

Response to Submission

Section 1: Policies and Benefits

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy feedback process, policy content and provision of specific support.

1.1 Does the organisation have a process to ensure all employees can feedback on the inclusiveness of relevant policies (for example, HR policies)?

Guidance: • This should be open to all employees and across all relevant policies. • Relevant policies include HR policies, for example leave policies. • If feedback does not trigger immediate reviews, there must be regular, periodic policy reviews that consider the feedback.

RESPONSE:

Yes/**No**

Describe the process, how it is communicated, and what action the feedback triggers (max. 500 words). Describe any previous outcomes of the process (max. 500 words).

1.2 Does the organisation have a policy (or policies) that includes the following? Tick all that apply.

Guidance: • The policy (or policies) should clearly state that the organisation will not tolerate discrimination, bullying or harassment against employees on the grounds of sexual orientation or gender identity and/or trans identity. • These may be listed along with other protected characteristics

- A. Explicit ban on discrimination, bullying and harassment based on sexual orientation (bronze award requirement)
- B. Explicit ban on discrimination, bullying and harassment based on gender identity and gender expression (bronze award requirement)
- C. An example of biphobic bullying or harassment
- D. An example of homophobic bullying or harassment
- E. An example of transphobic bullying or harassment
- F. Clear information about how to report an incident and how complaints are handled
- G. None of the above

RESPONSE:

The Trans & Gender Identity Policy states

Bullying & Harassment

SECTION 36. Harassment, discrimination and victimisation are unlawful and will not be tolerated. Our policies protect the rights of Trans individuals to dignity and respect whilst working for and visiting the Council.

SECTION : 37. The Council recognises it is an individual's right to choose whether to be open about their gender identity and history. To 'out' someone without their permission could be a form of harassment, and potentially a criminal offence.

38. Some examples of unlawful direct discrimination include:

- Refusing to support a staff member who is Trans.
- Verbally or physically threatening a Trans person or spreading malicious gossip about that person.
- Refusing to associate with or ignoring someone because they are Trans.
- Refusing to address the person in their self-identified gender or to use their new name. Sexual harassment of a Trans person.
- Passing judgement on how convincing a Trans person is in their self-identified gender.
- Refusing to acknowledge the rights of someone who is Trans.
- Transphobic propaganda, in the form of written materials, graffiti, music or speeches, will also not be tolerated and will be removed.

Employee Code of Conduct in folder

Upload the selected policies with the relevant sections highlighted. Provide a brief description of the policy/policies you have uploaded (max. 200 words).

This is the Employee Code of Conduct and is obligatory for all staff to read and is included as part of the Induction Process for new starters

1.3 Where the organisation has the following family and leave policies, do they use genderneutral language and explicitly state that they are applicable regardless of gender? Tick all that apply.

Guidance: • The policies should explicitly state that they apply regardless of the employee or the employee's partner's gender. • The policies should avoid gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife'.

- A. Adoption Policy **YES – IN FOLDER**
- B. Special or Compassionate Leave Policy **YES – IN FOLDER**
- C. Maternity Policy **YES – IN FOLDER**
- D. Paternity Policy **YES – IN FOLDER**
- E. Shared Parental Leave Policy **YES – IN FOLDER**
- F. None of the above

Upload the selected policies. Provide a brief description of the policy/policies you have uploaded (max. 200 words).

IN FOLDER

RESPONSE:

The Council has the following policies in place: Adoption Leave Handbook and Scheme, Leave (Other Time Off) Policy, Maternity Leave Handbook and Scheme, Paternity Leave Policy and Shared Parental Leave Scheme. The adoption and maternity policies both explain employee entitlements in line with adoption and maternity leave as well as processes that need to be adhered to by the employer and employee in order to facilitate the adoption and maternity leave processes. The Leave (Other Time Off) Policy incorporates policy for special or compassionate leave among other circumstances of leave. All three use gender neutral language and refer to those involved as 'employees' instead of 'mothers', 'fathers', 'women', 'men', etc. The Shared Parental Leave Scheme and Paternity Leave Policy do use terms like 'mother' and 'father' but also acknowledge that these terms should be read to ensure that same-sex couples receive the same rights as heterosexual couples.

1.4 Does the organisation have a trans inclusion policy that covers the following? Tick all that apply.

Guidance: • This policy should contain information about the inclusion of all trans employees, regardless of whether they are currently transitioning. • C – guidance must make clear that all trans employees can use the facilities (e.g. toilets, changing rooms) they feel most comfortable using and should explain your commitment to introducing gender-neutral facilities, if not already widely available.

YES

- A. A clear commitment to supporting all trans people, including those with non-binary identities
- B. Information on language, terminology and trans identities, including non-binary identities
- C. Guidance on facilities for trans employees, including non-binary employees
- D. Guidance on dress code for trans employees, including non-binary employees
- E. A clear commitment to confidentiality and data protection for trans staff
- F. None of the above

Upload the selected policies. Provide a brief description of the policy/policies you have uploaded (max. 150 words).

DOCUMENT SAVED IN FOLDER

RESPONSE:

The Council has a trans inclusion policy that covers all of the above in a single document: The Trans Equality and Gender Identity Policy for Staff. Point A can be found on page 3, point B on pages 12 – 14, point C on page 6, point D is referenced generally as part of ‘gender expression’ on page 3 but is also directly acknowledged on page 9 and finally point E can be found on pages 3 – 4 under ‘confidentiality’ but is also stressed throughout the document.

1.5 Does the organisation have a policy (or policies) to support employees who are transitioning that covers the following? Tick all that apply.

Guidance: • This could be contained within a trans inclusion policy, could be supportive guidance to a trans inclusion policy, or could be in a stand-alone transitioning at work policy. • This should be explicitly non-binary inclusive. • A and C – these should include a commitment that the employee will be allowed the time off that they need for transition-related treatments or appointments and that any leave will be recorded separately to sick leave.

- A. Work related guidance for an employee who is transitioning (bronze award requirement)
- B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
- C. Work related guidance around data protection and confidentiality
- D. Work related guidance for managers on how to support an employee who is transitioning (bronze award requirement)
- E. Work-related guidance for employees on how to support a colleague who is transitioning
- F. None of the above

Upload the selected policies. Provide a brief description of the policy/policies you have uploaded (max. 200 words).

TRANS EQUALITY AND GENDER IDENTITY POLICY IN FOLDER

RESPONSE:

The Council has a trans inclusion policy that covers all of the above in a single document: the Trans Equality and Gender Identity Policy for Staff. Point A can be found throughout the document which serves as guidance for both the employee and their manager. Point B can be found on pages 5 – 6 in the ‘changing records’ section. Point C can be found on pages 3 – 4 under ‘confidentiality’ and ‘personal support plan’ and on page 5 under ‘telling people’. However, the importance of confidentiality is stressed throughout the document with specific situational examples – i.e. references and former staff. Point D can be found throughout the document. It is important to note that on page 3 the document defines the ‘link person’ as ‘responsible for overseeing a personal support plan and providing ongoing advice and support’; the link person ‘in most cases... would be the line manager’. As a result, the document does not often mention a ‘manager’, so please keep the definition of the link person in mind while reading. Point E can be found on page 3 under ‘informing the council’ and throughout page 4.

1.6 Does the organisation have a formal commitment to introduce gender-neutral facilities in all its buildings?

Guidance: • If gender-neutral facilities are not already available in all buildings, this should be a formal commitment to introduce gender-neutral facilities in any new builds or to gender-neutral facilities being a requirement of any new leases. • Provision of gender-neutral facilities should be in addition to accessible facilities.

Yes/No

Provide a brief description of the organisation’s current provision, its commitment to introducing gender-neutral facilities and how this has been formalised (max. 500 words).

RESPONSE:

As a council we are committed to ensuring our workplaces are as inclusive as possible. The Council is committed to undertaking meaningful engagement with staff and service users over the next year to develop strategies and plans to ensure that gender-neutral, fully inclusive and accessible facilities that meet the needs of our diverse workforce, businesses and communities are introduced wherever possible. This will be done through the review of the Council estates strategy during 2021/22 and factored into new strategies, and be a requirement as part of future leases and new builds

1.7 Does the organisation provide its employees with private healthcare insurance?

Yes/No

If ‘Yes’: Does the organisation’s private healthcare insurance include the following? Tick all that apply.

Guidance • – this should include how you scrutinised mental health provision for LGBT inclusivity, for example by asking about LGBT-specific training for frontline practitioners. • D – the policy must explicitly state that this provision applies regardless of gender.

- A. Transition-related treatments
- B. LGBT-inclusive mental health treatments
- C. Coverage for spouse/partner and children, regardless of gender
- D. None of the above

Provide a description of the provision. Copy and paste the relevant sections of your insurance policy.

If ‘No’: In the last three years, has the organisation scrutinised its mental health support provision for LGBT inclusivity?

