Statement
Document type	Policy
Author	HROD&T
Created	11 July 2024

Date of approval TBC
Review due 24 July 2027

Revision History:

Version: 2.02

Date: March 2024

Author: HROD&T

Description of change: Change of title from “Equal Opportunities in Employment Policy Statement”, complete overhaul of the content to make it more engaging and accessible to the workforce.

Version: 2.03

Date: May 2024

Author: HROD&T

Description of change: Removed resolved comments; feedback from consultation and engagement incorporated.

Version: 2.04

Date: July 2024

Author: HROD&T

Description of change: Removed resolved comments; final feedback from TU consultations incorporated.

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1. Our vision

Our vision for Manchester as set out in the Our Manchester Strategy is for a fair and equitable city, where all our residents, regardless of their background, can aspire, succeed and live well.

Manchester has been at the forefront of championing equality and diversity for decades. We have an ongoing commitment to equality and making services, facilities, and opportunities fair and inclusive. Manchester is the home of the first public library, the first passenger railway, and the first football league. Manchester was home to the UK's first Black University lecturer and is also the birthplace of the suffragette movement, vegetarianism, and Vimto. Manchester is a city filled with boundless creativity, innovation, and culture.

We're nothing without our people, who have always dared to be different and think differently. After all, it's the people that make Manchester one of the greatest cities in the world. Our diversity has made us a successful, growing, connected, and buzzing city and it is important that our workforce – many of which are Manchester residents – reflects the rich diversity of our great city at all levels. Equally, we need to ensure that our services meet the needs of our increasingly diverse city and that we take action to address known inequalities for different people in our city.

The Council is one of the larger employers in Manchester with over 7,500 employees. This puts it in an ideal position to play a significant role in leading the way to ensuring everyone in society has opportunities available to them, is treated fairly and is made to feel like they belong.

Our Workforce Equality Strategy sets out our vision for the Council to be a place where our workforce fully reflects the rich diversity and talent of the communities we serve at all levels and is a place where everyone can be themselves and thrive.

2. Policy Aims

Equality Diversity and Inclusion (EDI) is at the heart of everything that we do at the Council. We want our workforce to reflect the diverse communities that we serve and to be a place where everyone feels safe, valued and respected.

This document is our commitment to you, our workforce, that we will protect, grow, and celebrate the diversity of our workforce, promote equality and inclusion in our workforce practices.

We also want you to play a part in advancing and embedding EDI. Every employee is responsible for acting in a way consistent with this policy statement, as well as the Employee Code of Conduct. Employees and managers should understand the aims and ambitions of this policy statement, and we will support you to understand your role through education and

learning. Every employee also shares the responsibility to recognise and if appropriate act on inappropriate or discriminatory behaviour.

This document sets out our commitment to Equality, Diversity and Inclusion in employment and how we will ensure EDI is embedded in all of our employment practices which include recruitment, training, policies, performance, development, and terms and conditions.

You will find out about our flourishing staff networks on the intranet. You will find out what we expect and what you can do where you don't think these expectations have been met.

We want to create a working environment where you have a strong sense of belonging and inclusion; one where you are safe, valued and respected; and one which is free of bullying, harassment, victimisation and unlawful discrimination.

We expect all of our employees to demonstrate the 5th Our Manchester Behaviour, that "we show that we value our differences and treat people fairly"

We are committed to promoting equal opportunities.

We value diversity and encourage fairness and justice.

We want equal chances for everyone in Manchester to work, learn and live free from discrimination and victimisation.

We will tackle all forms discrimination in line with our zero-tolerance statement.

3. Equality

EDI is not just something we do as part of our jobs; it is at the heart of everything we do while at work.

We are committed to becoming a fair and inclusive employer with a workforce that is representative of the communities we serve.

We do not tolerate discriminatory behaviour by our staff and we will set out what happens when you or someone else believes they have been discriminated against.

3.1 Zero-tolerance

We have a clear Zero-tolerance approach to discrimination and any behaviour that makes anyone feel unwelcome or that they don't belong. [Read about our zero-tolerance statement on the intranet.](#)

If you experience discrimination or inappropriate behaviour in work you should report this to your manager or another appropriate manager, following the grievance procedures. [Find out more about the steps you can take on our intranet pages here.](#)

It is everyone's responsibility to understand what Zero-tolerance means and to know how to deal with any inappropriate or discriminatory behaviour you observe or experience.

