## Calder Valley Community Land Trust Ltd

## Equality and diversity statement

## Our commitment

Calder Valley Community Land Trust Ltd is a community benefit society, with membership open to all those who support our aims, without discrimination.

We commit to working for equality in society. We welcome the fact that our community is diverse, and we commit to striving to ensure that our membership and our activities reflect this diversity.

We recognise that some individuals and groups in society suffer discrimination, on the grounds of age, gender, sexual orientation, gender assignment; race, colour, nationality or ethnic or national origin; disability; and marital status, cultural and socio-economic background. We commit to working to ensure that we do not engage in direct or indirect discrimination on these grounds.

We understand that the trustees have primary responsibility in ensuring that our equality and diversity statement is fully adhered to, and that the organisation meets all its legal obligations under equality legislation.

## The legal framework

We understand that it is unlawful to discriminate directly or indirectly in recruitment or employment because of a ‘protected characteristic’. The Equality Act defines the protected characteristics as being age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

We understand that discrimination after employment may also be unlawful, for example by refusing to give a reference for a reason related to one of the protected characteristics.

We understand that it is also unlawful to discriminate against or harass a member of the public or service user in the provision of services or goods or to fail to make reasonable adjustments to overcome barriers to using services caused by disability.

We understand that the duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. We understand that, in addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## Types of unlawful discrimination

We understand that the law identifies different types of unlawful discrimination, as follows:

* **Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. (However, discrimination may be lawful if there is an occupational requirement which is core to a job role and a proportionate means of achieving a legitimate aim.)
* **Indirect discrimination** means putting in place, a rule or policy or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified.
* **Harassment** is where there is unwanted behaviour related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity) which has the purpose or effect of violating someone’s dignity or which creates a hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
* **Associative discrimination** is where the individual treated less favourably does not have a protected characteristic but is discriminated against because of their association with someone who does, eg the parent of a disabled child.
* **Perceptive discrimination** is where the individual discriminated against or harassed does not have a protected characteristic but they are perceived to have a protected characteristic.
* **Third-party harassment** occurs where an employee is harassed by third parties such as service users, due to a protected characteristic.
* **Victimisation** is treating someone unfavourably because they have taken some form of action relating to the Equality Act, ie because they have supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.
* **Failure to make reasonable adjustments** is where a rule or policy or way of doing things has a worse impact on someone with a protected characteristic compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

## Equal opportunities in employment

We commit to avoiding unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. We will ensure that job descriptions will avoid any unnecessary requirements (those unrelated to effective performance) that may otherwise have deterred applicants. We will base decisions on objective criteria. We will consider making reasonable adjustments in recruitment as well as in day-to-day employment.

## Equal opportunities in relation to tenants and suppliers

We will not discriminate unlawfully against our tenants, and will ensure that our allocation policy is clear, transparent and not discriminatory.

The terms of our tenancy conditions will require that our tenants also abide by the law in relation to equality and anti-discrimination.

We will not discriminate unlawfully in our procurement of services and goods, and will ensure that our procurement policy is clear, transparent and not discriminatory.

## Training

We will provide information and guidance to our trustees and to our staff on equality and diversity issues. In particular we will ensure that those involved in recruitment or other decision making where equal opportunities issues are likely to arise understand their responsibilities and their obligation to avoid the risk of discrimination.

## Monitoring and review

This policy will be monitored and where appropriate reviewed by the board of trustees at regular intervals, not less than once every twelve months.

This policy will also be reviewed at the board meeting when the trustees first make the decision to take on responsibilities as an employer and employ staff. It will also be reviewed at the board meeting where trustees first begin the process of allocating tenancies to its properties.

**Access by trustees to this policy**

The Secretary will ensure that the latest version of this policy is made available to all trustees, on the organisation’s internal intranet. Printed copies will also be made available to all trustees, on request.