Guidance: • Provision could include your employee assistance programme, affiliated counselling services or internal mental health first aiders. • Scrutiny should include specific actions, such as asking about a provider’s LGBT-specific training for frontline employees.

Yes/No

Describe how you scrutinised the provision and what the outcomes were. Please provide specific dates or time periods within the last three years.

N/A

The following question is for information gathering purposes only and is not scored.

1.8 Has the organisation reviewed other policies to ensure they are LGBT inclusive?

Guidance: • This might include menopause or andropause policies. • This might also include domestic abuse policies

Yes/No

DOMESTIC AND SEXUAL ABUSE POLICY IN FOLDER

Upload the selected policies. Provide a brief description of the policy/policies you have uploaded (max. 150 words).

RESPONSE:

The Domestic and Sexual Abuse Policy contains definitions of different types of abuse as well as information on the importance of confidentiality and raising awareness. The policy provides a staff reference guide and guidance for managers in how to 'recognise, respond and refer' when they are made aware of concerns for victims or the existence of perpetrators. There are contact details for support agencies at the end.

The Menopause in the Workplace Policy is part of a new initiative to better support women, trans men and non-binary people who suffer from menopause. The policy provides example ways in which managers can best support staff while also detailing the key responsibilities they have to all staff who experience menopause. The policy was developed alongside training for managers to further educate them on the symptoms of menopause and effects that it can have on staff in the workplace.

The following question is for information gathering purposes only and is not scored.

1.9 Are the organisation's compassionate and/or special leave policies inclusive of loved ones/chosen families/close support networks and supporting someone through transition?

Guidance: • Chosen families are people who an employee considers to be family, but who have no legal or biological connection to them. • Chosen families, loved ones and close support networks can be particularly significant to those who are estranged from their families, an issue that disproportionately affects LGBT people. • Policies should be clear that employees are entitled to the same leave when it relates to their loved ones/chosen family/close support networks as when it relates to their biological or legal family members. • Special leave policies should explicitly include provision to support someone through transition, for example accompanying them to medical appointments.

RESPONSE:

Trans Equality & Gender Identity Policy

Absence from Work

....15. The Council must ensure that staff undergoing surgery or attending identity clinics, voice therapy or hormone treatment specialists are given the time to do so. Individuals are encouraged to

discuss timescales for appointments and/or medical treatment with their link person as early as possible so that appropriate arrangements or adjustments can be made.

16. A Trans individual who has time off from work (which relates to their transition) has the right to be treated in the same way as someone who is absent for reasons of sickness. The possible side-effects of medication may adversely affect performance, and the Trans individual may need reasonable adjustments in place for a temporary period when they return. If time-off is required, it is important to discuss what support is needed to ensure the staff member can return to work.

Appointments

17. Transition related medical appointments are to be treated as Special Leave as per the Council's Leave (other time off) Policy (see appendix).

18. Appointments are subject to waiting lists which in some cases are several years. It is not appropriate to suggest colleagues ask for an alternative date and these appointments should be regarded as a priority for the individual. In addition, they may involve travelling long distances and could mean needing a whole day or possibly more away from work.

Section 2: The Employee Lifecycle

This section examines the employee lifecycle within the organisation, starting with recruitment practices and finishing with exit processes. The questions scrutinise how the organisation engages and supports employees throughout their journey in the workplace.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent? Tick all that apply.

Guidance: • A – this can include taking recruitment materials to Pride events and should have taken place in the last year. • B – evidence should include screenshots of a job pack from the last year. • C – this can be a link to a webpage.

A. Advertising on or recruiting from LGBT or diversity websites, fairs and events

B. Include a statement around valuing diversity, explicitly inclusive of LGBT people, in all job packs and pages (bronze award requirement)

C. Include information about your LGBT employee network group or LGBT inclusion activities in all job packs and pages

D. None of the above - At the moment whilst we promote equal opps for everyone we don't do targeted info for LGBT candidates. We use agencies that use Fair Recruitment Policies.

Upload evidence for the selected options. Describe the evidence uploaded (max. 200 words).

N/A

2.2 Does the organisation provide guidance or training for all employees with recruitment responsibilities on how to carry out inclusive recruitment?

Guidance: • This should be specific to recruitment and include LGBT content. • This should be provided to all employees involved in recruitment, not just HR teams. • Best practice would be a checklist of inclusive practices that recruiters complete when they carry out a recruitment round.

This might include, for example, sharing their pronouns at the start of an interview, if they feel comfortable doing so.

Yes/No

Upload evidence of guidance or training. Describe the format of the guidance or training and the content you have uploaded (max. 500 words).

RESPONSE:

In regards to recruitment training, there is currently Unconscious Bias training and Recruitment & Selection training – the latter being more around the recruitment IT system. Pre-Covid there was a 3-day course delivered called 'Best Solutions for Managers' (course outline in appendices) delivered by our partners HRPlus – PowerPoint attached. This included a day around recruitment and selection (see slides 43, 44). There was a requirement and lots of promotion, for anyone with management responsibility to attend, 500+ managers attended between Jan 2018 & October 2019.

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted into the organisation? Tick all that apply.

Guidance: • Content for all options can be supplied in person, online (through a video or post), or on paper. • A – the message should explicitly refer to LGBT inclusion, including bi, non-binary and trans inclusion. • C – relevant policies are those covered in Section 1.

- A. Explicit message on the organisation's commitment to LGBT inclusion (bronze award requirement)
- B. Information on the LGBT employee network or allies programme/initiative
- C. Information on relevant policies and the organisation's commitment to ensuring they are LGBT inclusive
- D. None of the above

Briefly describe the induction process and at what point the new starter receives the above information (max. 500 words). Upload evidence for the selected options.

RESPONSE:

A. The Equality & Diversity eLearning covers all protected characteristics is assigned to all new starters for completion within 90 days. This is part of the New Starter Learning Programme as well as the Leadership & Development Programme – Part 1 which is assigned to new staff coming into the authority as managers.

The Equality & Diversity eLearning provides the attached content which conveys the Council's commitment to LGBT inclusion alongside other protected characteristics. The Employee Code of Conduct is also linked within the eLearning discussed. This document is attached and references to relating to LGBT inclusion can be found as part of a general message about protected characteristics on pages 10 – 14.

EVIDENCE REQUIRED - SCREENSHOTS IN FOLDER – CODE OF CONDUCT ALSO AVAILABLE TO UPLOAD

2.4 Does the organisation enable non-binary employees to have their identities recognised on all employee-facing workplace systems?

Guidance: • Examples include the option to choose a gender marker other than male or female and being able to use gender-neutral titles, such as Mx. • Alternatively, you could consider removing gender markers and titles from your systems altogether. • You should include at least one example specific to gender fluid people, for example the ability to have multiple passcards with different forms of gender expression.

Yes/No

Describe how non-binary identities are recognised on workplace systems, including at least two examples (max. 500 words).

RESPONSE:

In terms of HR systems, title/form of address (including Mx) and gender identity (this includes trans and non-binary) are already currently requested from the applicant in the recruitment system, but only the title/form of address data is currently transferred into the SAP HR system for successful candidates. This data on SAP, however, is only currently editable by HR/Payroll.

2.5 Does the organisation provide all-employee training on compliance with its discrimination, bullying and harassment policies, including the following:

Guidance: • The training should reach as many employees as possible across your organisation. • Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected. • Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

REFER TO CHART IN REFERENCE CRITERIA

Describe how you estimate completion rates (max. 500 words). Describe the format of the training and the content you have uploaded (max. 500 words). Upload evidence for selected options.

RESPONSE:

No*

***There is information within the 'Welcome New Starter eLearning' around all of those policies, but it does not specifically refer to LGBT people and cover lesbian, gay, bi and trans.**

2.6 In the past year, which of the following messages have appeared in internal communications to all employees? Tick all that apply.

Guidance: • Communications uploaded should have been sent or made available to all employees (or as many as geographically possible through the specific communication method). In your uploaded evidence, make clear who/how many employees the communication reached. • Evidence could include emails and screenshots of intranet posts. • A – communications can focus on specific awareness days/events, such as LGBT History Month, Pride and/or IDAHOBIT (International Day

Against Homophobia, Biphobia and Transphobia). • B – communications can focus on specific awareness days/events, such as Bi Visibility Day and/or Pan Visibility Day. • C – communications can focus on specific awareness days/events, such as Trans Day of Visibility, Trans Day of Remembrance and/or Trans Pride. • D – communications can focus on specific awareness days/events, such as Non-Binary People’s Day. • A, B, C and D – you are required to meet at least one of these criteria to receive a bronze award.

EVIDENCE IN FOLDER

A. Information about LGBT identities and experiences (bronze award requirement)

B. Information about bi identities and experiences (bronze award requirement)

C. Information about trans identities and experiences (bronze award requirement)

D. Information about non-binary identities and experiences (bronze award requirement)

E. Information about the LGBT Employee Network Group and/or allies activity

F. Information about LGBT-inclusive policies

G. Information about the importance of pronouns and pronoun introductions

H. None of the above

Upload evidence for selected options.