Acts of discrimination, where they are found to be deliberate, will be dealt with by our disciplinary procedure.

Bullying, harassment or being deliberately hurtful or disrespectful are all also unacceptable and are likely to result in disciplinary action, which may include dismissal.

Through our Third Party Abuse and Harassment Policy, we are committed to taking the strongest possible action to tackle any incidents of harassment or abuse against employees by any third party. You can read more about our Third Party [Abuse and Harassment Policy on the intranet.](#)

4. What we are doing to promote equal opportunities in employment

4.1 Workforce Equality Strategy

Our Workforce Equality Strategy (WES) sets out a vision for the Council to be a place where our workforce fully reflects the rich diversity and talent of the communities we serve at all levels, and is a place where everyone can be themselves and thrive.

Our strategy sets out the importance of ensuring our diverse employees are protected from discrimination in any form, have equitable access to development and have opportunities to progress through the Council's structures, are treated with respect, have good and fulfilling work to do and can bring their whole selves to work.

We are committed to ensuring that our managers and leaders understand and continually demonstrate their commitment to equality, diversity, and inclusion through their actions and behaviours. Our policies and processes need to be fair and not discriminate against any group or community, and all managers and leaders need to understand how to support their employees, monitor equality and address any issues quickly.

[Find more information about the WES on the intranet.](#)

4.2 The WES in action

We want EDI to be part of everything we do, both in our aims and objectives, and in our behaviours; it's what we do and it's how we do it. In no particular order, here are some of the ways in which taken action to implement the WES:

- We have introduced a fifth Our Manchester Behaviour: We show we value our differences and treat people fairly.
- We have given all our Senior Managers at least one equality-related objective in their annual performance reviews.
- As part of our vision to fully reflect the diverse communities of Manchester, we have taken positive action measures to help address workforce inequalities by implementing development programmes to attract, retain and cultivate the next generation of leaders. You can read more about the [Leadership Pathway and the LeadHERship Programme on the intranet](#).
- We have rolled out recruitment and selection training to recruiting managers to support them to achieve inclusive recruitment. You can read more about [this training on the intranet](#).
- We have rolled out race equality training across the Council. You can read more about [Let's Talk About Race on the intranet](#).
- We have rolled out a specific training module for our leaders on inclusion. This is mandatory for managers at Grade 10 or above. You can read more about [Inclusive Leadership on the intranet](#).
- We have developed a Good Manager Guide which sets out what we expect from line managers in the Council. It sets out how line managers can actively champion equality, diversity and inclusion. You can read the [Good Manager Guide on the intranet](#).
- We published a statement of support to our trans and non-binary workforce, and published a new and improved guidance document on Gender Transition in the Workplace. [You can read more about this on the intranet](#). We have also rolled out trans awareness face to face training sessions, delivered by Gendered Intelligence, to key service areas, and we have developed a Trans Inclusion Framework.
- We have introduced new policies such as the Third Party Abuse and Harassment and Menopause policies. You can read about our policies on the intranet.

- We have supported staff networks which are a source of positive influence. You can read more about our staff networks on the intranet.
- The Corporate Equality Diversity & Inclusion Leadership Group has been established with Equality Leads in each Directorate's Management Team (see 4.7 and 4.8).

4.3 Workplace Adjustment Hub

In April 2024 we launched the Workplace Adjustment Hub. The introduction of the hub represents our commitment to ensuring disabled employees and employees with long-term health conditions can thrive in the workplace. The hub will provide high quality support, advice and guidance to disabled employees, employees with long-term health conditions and line managers on workplace (reasonable) adjustments.

4.4 Employee Health and Wellbeing Plan

Our Health and Wellbeing Plan sets out how we will build a healthy and high performing workforce by prioritising and promoting the health, safety and wellbeing of our workforce. The plan has a strong connection to Equality, Diversity and Inclusion as it focuses on improving the wellbeing of our diverse workforce and creating a healthy and safe working environment which promotes inclusion. For example, we have rolled out training to better equip line managers to support the mental wellbeing of their teams and we are Timewise accredited, meaning that we promote flexibility in the way we work and recruit. We also have Disability Confident Leader status, meaning that we act as champions for recruiting and retaining disabled staff. You can read more about our [Health and Wellbeing Plan on the intranet](#).