**Review of Diversity Policy Sept 2019**

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| 1. **CVCLT board of trustees** | | |
| Encouraging inclusive and accessible participation | | |
| The board periodically takes part in training and/or reflection about diversity and understands its responsibilities in this area. | Diversity and Inclusion Statement provided to new trustees  No training has been undertaken  Discussion about the board diversity have taken place at trustee meetings  Members invited to join working groups | Training and discussion session for trustees to be arranged |
| The board makes a positive effort to remove, reduce or prevent obstacles to people being trustees, allocating budgets, where necessary, to achieve this within the charity’s available resources. This could include looking at | | |
| the time, location and frequency of board meetings | Regularly discussed  Location rotated regularly |  |
| how papers and information are presented to the board, for example using digital technology | Information emailed to trustees in a timely manner  Intranet  Website |  |
| offering communications in formats such as audio and Braille | No request has been made | Offer members the option of communication in other formats |
| paying reasonable expenses | Expenses are not usually made for committee meetings | Consider payment of expenses for caring responsibilities |
| Where and how trustee vacancies are publicised and the recruitment process | AGM  Newsletter |  |
| The chair regularly asks for feedback on how meetings can be made more accessible and how to create an environment where trustees can constructively challenge each other and all voices are equally heard. | Yes | To be clearly minuted and evidenced? |
| Recruiting diverse trustees | | |
| The board regularly looks at the skills, experience and diversity of background of its members to find imbalances and gaps, informing trustee recruitment and training. | Skills audit of trustees undertaken | Annual Diversity Audit?  Review skills audit to include diversity audit? |
| The board sees diversity, in all its forms, as an important part of its regular board reviews. The board recognises the value of a diverse board and has suitable diversity objectives. | This represent the first diversity review June 2019 |  |
| When deciding how to recruit trustees, the board thinks about how to attract a diverse pool of candidates. It tries to have diversity in any trustee appointment panels. | Board have proactively and successfully aimed to include more women | Visit and get in touch with other clt’s and co-housing groups that have a diverse membership and a vibrant mix in the housing they provide.  Run an open session for members and non-members looking at representation and diversity of the cvclt... Reach out to younger people, older people, working, non-working, home workers, co-ops, let’s mix it up a bit and get people talking that may never meet each other on a day to day basis but live in the same town |
| Monitoring and reporting on diversity | | |
| Trustees ensure that there are plans in place to monitor and achieve the board’s diversity objectives. | Commitment to monitor in the Diversity and Inclusion Statement  Not clear how will be monitored | Equality and Diversity Strategy that sets out boards diversity objectives and how this will be monitored |
| The board publishes a description of what steps it has taken to address the diversity and accessibility of the board. | No | Include statement in newsletter/on website in newsletter |
| 1. **CVCLT as a social landlord** | | |
| The regulatory framework which requires registered housing providers to respond to the needs of diverse residents. Registered providers are required: to treat all residents and tenants with fairness and respect including protected characteristics and those with additional support needs. | | |
| Customers advised of our policy | Not yet applicable | Tenants Handbook required |
| Housing is allocated fairly | Not yet applicable | Allocations Policy required from Dec 19 |
| Monitor the allocation of housing | Not yet applicable |  |
| Work with partners to eliminate discrimination of households nominated for housing | Not yet applicable |  |
| complaints procedure is accessible to all, and feedback about the service given proper consideration | Not yet applicable | Complaints Policy required |
| We will provide appropriate means of communication with tenants | Not yet applicable | Tenant Handbook  Tenant Newsletter |
| 1. **CVCL as a community land trust/developer/assets holder** | | |
| liaise with local community and statutory agencies to share their assessment of the housing needs of local communities, especially those groups facing discrimination so that these are recognised and prioritised | Community engagement undertaken for new developments  . |  |
| design of homes meets the cultural and other (security) needs of the households (where these are known) we are going to be rehousing | Advice from Friends of Dorothy | Seek advice from Muslim Community eg Mosque in Todmorden |
| design of homes meets the access needs of the households we are going to be rehousing | Lifetime Homes Standard  Input for Disability Forum on design of High Street | Equality Impact Assessments to be undertaken on new activity |
| Support the establishment of CLT’s in deprived and culturally diverse communities | Community Housing consultant commissioned |  |
| *Consider meeting housing needs of refugees who have no local connection* |  |  |
| promote equality within the LGBTQ+ regional LGBTQ+ activities | Equality and Diversity Policy in place | development, newsletter articles, support of Pride events and applying a zero tolerance towards homophobic bullying, harassment or discrimination.  Commitment to tackling homophobic hate incidents and hate crime.  “rainbow flag” on the website and promote it in publicity and communication materials. |
| 1. **CVCLT as an employer** | | |
| Not reviewed as no employees as at Sept 19 |  |  |
| 1. **CVCLT as a purchaser of goods and services** | | |
| Procurement Policy prevents discrimination | PP has equality and diversity statement |  |
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**Helen Woods, Trustee, September 2019**