Provide date for option A:

Provide date for option B:

Provide date for option C:

Provide date for option D:

Provide date for option E:

Provide date for option F:

Provide date for option G:

2.7 Does the organisation proactively recognise contributions to LGBT inclusion activity during employee performance appraisals?

Guidance: • The onus should be on the employer/manager to make clear that contributions to LGBT inclusion (such as network group activity) align with organisational values and count towards diversity and inclusion objectives. • This should be systematic and applied to all performance appraisals, not just those of the network leads. • Recognition doesn't have to be financial.

RESPONSE:

Yes/**No**

Describe how contributions are recognised (max. 300 words).

2.8 Does the organisation identify and act on any LGBT inclusion issues raised at exit interviews or on exit surveys?

Guidance: • This can be part of a wider question about diversity and inclusion at the organisation. • Answers should detail how all employees are given opportunities to raise any issues relating to discrimination (homophobia, biphobia and/or transphobia) they may have experienced or become aware of in the organisation. • There should be a clear process by which issues are referred and acted on by the organisation.

RESPONSE:

Yes/**No**

Describe the exit interview/survey process and how LGBT issues would be identified or raised (max. 200 words). Describe how any issues raised would be acted upon by the organisation (max. 200 words).

2.9 The following question is for information gathering purposes only and is not scored

Does the organisation have a mental health or wellbeing strategy that explicitly addresses the needs of LGBT people?

Guidance: • This should address the specific needs of lesbian, gay, bi and trans people.

RESPONSE:

Yes/**No** – ACTION – DOCUMENTS IN FOLDER BUT DOES NOT REFERENCE LGBTQ+ AT ALL

The Council has recently approved a Staff Health and Wellbeing Strategy which is supported by a Workplace Wellbeing Framework and Action Plan. The strategy and framework aim to provide for all of our workforce and take into regard all protected characteristics including the LGBTQ+ community. An Equality Impact Assessment (EIA) was carried out during the development of these documents and was presented to the Council Management Team as part of the approval process.

The Wellbeing Strategy aims to positively impact on those with protected characteristics as identified by the Equality Act 2010. The strategy recognises that health outcomes can be significantly impacted for those with certain protected characteristics and this is recognised specifically in the implementation of the strategy through the framework and action plan. These aim to promote awareness to staff with protected characteristics of issues specifically relevant to them, such as mental health.

Overall the strategy and framework both aim to provide a structure for how to improve the wellbeing of the workforce. Where people share a protected characteristic, the strategy should help to provide them with support and equality of opportunity. Proactive work has been undertaken, particularly through the Wellbeing Champions Network, to promote wellbeing issues that pertain to particular communities.

As part of our Inclusion and Diversity objectives within the strategy and framework, we ensure that we provide opportunities for LGBTQ+ staff to share their views, opinions, and experiences of the workplace. Some of our methods for ensuring that we listen are as follows:

- The Employee Wellbeing Coordinator is proactive with the LGBTQ+ staff network, attends the equality network leads meetings and builds LGBTQ+ related activities and interventions into the wellbeing calendar
- We make connections with local, community-based LGBTQ+ services and ensure that these are promoted to staff
- We celebrate the LGBTQ+ community at global and national events and use these moments to highlight issues and provide awareness sessions and training
- We have built relationships with community-based services (such as Yorkshire MESMAC) and work with them jointly to deliver awareness sessions. For example, during LGBTQ+ history month, we worked with Yorkshire MESMAC to deliver sessions on allyship and LGBTQ+ wellbeing in the workplace.

In addition, we plan for the Wellbeing Champions Network to be expanded to make it more representative. The network will also continue to promote wellbeing issues that affect different communities.

Upload your mental health or wellbeing strategy. Describe how this was developed and any actions that have come from it (max. 500 words).

EVIDENCE NEEDED – DOCUMENTS IN FOLDER

The following question is for information gathering purposes only and is not scored. It will only be asked if your organisation provides apprenticeships.

When advertising for its apprenticeships, does the organisation run initiatives to specifically attract LGBT job seekers?

Guidance: • This might include LGBT-specific content in recruitment materials or advertising at LGBT-specific events.

Yes/**No**

Describe the initiatives (max. 500 words)

RESPONSE:

No – We use the standard council process for advertising apprenticeship vacancies as well as the training provider listing the vacancies on www.gov.uk where all apprenticeship vacancies are advertised.

Section 3: LGBT Employee Network Group

This section examines the work of your LGBT employee network group. The questions scrutinise the support the group is given by the organisation, its commitment to inclusivity, and the activities it carries out.

3.1 Does the organisation have an LGBT employee network group for LGBT employees? Select one option.

Guidance: • A – this option scores maximum marks for this question. • B and C – these options score lower marks for this question. • A, B and C – you are required to meet one of these criteria to receive a bronze award.

A. Yes, with a defined role and terms of reference (bronze award requirement)

B. No, but we have a Diversity & Inclusion group with formal LGBT representation (bronze award requirement)

C. No, but we have a formal agreement with an external network in our sector/region (bronze award requirement)

D. None of the above

Option A and B: Upload the group's terms of reference. Option C: Describe the formal agreement and your organisation's role in the network (max. 500 words).

RESPONSE:

LGBTQ+ STAFF NETWORK TERMS OF REFERENCE

- To support the positive visibility of and address issues that matter to LGBTQ+ staff.
- To challenge homophobia both inside and outside the workplace.
- To encourage LGBTQ+ staff throughout the Council to participate in the work of the Network.
- To ensure members are aware of wider issues that affect them and their lives.
- To publicise the work of the Network and issues concerning LGBTQ+ staff to the wider workforce.
- To obtain support for our work from Councillors and senior management.
- To develop and maintain links with other relevant agencies and staff groups.
- To act as a voice for members, providing input on the development of corporate and departmental services, policies and procedures, and providing feedback on their impact.
- To afford a space for LGBTQ+ members to network and socialise.

3.2 In the past year, has the organisation supported the work of the LGBT employee network group in the following ways? Tick all that apply.

Guidance: • C – time should be formally agreed. • D – this should develop practical skills relevant to the role of the network group, for example peer support, mentoring or conflict resolution. • E – these can be general or LGBT-specific programmes and should be communicated to members through the employee network group.

RESPONSE:

A. Provided a network group budget – Yes – Each of the 5 Staff Networks (LGBTQ+ being one) have been given an annual budget to support the group and the use of it is decided by the Group.

B. Provided a formal senior champion – Yes – We have Iain MacBeath as our formal Corporate Management Team (CMT) sponsor who the Staff Networks Chairs meet with on a regular basis.

Iain not only provides a voice to take back to the full CMT but provides advice, guidance and suggestions, for example, he suggested and paid for the development of our LGBTQ+ Staff Network app.

C. Allowed time for committee members to carry out network group activity – Yes – All Members have been formally given time to attend the Staff Network Meetings and the Staff Network Chairs have been afforded half a day per week.

D. Facilitated network members' participation in skills training – Yes – Network Members attended facilitated Mindfulness training to learn techniques around meditation and different ways of thinking to promote staff wellbeing.

E. Facilitated network members' participation in leadership or professional development programmes - No

F. Facilitated network members' participation in LGBT-specific seminars and conferences - No

G. None of the above

Describe the support provided and how it is communicated to the network (max. 200 words per option).

3.3 In the past year, which of the following activities has the LGBT employee network group undertaken to improve its inclusivity? Tick all that apply.

Guidance: • C – this should reference specific marginalised or underrepresented groups (for example, trans people or LGBT people of colour). • D – this could be a physical or digital space, for example a meet-up for LGBT people of faith or a closed bi digital group on your intranet.

A. Implemented a formal mechanism to ensure bi issues are engaged with (for example, bi reps)

B. Implemented a formal mechanism to ensure trans issues are engaged with (for example, trans reps)

C. Promoted itself as being open to all and inclusive of marginalised and underrepresented LGBT groups

D. Introduced specific spaces for marginalised and underrepresented LGBT groups

RESPONSE:

E. None of the above

Describe the activities you have undertaken (max. 200 words per option).

3.4 Does the LGBT employee network group have a formal strategy to ensure it is inclusive of and accessible to marginalised or underrepresented LGBT groups?