4.5 Talent Plan

Our Talent Plan sets out how we will attract, develop and retain diverse talent at all levels of the organisation. The plan aims to ensure we build diverse workforce at all levels and support our employees to develop new and existing skills to enable them to thrive. The plan focuses on key areas such as strengthening our relationships with under-represented groups and delivering targeted recruitment campaigns in communities so support us to attract diverse talent, and we will undertake an end-to-end review of our recruitment process to ensure each stage is inclusive, supports us to attract diverse talent and enables candidates to be their best selves.

You will be able to read about our Talent Plan on the intranet soon.

4.6 Equality monitoring

As part of the WES we are committed to monitoring data, identifying trends and issues, and acting upon them to meet the aims and objectives of the WES. It is vital therefore that all employees support this by completing the equality questions in the MiSelf section of SAP. [You can read more about equality monitoring on our intranet page.](#)

4.7 Corporate Equality Diversity and Inclusion Leadership Group (CEDILG)

CEDILG oversees activity across the Council and provides assurance to SMT and the Executive Member for Equalities that actions to drive EDI are being taken and are delivering much needed change across the organisation. The Workforce Equalities Strategy is one of the areas that CEDILG monitors, including supporting Directorates to develop service delivery plans, holding Directorates to account. CEDILG is co-chaired by Fiona Ledden, City Solicitor and SMT Lead for Equalities, and by Cllr Joanna Midgley.

4.8 Directorate Equality Leads

Directorate Equality Leads provide visible senior leadership within each Directorate on EDI. They form part of CEDILG and their respective Directorate Management Teams. They provide support and challenge within Directorates, as well as supporting embedding EDI into decision-making on workforce, service-delivery and commissioning. They lead on their Directorate's workforce equalities plan and identify and progress improvements on EDI in their Directorate.

4.9 Equality Champions

Equality Champions provide support and challenge to Directorate Equality Leads and their respective Heads of Service. They contribute to directorate equality action plans and help foster an inclusive working environment.

4.10 Recruitment

Our clear position on equality, diversity and inclusion is set out in each of our job adverts with the following statement:

At Manchester City Council, we strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We want to further increase the diversity of our workforce, in particular the number of Black, Asian and Minority Ethnic staff and disabled staff at all levels of the Council. This advert is open to all applicants, and we would particularly encourage applications from candidates identifying with one or both of those characteristics.

5. The Equality Act (2010)

5.1 Protected characteristics

The Equality Act is a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Act protects people against discrimination, harassment or victimisation in employment, and as users of private and public services, based on nine protected characteristics.

Those sharing any of the nine protected characteristics are protected from discrimination and less favourable treatment. The protected characteristics are:

Age

Gender Reassignment

Marriage or civil partnership

Pregnancy or maternity

Disability

Race – including colour, nationality, ethnic or national origin

Religion or belief

Sex

Sexual orientation

Disability can include long-term health conditions or neurodiversity (Neurodiversity; ADHD, autism, dyslexia, dyspraxia, dyscalculia, dysgraphia and Tourette's are forms of neurodivergence)

5.2 The Public Sector Equality Duty

The Act also places upon the Council the Public Sector Equality Duty which applies to public authorities.

The Public Sector Equality Duty (PSED or “general duty”) has three elements:

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

The broad purpose of the general duty on public bodies is to integrate equality and good relations into day-to-day business. If we do not consider how a function can affect different

groups in different ways, it is unlikely to have the intended effect. This can contribute to greater inequality and poor outcomes. The general duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including internal policies, and for these issues to be kept under review to ensure that they are implemented. This is delivered in the Council via Equality Impact Assessments, which [you can read about on the intranet](#).

5.3 Equality Objectives

The PSED also requires the Council to publish equality objectives every four years. For 2024 to 2028, one of our objectives is Promoting Inclusive Employment. Key elements to this objective are that we provide civic leadership in the city and act as exemplars of good employment practice.

You will soon be able to read more about our new equality objectives on [the Council's external website](#).

5.4 Making Manchester Fairer

We are committed to reducing health inequality in Manchester through the Making Manchester Fairer strategy. By working towards a workforce that reflects the diverse communities we serve, we believe we can contribute to this. A more diverse workforce will improve service delivery, bringing better understanding of residents' needs, and support the delivery of better outcomes for residents. We can also continue to provide good quality, secure employment to Manchester residents, who make up 44% of our workforce.

You can read more about Making Manchester Fairer on [the Council's external website](#).

6. Protections

Everyone is protected from discrimination by the Equality Act 2010 while they are in the workplace. This is because everyone shares at least one protected characteristic with others.

Discrimination can take many forms.

Direct discrimination

This is when someone treats someone less favourably because of a protected characteristic. This is almost always unlawful. It is only lawful in specific circumstances.

Indirect discrimination

Indirect discrimination may occur when an employer applies a policy or way of working which, although intended to be fair and neutral, puts people sharing a protected characteristic at a disadvantage.

Harassment

Harassment related to a protected characteristic is when a person engages in unwanted conduct related to a relevant protected characteristic which has the purpose or effect of creating a hostile, degrading, humiliating or offensive environment, or violating a worker's dignity.

Victimisation

This is when an employer subjects a worker to a detriment because the worker has done a 'protected act' or because the employer believes that the worker has done or may do a protected act in the future. Protected acts include making complaints, giving evidence or bringing legal action in relation to the Equality Act 2010

There is more information available about these concepts and more in our [Employee Dispute Resolution policy](#) and [guidance](#).

This Workforce Equalities Statement reiterates our position that we have a zero-tolerance policy on discrimination against any protected characteristic. You can read more about our [zero-tolerance policy on the intranet](#).

7. Priority groups

We know from our research and engagement there are several other groups of people who experience discrimination and disadvantage. For this reason, we have identified the following priority groups that we will work with to remove barriers and disadvantage:

- Carers
- Care experienced people and care leavers
- Current and former Armed Forces personnel and their families
- People experiencing homelessness
- People living in poverty including socio-economic duty

Appendix 1 – Staff equality networks and employee groups

Our staff networks give everyone the opportunity to develop, influence and contribute to the work of the Council. [You can find out more about all our staff networks on the intranet.](#)

Appendix 2 – Other sources of support

Trade Unions

You can find support from a Trade Union. We formally recognise three Trade Unions: GMB, Unison and Unite and you can read more here about what this means [here](#).

GMB

[Make Work Better | GMB Union](#)

North West and Irish Regional Office

Columbus Quay

Riverside Drive

Liverpool

L3 4GB

0151 727 0077

Unison

[UNISON - the public service union](#)

UNISON Manchester

Ground Floor

Town Hall Extension

Lloyd Street

Manchester

M2 5HD

0161 254 7500

Unite the Union

[Trade Union, Unions UK, Workers Union - Unite the union](#)

Salford Office

Quayside House

Merchants Quay

Salford Quays

Salford

M50 3SU

Employee Assistance Programme

The Employee Assistance Programme (EAP) is a free, confidential and independent source of support available to all employees and their immediate family. You can contact them 24/7 on 0800 0280199, or online. [Find out more about the EAP on the intranet.](#)

Equalities Team

Our Equalities Team works across the Council and with partners to ensure we deliver inclusive services to meet the needs of our diverse communities. They also support HROD&T to ensure EDI is embedded in workplace policies and practices. You can contact them on equalitiesteam@manchester.gov.uk

HROD&T

The HR Talent and Diversity and Workforce Equalities Teams drive forward the way we attract, recruit and develop staff, ensuring the workforce is more representative of the diverse communities we serve. You can find out more [on our intranet page.](#)

ACAS

The Advisory, Conciliation and Arbitration Service (ACAS) is an independent body offering free and independent advice to employers and employees on workplace matters. [Find out more about what they do on their website.](#)

The Equality and Human Rights Commission (EHRC)

The EHRC is an independent regulator who act as the Equality Act regulatory body. They offer guidance to everyone, including public bodies and employers, on equality issues. [Their content is available to all on their website](#), where you can find out more about their work.