Guidance: • Your strategy should focus on the inclusion of at least three specific marginalised or underrepresented LGBT groups. This might include (but is not limited to): o BAME LGBT people / LGBT People of Colour o Bi people o LGBT carers o LGBT people of faith o LGBT parents o LGBT people with accessibility needs o Non-binary people o Older LGBT people o Trans people • Your description should include how you identified which marginalised or underrepresented groups to focus your strategy on. This might include insights from: o LGBT network group membership and

event attendance o LGBT network group satisfaction surveys o Employee satisfaction surveys o WEI Staff Feedback Questionnaire report o Sectoral, regional or national research¹² • Your description should include actions the network group has taken so far and has committed to take in the future. These might include (but are not limited to): o Introducing an inclusion rep o Holding events within working hours o Holding regular alcohol-free social events o Holding events at accessible venues o Avoiding holding events at the same time as religious festivals/holy days • Actions must be in addition to those referenced in 3.3

RESPONSE:

Yes/**No**

Upload your strategy document. Describe how the strategy was formulated, actions the network has taken so far and outcomes so far (max. 500 words).

N/A

3.5 Which of the following support activities does the LGBT employee network group undertake? Tick all that apply.

Guidance: • Support for individuals should be available and advertised to all staff. • Consultation on internal policies and practices should be considered as policies that impact upon employee welfare (for example, reviewing an updated adoption policy). • A – this could be on an individual basis and/or through a closed digital group for LGBT employees.

A. Provide confidential support to all employees on LGBT issues - **No**

B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment - **No**

C. Consultation on improving internal policies and practices – **Yes - Part of the remit of the Staff Network is to look at internal policies, currently this includes the People Strategy, Equality Impact Assessments and various other policies**

RESPONSE:

D. None of the above

Describe the options selected (max. 200 words per option).

3.6 In the past year, which of the following activities has the LGBT employee network group undertaken? Tick all that apply.

Guidance: • If not carried out by the LGBT employee network group, these activities can be carried out by other parts of the organisation (for example, the diversity and inclusion team). However, this must at least be in consultation with the network group. • ‘Awareness raising events’ refers to activities that serve to educate or inform the wider organisation, for example panel discussions, lunch and learns, or stalls during diversity events. • G – this could either be a specific programme run

by the network or alternatively an organisationwide programme that proactively incorporates LGBT mentoring.

A. Social networking event for members

RESPONSE:

B. LGBT equality awareness-raising event – DATE 22/2/21 – Ran a Brief History of LGBTQ+ Rights, which included guest speakers, talking about their own experience through the last 50 years and how this impacted on their lives

C. Bi equality awareness-raising event

D. Non-binary equality awareness-raising event –DATE 24/2/21 – We ran a Trans & Non-Binary Awareness Training Session, which covered the use of language, clear definitions and Trans & Non-Binary staff shared the personal experiences

E. Trans equality awareness-raising event –DATE 24/2/21 – We ran a Trans & Non-Binary Awareness Training Session, which covered the use of language, clear definitions and Trans & Non-Binary staff shared the personal experiences

F. Collaborated with other LGBT network groups – DATE 18/1/21 – Worked with Leeds Council LGBTQ+ Staff Network to share ideas and practices to shape & enhance both our Terms of Reference and discuss a Zero Tolerance to Discrimination approach.

G. Mentoring or coaching programme

H. None of the above

Describe the activities selected and when they occurred (max. 200 words per option). Please provide specific dates or time periods within the last year.

3.7 In the past year, has the LGBT network group held campaigns, initiatives, seminars or events engaging with the intersection of LGBT and other diversity strands? Select one option.

Guidance • You will be awarded for up to three examples from the last year. These should each look at the experiences of specific marginalised or underrepresented groups, which could include (but is not limited to): o BAME LGBT people / LGBT People of Colour o LGBT parents or families o LGBT people with accessibility needs, for example including LGBT disabled people and LGBT neurodivergent people o LGBT people with experience of mental ill health o LGBT people with experience of poverty or homelessness o LGBT people of faith o LGBT women o Older LGBT people • You should explain why you chose to focus on the experiences of these groups. For example, this might be because of a gap in your previous work. • (From the 2023 Workplace Equality Index) At least two of the groups should be different to your organisation's previous submission. • These activities can be carried out in collaboration with other employee network groups. • If not carried out by the LGBT employee network group, these activities can be led by other parts of the organisation (for example, the faith employee network group might run an event on being an LGBT person of faith). • 'Initiatives' and 'campaigns' here refer to specific programmes or projects, for example a series of events, videos or blogs

RESPONSE:

A. Yes, three examples

B. Yes, two examples

C. Yes, one example

D. No

Describe the campaigns, initiatives, seminars or events and when they occurred (max. 500 words).
Please provide specific dates or time periods within the last year.

- 1. LGBTQ+ History Month – February 2021 - The Staff Network held numerous events as part of this month including a Trans & Non-Binary Awareness Training Session and Brief History of LGBTQ+ Rights which both included lived experience from speakers and staff**
- 2. R.E.S.P.E.C.T Launch – w/c 27th September (as part of National Inclusion Week) - The Staff Network was part of the launch of the R.E.S.P.E.C.T Campaign, which is the Equality Vision for the Council, in September 2021. The campaign looks to educate staff, supports them to champion Equalities and shared lived experiences of discrimination to help others understand the impact of a staff member's sense of identity and belonging**
- 3. Safe Space Panel – 28th September 2021 – Ran a session for all staff to afford them an opportunity in a safe space to ask sometimes controversial questions where staff feel better educated on use of language and behaviours around LGBTQ+ colleagues**

3.8 Does the LGBT employee network group have measures in place to ensure that activity reaches employees in all locations?

Guidance: • This should be formalised, consistent work to ensure activity can reach all employees. This might include a commitment in your terms of reference to hold a percentage of your events online or run activities in different regions. • You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in. • If you only have one location or building, you should consider the needs of employees who work remotely or away from desks. • You should provide at least two examples of measures you have in place.

RESPONSE:

Yes/No

Describe at least two measures in place and how they are formalized (max. 500 words).

During the establishing phase of the LGBTQ+ Employee Network Group (ENG) reaching all employees was something we were extremely conscious of, not least given the size of the organisation. We did some initial research and found that a significant number of staff did not have regular access to email and other electronic communications, usually frontline or peripatetic colleagues.

Wishing to achieve maximum employee reach we developed an innovative solution through co-production with Bradford University's Digital Innovation Team, the result being a LGBTQ+ Staff Network Application, (App)

The App affords all staff, who have access to a smart phone, to access to information, support, peer communication and resources specifically linked to the LGBTQ+ Staff Network Group.

Staff, whilst encouraged to do so, do not have to 'attend' the LGBTQ+ staff network meetings in person. The secure registration and login process ensures confidentiality where staff can access an engaging mobile experience providing regularly updated documents together with fresh and relevant content.

The nature of the work undertaken in any local authority is extremely diverse and provides a number of challenges associated with a dispersed workforce. The mobile App aims to augment the work of the network group in several areas including, staff interaction and communication, sharing peer group experience and encouraging/affording a sense of belonging.

Additional supporting evidence, screen shots and full content details of the App can be provided on request.

The LGBTQ+ Staff Network Group recognises that some staff, for whatever reason, do not feel comfortable attending 'in person meetings' particularly if the actual venue is directly linked to or within their workplace. We have previously met at the City's Equity Partnership, a charity set up and delivered by LGBTQ+ people in Bradford.

With the advent of the recent pandemic and associated home working, the group has resolved to ensure at least half of the regular meetings throughout the year are held virtually. This provides staff, especially those who are dispersed, an opportunity to 'attend'. We use a recognised meeting platform that is accessible outside of the Council network, enabling members to join from a mobile device not linked to or provided by the Council.

Section 4: Empowering Individuals

This section examines the process of engaging individuals to create an LGBT inclusive culture at the organisation. The questions scrutinise how the organisation empowers LGBT and non-LGBT employees to step up as change makers and allies

4.1 Does the organisation support LGBT employees at all levels to become change makers through training, programmes and/or resources?

Guidance: • Examples of support can include resources, programmes or training. • The support must focus specifically on steps LGBT people can take to become active role models or change makers in your organisation.

RESPONSE:

Yes/No

Describe the training, programmes and/or resources (max. 500 words).

A LGBTQ+ staff member solely devised an internal Equality Vision called R.E.S.P.E.C.T (which stands for Rights – Equality - Speak up – Person-centred – Education – Champion – Think First, which aligns all the Equality Strands.

This was signed off by Senior Management with resources provided by various teams (HR, Communications, Staff Equality Networks) to support to develop into a fully-fledged movement with the Council, rolled out to all 8000+ staff to promote organisation-wide, cultural and educational change.

4.2 In the past year, has the organisation shared the workplace experiences of LGBT people with the following identities? Tick all that apply.

Guidance: • This should be an internal communication, such as an all-employee email or blog post. • Within the content, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions. • Stonewall uses umbrella terms and we recognise that language and identities are personal. If an employee uses a term that isn't listed below, you should be led by them on which (if any) option they feel comfortable being included within. • Best practice is to share the experiences of internal employees. However, you should take care to ensure that no pressure is put on LGBT employees to be visible in this way. If employees do not want to share their experiences, you can share the workplace experiences of employees outside your organisation, for example from the wider sector. • Marks will not be awarded in this question where the experiences of celebrities are shared.