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MANCHESTER CITY COUNCIL

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

JANUARY 2011

1 INTRODUCTION

- 1.1 This document is Manchester City Council's equality policy, which relates to all Council employment practices. The policy promotes equality of opportunity for all persons, and promoting a working environment in which all persons are treated with respect.
- 1.2 It is through people that we will realise our ambitions to be a world-class city and deliver our priorities for the people of Manchester. We have made significant progress in regenerating the city and in improving services. Our challenge is to continue and sustain the city's economic growth, to connect that wealth to our most disadvantaged communities and to build truly sustainable communities where people prosper and to choose to live.
- 1.3 We will only achieve these challenging goals through our people. We value the diverse communities across Manchester, and recognise that in order to fully understand and deliver what citizens need and want, the Council needs a diverse workforce that is representative of the residents we serve, at all levels.
- 1.4 Our refreshed Corporate Values – People. Pride. Place. - will influence the culture of the organisation, greater accessibility to opportunities, as well as behaviour, thereby leading to those values becoming part of our daily working lives. We continue to listen to our workforce and diverse communities.
- 1.5 The Council is committed to broad principles of social justice. Equal opportunity extends into all of the services we provide, as well as our employment policies and practices. The Council has been driving forward with policies that promote equality and tackle discrimination for over twenty years. The Council has actively promoted programmes of positive action, with targets to ensure equality of opportunity in employment.
- 1.6 We undertake our responsibilities under equality legislation seriously and aim to achieve equality of opportunity in employment in compliance with this.
- 1.7 The policy is reviewed regularly to ensure it is fair and up to date with current legislation. The policy reaffirms the Council's commitment to fulfil all its legal obligations under equality legislation and associated codes of practice.

2 THE FRAMEWORK OF THIS POLICY STATEMENT

- 2.1 The Council fully recognises that our own employment practices are a major influence on the community at large and intends that our equal opportunities policies should reach out into the community we serve.
- 2.2 All sections of the population have equal access to jobs offered by the Council and all applicants and employees receive equal treatment, regardless of age, carer responsibility, disability, ethnic or national origin, gender or gender identity, marital status, religion or belief, sexuality or trade union activity.

2.3 The Equality Act introduces a consistent approach to most of the concepts which apply to the different equality strands, and which the Act calls 'protected characteristics'. The Act harmonises and replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency in what employers need to do to make the workplace a fair environment and to comply with the law. The protected characteristics are:

- age
- disability
- sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and belief, or lack of religion or belief
- sexual orientation

2.4 The Council is opposed to all forms of unlawful and unfair discrimination. This includes:

- (i) Direct discrimination
- (ii) Discrimination by Association
- (iii) Discrimination by Perception
- (iv) Indirect discrimination
- (v) Harassment
- (vi) Third Party harassment
- (vii) Victimisation

2.5 The Policy Statement applies to advertising, recruitment and selection procedures and relates to all aspects of employment, including:

- Communication
- Grievance and disciplinary procedures
- Pay
- Promotion
- Recruitment
- Service change and restructure
- Terms and conditions of service
- Training and career development, including the new m people pathway
- Transfer
- Job Evaluation
- Attendance

2.6 The Policy Statement is communicated to all employees and applicants for jobs in an appropriate manner including using new starter packs, the internet and intranet and is reinforced through Equality and Diversity training.

3 IMPLEMENTING THE POLICY STATEMENT

The Council supports and encourages positive, non-discriminatory behaviour. The Council does not tolerate harassment and bullying, whether verbal or physical, by employees or the public. In implementing the Equal Opportunities Policy Statement, with the intention of achieving equality of opportunity in employment, the Council especially recognises the different and special needs of the following groups of employees.

3.1 Age

3.1.1 The Council appreciates the benefits of attracting and retaining a mixed-age workforce, which has a wide range of skills and experience and provides Equality and Diversity training to support this position. The Council supports employment initiatives for young people, the Government's aim to extend working life and the Government's commitment to re-assess the whole concept of retirement driven by the need to deal with demographic change.

3.2 Employees with Caring Responsibilities

3.2.1 The Council's employment practices acknowledge the needs of people with caring responsibilities. A carer is someone who looks after a relative, partner, friend or neighbour who could not manage without their help due to illness, age, disability, or substance misuse.

3.2.2 An increasing number of people with caring responsibilities wish to work and many do not wish to give up their careers as a result of these responsibilities. The Council recognises the needs experienced by those responsible for children and dependants and the need to respond positively where possible to requests for flexible working arrangements to enable them to be with their dependants.

3.2.3 The Council is improving its provisions regarding people with responsibilities for dependants. Childcare facilities for those who need it are regarded as an important means of support for Council employees. We therefore ensure that people with childcare responsibilities have access to information about the services available to them, for example services on offer to support them and Carers Network meetings. We also provide Equality and Diversity training to support this position.