- A. BAME LGBT people / LGBT People of Colour
- B. Bi people
- C. Binary trans people (e.g. trans men and trans women)
- D. Gay or lesbian people
- E. LGBT people aged 25 or younger.
- F. LGBT people aged 50 or older.
- G. LGBT people at board level
- H. LGBT people at senior management level
- I. LGBT people being open about their mental health challenges (including disability relating to mental health)
- J. LGBT people of faith
- K. LGBT people who are parents
- L. LGBT people with accessibility needs (excluding accessibility needs relating to mental health)
- M. Non-binary people (e.g. gender fluid or genderqueer people)

RESPONSE:

N. None of the above –

For each option selected: submit evidence of sharing these experiences in the last year. For each option selected: provide the date on which this was shared internally.

4.3 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become LGBT allies? Select one option.

Guidance • The programme should be a formal mechanism to engage non-LGBT people with LGBT equality. • This can include allies receiving a visible signal of their commitment to LGBT equality, but

this must be conditional on employees participating in a programme and/or receiving training. • The programme should include internal awareness-raising sessions or training specifically for allies. This should cover the importance of allies and actions that individuals can take to be effective allies. • To be awarded marks, this programme must be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

- A. Yes, as part of our LGBT employee network group
- B. Yes, a separate allies network group
- C. Yes, through another initiative

D. No

Describe the allies programme or initiative (max. 500 words). Upload a communication advertising the allies programme or initiative.

RESPONSE:

NARRATIVE REQUIRED – This will be set up as an Allyship Programme for all Equality Groups and currently in conversations with local organisations to be commissioned to develop this with all our Staff Equality Networks

EVIDENCE REQUIRED – N/A

4.4 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

Guidance: • Examples can include information booklets, programmes or training. • This must focus specifically on being an ally to bi people and include specific actions employees can take. • This should be more in-depth than a one-off internal communication (as awarded for in sections 2 and 3).

RESPONSE:

Yes/**No**

Describe the training, programmes and/or resources (max. 500 words). Upload any written content, such as training slides or resources.

NARRATIVE REQUIRED – Narrative as above

EVIDENCE REQUIRED – N/A

4.5 Does the organisation support all cis employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

Guidance: • Examples can include information booklets, programmes or training. • This must focus specifically on being an ally to trans people and include specific actions employees can take. • This must include specific content on being an ally to non-binary people. • This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

RESPONSE:

Yes/**No**

Describe the training, programmes and/or resources (max. 500 words). Upload any written content, such as training slides or resources.

NARRATIVE REQUIRED – **N/A**

EVIDENCE REQUIRED – **N/A**

4.6 Does the organisation support all employees (including LGBT employees) to become allies to other marginalised LGBT communities through training, programmes and/or resources?

Guidance: • This should focus on identities other than bi or trans identities. For example, the support could focus on becoming an ally to groups experience multiple marginalisation, such as LGBT people of faith. • This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3). • This should include specific actions employees can take.

RESPONSE:

Yes/**No**

Describe the training, programmes and/or resources (max. 500 words). Upload any written content, such as training slides or resources.

NARRATIVE REQUIRED – **N/A**

EVIDENCE REQUIRED – **N/A**

4.7 Does the organisation have measures in place to ensure that your work to empower individuals reaches employees in all locations?

Guidance: • This should be consistent work to ensure activity can reach all employees. • This might include: o Ensuring you share the stories of LGBT people from all the regions or UK nations you operate in. o Ensuring your allies programmes and resources are available in all your locations and/or digitally. • You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, employees in urban/rural settings, and employees across all UK nations that you operate in. • If you only have one location or building, you should consider the needs of employees who work remotely or away from desks. • You should provide at least two examples of measures you have in place.

RESPONSE:

Yes/No

Describe at least two measures in place and how they are formalised (max. 500 words).

To promote the Staff Networks, including the LGBTQ+ Staff Network, posters have been distributed and displayed to all office which include staff that do not have access to IT devices, which includes contact details. Also newsletters, containing information on our work are printed and available for the same staff (non-IT users).

Section 5: Leadership

This section examines how the organisation engages senior leaders and line managers in their responsibility to set an LGBT-inclusive culture. The questions scrutinise how the organisation empowers senior leaders, the individual actions senior leaders take, and how all line managers are encouraged to recognise LGBT inclusion as key to their role.

5.1 How does the organisation support board and senior management employees to understand the issues that affect LGBT people? Tick all that apply.

Guidance: • The support should be consistently provided, not on an ad hoc basis. • Each option should be available to multiple senior leaders, not just one senior champion. • A – this is a formal process whereby senior employees are mentored on LGBT issues by more junior LGBT employees.

RESPONSE:

The following was open to all senior leaders as well as colleagues across the organisation. As part of LGBT+ month there were a number of activities hosted by the LA to raise awareness. This included 1. Becoming an effective ally, 2. Wellbeing for LGBTQ+ colleagues (An online, interactive event which will allow us to hear from a LGBTQ+ speaker about what wellbeing means for them. What aspects of mind, body, spirit wellbeing can we support in the workplace)?

A. Reverse mentoring opportunities

B. Mentoring or coaching opportunities with other senior leaders

C. LGBT-specific conferences and seminars

D. Bi-specific conferences and seminars

E. Non-binary specific conferences and seminars

F. Trans-specific conferences and seminars

G. None of the above

Describe each option selected (max. 200 words per option)

B. There is a coaching and mentoring offer open to all members and not just specific to colleagues identifying as LGBTQ+

C. As part of LGBTQ+ month there were a number of activities hosted by the Council to raise awareness and promote further understanding of the issues that affect LGBTQ+ communities. The following were open to all senior leaders in addition to other colleagues across the organisation:

- Becoming an effective ally – an interactive event hosted by Yorkshire MESMAC on what it means to be an effective ally. How can we collaborate with our LGBTQ+ colleagues to appreciate and support their lived experience in the workplace? We'll be discussing issues and concerns LGBTQ+ staff may have in the workplace. This will be a safe and welcoming environment for all to learn and ask questions.

- Body, mind and spirit – LGBTQ+ Health and Wellbeing – body mind and spirit is important for all of us. Join Yorkshire MESMAC who will be discussing the key issues LGBTQ+ communities face when it comes to mental health and wellbeing. They will talk about the services they offer to

LGBTQ+ people, the current trends and issues they are seeing and how you can refer into the service. The session will cover information on mental health, coming out, and other health needs of LGBTQ+ communities. Everyone welcome to join and learn about these important issues.

5.2 In the past year, which of the following activities have members of the board and/or senior management engaged in? Tick all that apply.

Guidance: • These activities should be carried out by a range of leaders. • E – this will only be awarded if you received points for questions 6.4, 6.5 or 6.6. • F – this should be periodic, not ad hoc. • G and H – your description should include how the speech had specific messages of bi, nonbinary and trans equality. • H – this can be a sector-facing or community-facing event.

- A. Communicated a strong message on LGBT equality
- B. Communicated a strong message on bi equality
- C. Communicated a strong message on trans equality, explicitly including non-binary equality
- D. Reviewed and/or approved an LGBT inclusion strategy
- E. Reviewed top line LGBT monitoring reports and actions
- F. Met periodically with the LGBT employee network group
- G. Spoken at an internal LGBT event
- H. Spoken at an external LGBT event
- I. Attended an external LGBT event, for example Pride
- J. None of the above

Describe each option selected (max. 200 words per option). Please include specific dates or time periods. Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

RESPONSE:

A and B.

- As senior leader, Martin Stubbs, Assistant Director in Corporate Resources attended a session, run by Yorkshire MESMAC earlier this year about 'Becoming an Effective Ally' and encouraged managers to do the same.
- We discussed how can we collaborate with our LGBTQ+ colleagues to appreciate and support their lived experience in the workplace.
- Press releases and social media supporting LGBTQ+ History Month across a range of events over the year such as commemorating the Stonewall Riots 28 June – see list below
- Provide email signatures for staff to use to show support for and to promote LGBTQ+ month
- developed the new equality objectives and plan led by Anne Lloyd, Director of HR
- CMT Sponsor for the LGBTQ+ staff network
- Committed to undertake Stonewall Assessment

- Approved a range of training for staff to support understanding of the LGBTQ+ community and also to ensure staff are aware of what is expected of them.
- social media across whole of LGBTQ+

C.

Implemented Trans and gender ID policy in Feb 2020

We are re-engaging with Bradford Mesmac to promote swimming for young people who are non-binary. Phil Hunter, Assistant Director Place.

D.

We have a trans and gender identity strategy

E.

We have reviewed the top line equality metrics via an Equality Vital Signs dashboard. This has also been raised at Corporate Management Team Meetings August 2021.