3.3 Disabled People

- 3.3.1 The Council works to eliminate unlawful discrimination against disabled people. It promotes equality of opportunity for all disabled people in both employment and service provision. Disabled applicants are enabled for selection and employment. Either alone, or in co-operation with the Government's 'Access to Work' Scheme, the Council provides and/or adapts premises, facilities, or equipment wherever possible. Reasonable adjustments regarding employees' working practices (i.e. flexible working, home working, temporary amendment of working hours etc.) will also be considered and, where possible, implemented to remove disabling barriers to employment. Equality and Diversity training is provided to support this position.
- 3.3.2 Positive steps are also taken to attract disabled people to Council jobs, and the Council has set equality targets towards achieving a fair representation of disabled people at all grades. The Council adopts the social model of disability, which "includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in mainstream society". Any disabled person who demonstrates they meet the requirements of the Person Specification of any job for which they apply are guaranteed to go through to the first stage of the recruitment process.
- 3.3.3 Disabled people are given equal opportunities for training and career development - including additional training where necessary. Newly disabled employees who cannot continue their current duties will be retrained or flexibly deployed, where circumstances permit.
- 3.3.4 Managers of disabled staff will engage with the member of staff at the earliest opportunity to identify what aids, adaptations or other adjustments they may require, working with Access to Work to obtain them where appropriate. The Council's intranet contains information on how assistance can be obtained. Managers should also sensitively raise with the employee from time to time whether the adjustments applied are still effective and appropriate.
- 3.3.5 The Council supports the disability hate crimes initiative of Greater Manchester Police and will support any member of staff who genuinely feels they have been bullied due to their disability.

3.4 Black and Minority Ethnic (BME) People

- 3.4.1 The Council works to eliminate unlawful racial discrimination and promotes equality of opportunity for all racial groups in both employment and service provision.
- 3.4.2 The Council welcomes the fact that the United Kingdom is a multi-racial and multi-cultural society, and that Manchester's communities reflect this. In employment, the Council's view is that, irrespective of the

colour of one's skin, or ethnic or national origin, individuals either bring, or can be provided with, skills and knowledge, which will enhance the services provided by the Council.

3.4.3 The Council's advertising procedures are used to encourage BME people to apply for Council vacancies. We also institute programmes of positive action in training, for example, Equality and Diversity training and set equality targets towards achieving a workforce, which reflects at all grades, the multi-racial composition of Manchester.

3.4.4 The Council fully endorses the recommendations of the Stephen Lawrence Inquiry and will meet its duty in responding to reported racist incidents in line with these recommendations.

3.5 Gender

3.5.1 Women

This policy aims to improve the opportunities available to women and includes recognition of the skills and experiences which women can bring to the workplace. Our Equality and Diversity training supports this position. Women are encouraged to apply for all jobs unless there is a Genuine Occupational Requirement (see item 4). Opportunities for career coaching are available.

3.5.2 Men

Men are encouraged to apply for all jobs, unless there is a Genuine Occupational Requirement (see item 4). The Council's Equality and Diversity training supports this position. Opportunities for career coaching are available.

3.5.3 Transsexuals and people undergoing gender reassignment

The Council will support any employee who intends to, is undergoing or who has undergone gender reassignment in consultation with the individual concerned.

The Council is committed to preventing discrimination against transgender people. We actively intervene in cases of discrimination, harassment and bullying or other detrimental treatment.

We recognise that fear of discrimination is the major factor which forces transgender people to conceal their gender identity, or not to apply for jobs, which they are capable of doing. We welcome job applications from transgender people and ensure that their right to be open about their gender identity is respected.

An important step in removing discrimination on the grounds of gender identity is supporting the right of transgender people to be open about whom they are. We aim to create an atmosphere and environment where it is safe for them to do so. Equality and Diversity training includes the development of an open culture.

The Council recognises that many transgender people are parents and confirm that our employment practices must be geared to the needs of transgender people responsible for children and dependants. All rights and benefits such as special leave accorded to working parents are the same for transgender people and/or their partners.

3.6 Employees with a particular religion or belief

3.6.1 The Council aims to eliminate unlawful discrimination on grounds of religion or belief in all of our functions, service provision, decisionmaking and employment procedures and promote equality of opportunity for all groups.