Metrics reviewed at 6 weekly Equality group meeting, chaired by Assistant Director Jenny Cryer from Office of the Chief Executive, (that includes staff network chairs) and at the Equality lead's meeting with the leader of the Council and at CMT

Review through Equality Vital Signs report, at the Equality Group meeting and via reports to Corporate Overview and Scrutiny

F.

Iain Macbeath, Strategic Director for Health and Wellbeing has met as Corporate Leader and Sponsor of the LGBTQ+ Staff network meets regularly.

CMT set to meet all the network leads and Dept. Equality Champions on a regular basis

Assistant Director Jenny Cryer chairs the regular equality group meeting that is attended by staff network chairs.

Equality Lead meets with chairs of networks and through invite from the networks attends network meetings

G.

Strategic Director supported and present at LGBTQ+ Staff App Launch Aug 2021

Chief Executive, Kersten England has made many speeches in the last year and has convened discussions with LGBTQ+ employees, supported and spoken about LGBTQ+ issues and supported formation of an LGBTQ+ staff network.

I.

OCX management would attend events and encourage staff to do so too.

Anniversaries, events and days of supported and promoted through social media, press releases, internal; comms, and/or sponsorship and funding by Bradford Council through OCX Marketing and Comms and CMT, OCX

LGBTQ+ History Month – February 2021

Transgender Day of Visibility – March 31 2021

Lesbian Visibility Week 26 April/May 2021

International day against homophobia, biphobia and transphobia – 17 May 2021

Pride Week May/June 2021

Anniversary of Stonewall Riots – 28 June 2021

Will be part of:

National coming out day – 11 October 2021

Transgender day of remembrance – 20 November 2021

All senior managers in the organisation have an equality goal. For example, The Sport and Culture Service will continue to support and work towards the Council's equality themes of leadership and organisational leadership, workforce, community and service design to ensure inclusion and equality becomes part of the service culture.

- Provide visible leadership to all staff on the importance of the Council's Equalities, aims and objectives
- Leading and facilitating the review of monuments across the District
- Our senior management team are undertaking difference-consciousness training as part of our development
- Support the implementation plan for the, Bradford Council's Equality Objectives and Equality Plan

The same is found in service levels across the Council.

Different-Consciousness Training

My whole management team in the Department of Place under Assistant Director Phil Barker, entered into a 6-week training course that covered many issues including the attached frame of reference as part of the course (see Frame-of-Ref in appendices). Once the Different-Consciousness Training was complete they applied the learning the corporate equalities plan and linked it to our individual services as ideas we could progress in the coming year, these are recorded in the Equality & Diversity Actions document found in the appendices.

Chris Chapman, Director of Finance

5.3 Does the organisation have measures in place to ensure that senior leader activity reaches employees in all locations?

Guidance: • This should be consistent work to ensure activity can reach all employees. • This might include: o Ensuring activities are carried out by senior leaders in all regions or UK nations that you operate in. o Ensuring that speeches at internal LGBT events are recorded and distributed digitally. o Ensuring that senior leader messages are written as well as verbal. • You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in. • If you only have one location or building, you should consider the needs of employees who work remotely or away from desks. • You should provide at least two examples of measures you have in place.

RESPONSE:

Yes/No

Describe at least two measures in place and how they are formalised (max. 500 words).

The following measures are in place to ensure that senior leader activity reaches employees in all locations:

- Managers bulletin
- Whole staff briefings with minutes and recordings available for those that cannot attend. There are auto-captions enabled for staff that have hearing impairments.
- Online internal communications via Bradnet (intranet) and circulation lists
- Where staff do not have email or online access, managers can print off communications and place them in buildings/area where staff do have access.

5.4 Does the organisation require all senior leaders and line managers to meet an inclusion-based competency on recruitment?

Guidance: • This should be a standard competency in all job descriptions and/or a mandatory question in all interviews. • This does not need to just be one standard question – you can provide a range of competencies and/or interview questions for the recruiting team to choose from. • This should include internal promotions as well as external appointments. • This does not need to be LGBT specific.

RESPONSE:

Yes/No

Copy and paste the standard competency or interview question wording. Describe how inclusion-based competencies are implemented across all roles (max. 200 words).

Inclusion and equality questions are a standard part of the Council's inclusive recruitment process. The following are competency details and questions from job descriptions and interviews for senior leaders and line managers:

Job description – 'Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face'

Interview – 'The Council is committed to promoting and maintaining an equitable and inclusive working environment. As a leader / manager how would you ensure you do this in the role on a daily basis?'

The following are quotes from the Senior Management Competencies Framework for Strategic Directors, Directors, Deputy Directors and Assistant Directors. This competencies framework is made available _____.

Under the Leadership category – 'Promotes the general well-being of the District's communities & citizens and enables community engagement & cohesion.'

Under the Developing High Performing People and teams category – 'Effectively leads multi-functional teams by creating & maintaining good working relationships & motivation' and

'Manages social diversity fairly and sensitively by promoting inclusive behaviour, equality of opportunity and employee wellbeing'.

*****IF POSSIBLE ATTACH THE COMPETENCIES FRAMEWORK TO THE QUESTION*****

(ATTACHMENT IN FOLDER)

5.5 Does the organisation require all senior leaders and line managers to have an inclusion-based objective?

Guidance: • This should be a standard practice across all performance appraisal structures and documents. • You do not need to provide template wording, but best practice is to provide a range of objectives senior leaders and line managers might consider based on their roles. • This does not need to be LGBT specific.

RESPONSE:

Yes/No

Describe how inclusion-based objectives are implemented across all roles (max. 500 words).

All staff at a specific grade and above are mandated to have an equalities objective as part of their annual performance appraisal. It is good practice that all managers ensure their teams have an equality and inclusion objective as well. Example goals could include: Equality and Diversity

- **100% of supervisions and meetings have Equality and Diversity as a standard agenda.**
- **100% of equality impact assessments are completed for new services.**
- **A minimum of 90% of the workforce have completed the equality and diversity mandatory training.**

Section 6: Monitoring

This section examines how the organisation uses monitoring to understand the representation and experiences of its LGBT employees. The questions scrutinise data collection methods, analysis and outcomes

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation through diversity monitoring forms and/or systems?

Guidance: • The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this. • You should use the same good practice question wording across all the touchpoints where it collects this data. Please state in your description if different question wording is used elsewhere.

RESPONSE:

Yes/No

Copy and paste the question you ask and the options employees can select (max. 500 words).

On our Employee Self Service edit personal data function:

Sexual Orientation (select from drop down list):

Bi-sexual

Choose not to disclose

Gay

Heterosexual

Lesbian

If yes, what proportion of employees have answered this question on your HR system?

24.0%

Guidance: • This should be from an HR system, not an anonymous staff survey. • The proportion should not include those who prefer not to say.

90-100%

80-89%

70-79%

60-69%

50-59%

Under 50%

We do not monitor

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses or personally identifiable data. Provide a brief description of the report you have uploaded (max. 200 words).

Yes, but only 25% of Council employees have disclosed this data, we currently have a “prefer not to say” rate of 75%. We only have approx 50 employees (0.6% of the total Council headcount) that have declared they are LGBTQ+. We don’t collect this data for LEA schools though

This is an analysis of the employee data the Council holds in the HR system and includes permanent and fixed term employees.

Data @ 31 March 2021 (excludes LEA schools):

Sexual Orientation	Headcount	% of Headcount
Bi-sexual	6	0.1%
Gay	19	0.2%
Heterosexual	1,370	16.0%
Lesbian	23	0.3%
Choose not to disclose	639	7.5%

Not known	6,510	76.0%
Grand Total	8,567	100.0%
Total LGBTQ+		0.6%
Total declaration rate		24.0%
Declaration rate, excl Choose not to disclose		16.6%

The following is an analysis report of the employee data the Council holds in the HR system and includes permanent and fixed term employees. As of the data report collated on 31st March 2021, 24% of Council employees responded to this question on sexual orientation. However, only 16.6% of Council employees responded with an answer (this excludes the 'choose not to disclose' option). 43 employees (0.6% of the total staff headcount) have declared they are LGBTQ+. However, it is important to note that we do not collect this data for LEA schools.

The figures for LGBTQ+ staff has remained relatively stable at 0.6% since we started to measure this in late 2018. We ran a successful campaign to encourage employees to provide this data, which also involved collating and recording individual data from those employees without self-service access (to the HR portal). We increased our overall declaration rate (including 'choose not to disclose' option) from 8% in 2017 to 24% currently.

6.2 Does the organisation gather data on employee gender, inclusive of non-binary identities, through diversity monitoring forms and/or systems?

Guidance: • The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this. • You should use the same good practice question wording across all the touchpoints where it collects this data. Please state in your description if different question wording is used elsewhere.

RESPONSE:

Yes/No

Copy and paste the question you ask and the options employees can select (max. 500 words).

The Council currently previously only collected male/female gender data for HMRC purposes (65% female, 35% male, 100% collection rate). However, we have recently implemented a "preferred gender identity" field (including trans, non-binary etc) into our Employee Self Service function in addition to this, so that employees can provide this data (0% collection rate as just recently implemented).

The options on the drop down are:

How would you describe your gender identity?

- Female
- Male
- Trans Woman
- Trans Man
- Non-binary

- **In another way**

- **Prefer not to say**

If yes, what proportion of employees have answered this question on your HR system?

Guidance: • This should be from an HR system, not an anonymous staff survey. • The proportion should not include those who prefer not to say.

90-100%

80-89%

70-79%

60-69%

50-59%

Under 50%

We do not monitor

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses or personally identifiable data. Provide a brief description of the report you have uploaded (max. 200 words).

Preferred gender identity has been requested from applicants in the recruitment system, but until recently this data was not transferred into the HR system for successful candidates. The question was the same as above and was thus inclusive on preferred gender identities (trans, non-binary, etc.) Yet once staff were hired, the Council only input gender data in the male/female binary into the HR system for HMRC purposes. This gender data was only editable by HR/Payroll. In this line, the percentage of male and female staff were as follows: 35% male, 65% female, with 100% collection rate.

However, the Council has recently changed to a system that is more inclusive of the LGBTQ+ community. We now include staff response to the preferred gender identity question (above) on our Employee Self Service (ESS) system. This means that staff can edit their gender identity without input from HR/Payroll on ESS at any time. This preferred gender identity question/field is in addition to the binary gender field which is mandatory for HMRC.

6.3 Does the organisation gather data on employee trans status through diversity monitoring forms and/or systems?

Guidance: • The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this. • You should use the same good practice question wording across all the touchpoints where it collects this data. Please state in your description if different question wording is used elsewhere.

RESPONSE:

Yes/No

Copy and paste the question you ask and the options employees can select (max. 500 words).

We have recently implemented a “preferred gender identity” field (including trans, non-binary etc) into our Employee Self Service function in addition to this, so that employees can provide this data (0% collection rate as just recently implemented).

The options on the drop down are:

How would you describe your gender identity?

- Female
- Male
- Trans Woman
- Trans Man
- Non-binary
- In another way
- Prefer not to say

If yes, what proportion of employees have answered this question on your HR system?

Guidance: • This should be from an HR system, not an anonymous staff survey. • The proportion should not include those who prefer not to say.

90-100%

80-89%

70-79%

60-69%

50-59%

Under 50%

We do not monitor

Upload an analysis report demonstrating the declaration rate. Note that this must not contain individual responses or personally identifiable data. Provide a brief description of the report you have uploaded (max. 200 words).

As we have only just recently implemented the new question, there is minimal data to analyse.

6.4 Does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance: • This refers to external appointments to the organisation. • You should compare applicant diversity forms to new starter diversity forms. • Analysis should have taken place in the past two years. • A – note that you will only be eligible for marks if you have been awarded marks in

6.1. • B – note that you will only be eligible for marks if you have been awarded marks in 6.2. • C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

A. Sexual orientation

B. Gender

C. Trans status

D. None of the above

A – upload the most recent report showing analysis by sexual orientation.

B – upload the most recent report showing analysis by gender.

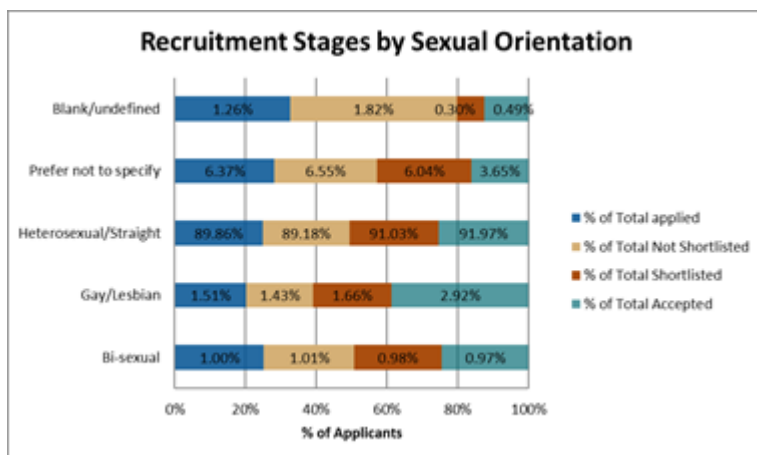
C – upload the most recent report showing analysis by trans status.

RESPONSE:

Yes, to A, B & C are yes but analysed together, i.e. male including trans male/female including trans female

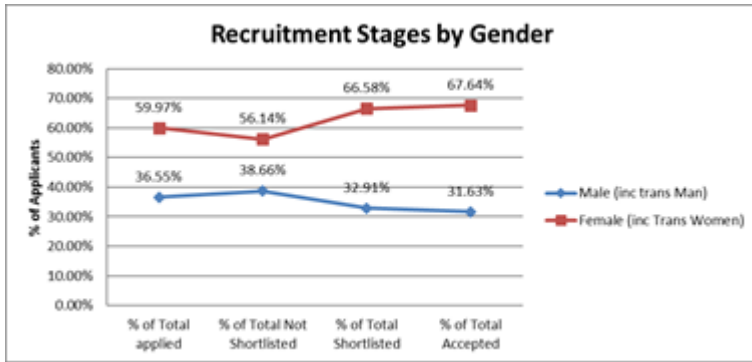
Note that these must not contain individual responses or personally identifiable data. Describe who the analysis was seen by and what action taken (max. 500 words).

A.



Data report from December 31 2020.

B.



Data report from December 31 2020.

The Council assesses and analyses this data bi-annually. The report goes to the Recruitment Team who then reports it to the Chief Executive’s Office as part of the Vital Signs report (seen by the Leader of the Council and Cllr Jabar (the Neighbourhoods and Community Safety portfolio holder)). The Recruitment Team also uses the figures to help respond to queries from departments, councillors, senior management and FOI requests. As the Council has only just implemented a question on trans status, there is minimal data to analyse.

6.5 Does the organisation monitor and analyse the number of employees at different pay grades across the following characteristics? Tick all that apply.

Guidance: • This can be analysis looking at pay grades, pay rates and/or seniority levels. • The data should be collected through your HR system, rather than an anonymous staff survey. • Analysis should have taken place in the past two years. • A – note that you will only be eligible for marks if you have been awarded marks in 6.1. • B – note that you will only be eligible for marks if you have been awarded marks in 6.2. • C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

A. Sexual orientation - **Insufficient data currently to enable pay grade breakdown**

B. Gender - Yes

C. Trans status

D. None of the above

A – upload the most recent report showing analysis by sexual orientation. **SHOULD THIS BE INCLUDED?**

RESPONSE:

Data @ 30 June 2021 (excludes LEA schools):

Sexual Orientation	Headcount	%
Choose not to disclose	625	7.2%

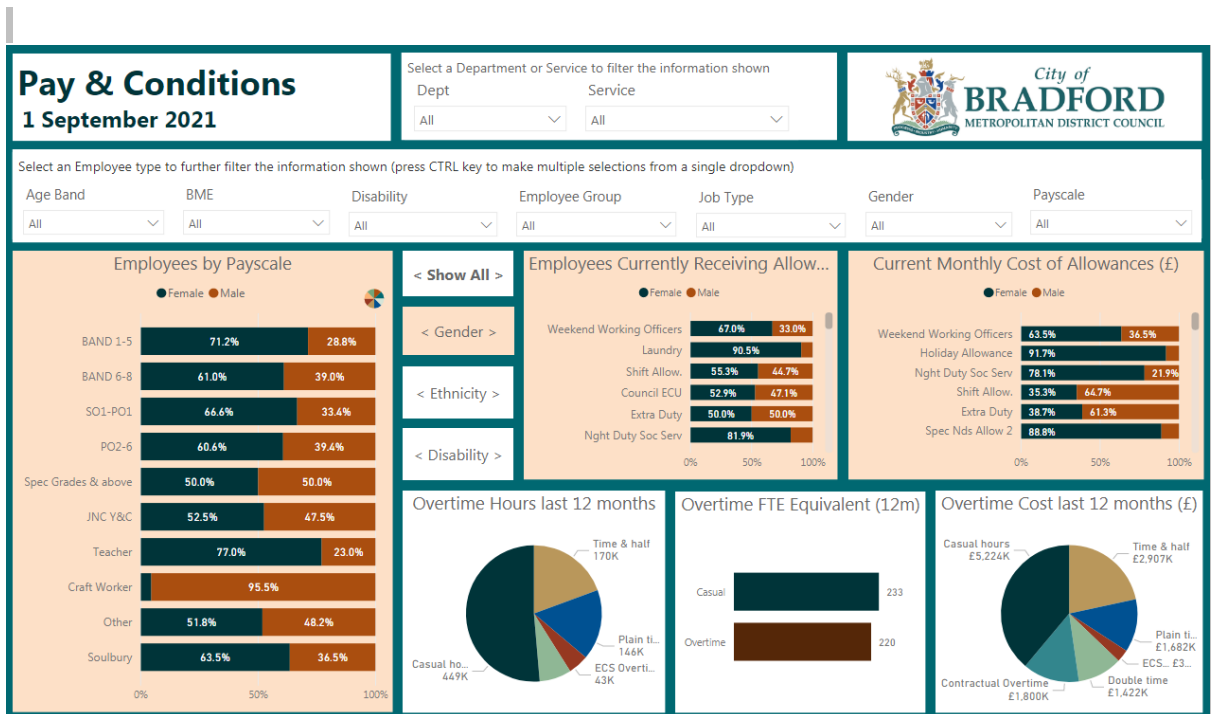
Heterosexual	1,352	15.7%
LGBTQ+	48	0.6%
Not Stated	6,606	76.5%
Council Total	8,631	100%