3.6.2 The Council makes every possible effort to accommodate employees who require access to a quiet place in which to pray, or who request that their rest break coincides with their religious obligations to pray, subject to impact on service provision or on other employees. Applications for annual leave, including leave to be taken in blocks, will be accommodated where possible, where this does not conflict with legitimate business needs and is explicitly balanced with service provision requirements.

3.7 Sexuality

3.7.1 Lesbians and bisexual women

A person's sexuality is not a matter which the Council will take into account in determining suitability for recruitment, promotion, training or transfer for any Council post and will not be grounds for dismissal from any Council job. The Council provides Equality and Diversity training to support this position. We welcome job applications from lesbians and bisexual women.

An important step in removing discrimination on the grounds of sexuality is supporting the right of lesbians and bisexual women to be open about who they are.

All rights and benefits accorded to working parents, such as special leave, maternity support leave and parental leave, are the same for lesbians and bisexual women and/or their partners.

3.7.2 Gay Men and Bisexual Men

A person's sexuality is not a matter which the Council takes into account in determining suitability for recruitment, promotion, training or transfer for any Council post, and will not be grounds for dismissal from any Council job. The Council provides Equality and Diversity training to support this position. We welcome job applications from gay and bisexual men and ensure that their right to be open about their sexuality is respected.

An important step in removing discrimination on the grounds of sexuality is supporting the right of gay and bisexual men to be open about who they are.

The Council recognises that many gay and bisexual men are fathers and confirm that our employment practices must be geared to the needs of gay and bisexual fathers and gay and bisexual men responsible for children and dependants. All rights and benefits accorded to working parents are the same for gay and bisexual men and/or their partners.

3.7.3 Bisexual men and women

The Council recognises that bisexual people may be the target of specific discrimination and that their experiences often differ from those of lesbians and gay men. The Council recognises that fear of discrimination is the major factor which forces bisexual people to conceal their sexuality and to present themselves as heterosexual, lesbian or gay depending on the situation.

We aim to do this by removing barriers to this, creating an atmosphere and environment where it is safe for them to do so and by not assuming that employees or users of our services are heterosexual, lesbian or gay.

4 GENUINE OCCUPATIONAL REQUIREMENT

- 4.1 Some jobs with the Council will be subject to a Genuine Occupational Requirement (GOR). Direct discrimination is lawful where a GOR exists. A GOR may directly prevent or enable the recruitment of people with certain protected characteristics dependant on the requirements of the role. There is no definitive list of situations where a GOR will be applicable, but the Council will seek thorough legal advice before applying the condition.

5 CONSULTATION

- 5.1 The Council consults with representatives of the groups outlined and with our Trade Unions, to ensure that our employment policies reflect the true needs of groups that experience discrimination and disadvantage.

6 RECRUITMENT AND SELECTION

- 6.1 Job requirements are reviewed to ensure that they do not discriminate directly or indirectly against any individual. The detailed policies promoting equality of opportunity in the recruitment and selection process are contained in a separate Recruitment and Selection Best Practice Guide (available to download from www.manchester.gov.uk) and must be adhered to at all times.
- 6.2 The selection process is of crucial importance to this policy, and every stage of the process must be carried out by people who fully understand and are committed to the principles of the policy. The Council provides training to employees or Councillors involved in the recruitment process to ensure they are thoroughly briefed in the provisions of this policy.

7 TRAINING AND CAREER DEVELOPMENT

- 7.1 We aim to train all employees, giving priority to key supervisory and management decision makers, and for all those dealing directly with the public, to promote equal opportunities, ensure the consistency and transparency in applying the policy and combat all forms of discrimination.
- 7.2 The Council ensures that training and development activities and programmes are accessible to employees from all backgrounds and are not organised or delivered in such a way as to exclude or limit participation or cause offence.
- 7.3. The new **m people** pathway is a new approach to developing the skills of staff and enabling deployment of skills to organisational need. As part of the development of **m people** an equality impact assessment has been undertaken.
- 7.4 This inclusive process aims to develop skills and support all employees to participate positively within a changing working environment. Support provided includes activities such as career coaches, skill audits and change workshops.
- 7.5 Positive action programmes are delivered to promote training for disadvantaged groups to assist them to enter areas of employment where they are under-represented.
- 7.6 We offer programmes to managers and staff on Equality and Diversity in Practice training. These classroom based programmes are advertised on our Corporate Learning and Development intranet site, with staff being encouraged to attend following completion of an Equality and Diversity in Practice e-learning module.
- 7.7 Employee equality groups

- 7.7.1 Assisting employees in identifying plans for their own training and development needs. Encouragement is given to identifying career paths and all staff will be briefed on the m people pathway as it is rolled out across the City Council to support their involvement in the process.

8 COMMUNICATION

- 8.1 We commit to communicating with our employees in a non-discriminatory way that recognises the different needs of employees from different backgrounds.
- 8.2 It is every employee's responsibility to ensure that all communication, whether verbal, written or graphic, is clear, accessible and non-discriminatory. The Council's 'Manchester Brand' guidelines, set out the standards that must be met.

9 CONDITIONS OF SERVICE

- 9.1 It is a condition of service that all Council workers must carry out all duties with full regard to the Council's Equal Opportunities Policy. All Service Conditions are regularly reviewed, in consultation with the Trade Unions, to ensure that they adequately provide for the needs of employees in the groups outlined in this policy.
- 9.2 All employees are responsible for ensuring that their actions comply with this policy statement. Breaches of this policy may result in disciplinary action.
- 9.3 Display of material offensive or denigrating to groups covered by the policy is contrary to the policy. Propagation and/or circulation of such material, including the failure to remove such material when requested, is regarded as a disciplinary offence which could, if deemed as gross misconduct, lead to summary dismissal.
- 9.4 Council employees will follow dress and appearance guidance in accordance with the Council's Customer Care Standards and individual service/departmental guidance where applicable. Where appropriate due to Health and Safety, security, or where standard issue clothing is required, the Council will provide an appropriate form of clothing or allowance.

10 RESPONSIBILITY

- 10.1 This Policy Statement applies to all Council Directorates and all employees of the Council. Strategic Directors and Heads of Service are responsible for ensuring the implementation and monitoring of the effectiveness of the policy.
- 10.2 The Council does not accept discrimination by any of our employees against fellow workers or members of the public.

11 MONITORING

11.1 The Council uses a monitoring system to collect data and allow assessment to be made regarding the effectiveness of its policies. Impact assessments are also used to ensure equality of opportunity for all.

11.2 All employees and job applicants are asked to indicate their gender, ethnic origin, whether they are disabled, their sexuality and age on a selfclassification basis as part of their conditions of service.

The Council is required by law to publish an annual equality action plan for the Council and to monitor progress. The collection of monitoring data, therefore, is essential for this purpose.

11.3 The Council is required by law to give certain information about our employees to government departments and agencies principally in relation to tax and national insurance matters (e.g. gender, address, type and dates of employment; make-up of earnings and expenses such as allowances for clothing and equipment and use of cars; and reasons for leaving employment). For some jobs which are subject to Central Government approval, information about the person whom the Council proposes to appoint is required to be given to the appropriate Government Department before an appointment can be made.

11.4 The Council gives an assurance that no information obtained as part of the monitoring of equal opportunity in employment by which an individual could be identified will be given to any government department or agency or organisation outside the Council (without their prior consent).

11.5 The Council expects improvements to be made (and targets met where appropriate) in the employment position of young and old people, disabled people, BME people, women and men, lesbians, gay men, and bisexual men and women, and the Council will consult with Trade Unions and the groups covered by the policy to determine measurable and attainable equality targets (where appropriate), which will be regularly reviewed, in all areas of underrepresentation.

11.6 In addition, all hate crime incidents will be monitored by the Council and reported to the police in accordance with guidelines set out in the Stephen Lawrence Inquiry.

12 COMPLAINTS

12.1 Information regarding 'Dealing with Complaints' is available to staff on the Council's intranet.

12.2 The process for people not employed by the Council to make complaints is available on the Council's Internet site, where online complaints forms and contact numbers are given by Service.

13 EQUALITY IMPACT ASSESSMENTS

13.1 The City Council carries out Equality Impact Assessments and reviews its policies, services and functions in order to minimise any possibility of outcomes from those policies, services and functions having a negative impact on its employees and/or Manchester residents.

14 RESOURCES

14.1 Manchester City Council is an equal opportunity employer and devotes resources to achieve the aims set out in this policy.