We analyse this data bi-annually

B – upload the most recent report showing analysis by gender

Data @ 31 March 2021 (excludes LEA schools):

Grade	% of Total Workforce	Female	Male
Band 1 - 5	35.0%	72.4%	27.6%
Band 6 - 8	28.4%	62.4%	37.6%
SO1 - PO1	14.3%	65.4%	34.6%
PO2 - PO6	14.6%	60.9%	39.1%
Spec Grades & above (inc Snr Mgmt)	2.5%	50.5%	49.5%
Craft Worker	1.5%	4.6%	95.4%
JNC Youth Worker	1.8%	53.3%	46.7%
Soulbury	0.6%	68.0%	32.0%
Teacher	1.4%	75.6%	24.4%
Grand Total	100.0%	65.0%	35.0%



We analyse this data at least bi-annually

C – upload the most recent report showing analysis by trans status

N/A

Note that these must not contain individual responses or personally identifiable data. Describe who the analysis was seen by and what action taken (max. 500 words).

There is not enough data for a grade breakdown of A, yes to B, no to C

EVIDENCE IN FOLDER

The data for gender in relation to paygrades is reported to the Council Leader and Cllr Jabar (the Neighbourhoods and Community Safety portfolio holder) on a monthly basis. The data also goes to the Equalities group that is chaired by the Assistant Director for Performance, Communications & Partners in the Office of the Chief Executive. Pay scale breakdowns for gender, ethnicity and disability are also available and updated every month to all staff with Bradnet (intranet) access. This is on the Pay & Conditions tab of the Workforce dashboard.

6.6 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of employees by the following characteristics? Tick all that apply.

Guidance: • This can be done by collecting diversity data on a staff satisfaction survey. • Data collection and analysis should have taken place in the past two years. • A – note that you will only be eligible for marks if you have been awarded marks in 6.1. • B – note that you will only be eligible for marks if you have been awarded marks in 6.2. • C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

A. Sexual orientation

B. Gender

C. Trans status

D. None of the above

A – upload the most recent report showing analysis by sexual orientation.

B – upload the most recent report showing analysis by gender.

C – upload the most recent report showing analysis by trans status

Note that these must not contain individual responses or personally identifiable data. Describe who the analysis was seen by and what action taken (max. 500 words).

RESPONSE:

A & B - The evidence is our recent Workplace Survey. On page 9 you can see the breakdown of both sexual orientation and gender. This has been shared to all staff and the actions taken are in the document.

6.7 Which of the following activities has the organisation carried out in the last year to improve confidence in LGBT monitoring and boost declaration rates? Tick all that apply.

Guidance: • A, B and C – communications must be available to all employees, not just your LGBT employee network group. • D and E – definitions can be included within the questions themselves, with a link to a glossary, or within communications promoting the monitoring exercise. • Evidence could include screenshots of the relevant communications or monitoring questions.

A. Communicated why LGBT monitoring matters

B. Provided information about confidentiality and data security

C. Communicated how previous monitoring exercises have led to improvements

D. Provided a definition of 'bi' that is explicitly inclusive of pan and queer identities

E. Provided a definition of 'trans' that is explicitly inclusive of non-binary identities

RESPONSE:

F. None of the above

Upload evidence for each option. Provide a brief description of the communication and how it was shared with employees (max. 200 words). Please include specific dates or time periods.

The following question is for information gathering purposes only and is not scored. It will only be asked if your organisation provides apprenticeships.

6.8 For apprenticeships, does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance: • You should compare applicant diversity forms to new starter diversity forms. • Analysis should have taken place in the past two years. • A – note that you will only be eligible for marks if you have been awarded marks in 6.1. • B – note that you will only be eligible for marks if you have been awarded marks in 6.2. • C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

A. Sexual orientation

B. Gender - Yes

C. Trans status

D. None of the above

A – upload the most recent report showing analysis by sexual orientation. **N/A**

B – upload the most recent report showing analysis by gender. **See attached apprenticeship report with gender data**

C – upload the most recent report showing analysis by trans status. **See paragraph below**

Note that these must not contain individual responses or personally identifiable data. Describe who the analysis was seen by and what action taken (max. 500 words).

RESPONSE:

The majority of those on apprentice training are current staff who use it as learning and development. Apprenticeships are funded through the Apprenticeship Levy. The data for gender in relation to apprenticeships is collected when someone completes the application form. If they do not disclose their gender on the form, then this information cannot be added to the internal HR data system, SAP, which occurs only once an applicant is successful. Thus, the Council does not monitor and analyse success rates from application to appointment for the above characteristics for apprenticeships. It is important to note that applicants are only turned down for apprenticeships and other training if they do not meet the specific apprenticeship criteria.

The gender data is incorporated into a quarterly update to the head of HR and, if requested, the Central Management Team (CMT). The update incorporates all data collected relating to those undertaking apprenticeships: age, level, ethnicity, gender, etc. The report does not include protected characteristics such as disability nor sexual orientation/trans status as this information is not disclosed on application forms. In addition, it is hard to assess ethnicity of those undergoing apprenticeships as most choose not to declare on the application form. Overall, the update is to inform the head of HR and CMT and no action has been taken against the findings.

The table below shows the Council's apprenticeship data up to 21st March 2021. For the 'School' column, the numbers represent staff at maintained schools who are undergoing apprenticeships. For the 'Council' column, the numbers depict staff employed directly in Council services across all departments.

Data Gender

Gender	Council	School	Total
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Female	282	195	477
Male	184	51	235
Grand Total	466	246	712

Section 7: Supply chains

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure suppliers are LGBT-inclusive, from tendering new suppliers to monitoring current contracts

7.1 Before awarding a contract, does the organisation scrutinise the following in the tender process? Tick all that apply.

Guidance: • The description should include how the procurement team is trained to scrutinise each of these areas.

- A. Whether the potential supplier has a policy that explicitly bans discrimination, bullying and harassment based on sexual orientation and gender identity
- B. Whether the potential supplier monitors incidents of bullying and harassment based on sexual orientation and gender identity
- C. Whether the supplier has a transitioning at work policy

D. Whether the potential supplier has a diversity and inclusion strategy

- E. None of the above

Describe the selected options below (max. 500 words per option). Describe how teams with procurement responsibilities are trained on these requirements (max. 200 words).

RESPONSE:

When proportionate and relevant to the subject matter of the contract all of the above will be scrutinised in a tender process. For example, specific award criteria questions will be asked around discrimination, bullying and harassment based on sexuality and gender.

When not specifically relevant to the subject matter of the contract broader questions are asked relating to Equality and Diversity as part of the selection criteria assessment.

7.2 When a potential supplier does not meet LGBT inclusion scrutiny, how does the organisation respond? Select one option.

Guidance: • Options A and B are worth an equal number of points. • A and B – there should be clear and consistent criteria for when either of these steps will be taken.

- A. By not awarding the contract
- B. By requiring improvements as a condition of contract

C. None of the above

Describe how this decision is reached (max. 500 words). Option B only: describe how the requirement is enforced (max. 500 words).

RESPONSE:

This would be undertaken on a case by case basis understanding how the assessment of the criteria was applied. When proportionate and relevant to the subject matter of the contract and used as an award criteria should the supplier fail to meet the said required standard then the supplier would be eliminated from the process. There may be occasions where a supplier partially meets the requirements the requirements and improvement clauses are used but this would depend on the circumstance.

Where this is not relevant to the subject matter of the contract then all our contracts contain Equality and Diversity clauses relating to the legislation.

7.3 Once a contract is awarded, how does the organisation hold the supplier to account? Tick all that apply.

Guidance: • A – this does not have to be specifically for LGBT related issues but should be inclusive of them. • B – this might be internal or external, depending on the nature of the supplier. For example, if they employ your frontline staff, this should involve monitoring service user feedback and complaints.

A. Include a broad diversity and inclusion slot in contract monitoring meetings, inclusive of LGBT issues

B. Monitor and analyse LGBT-related feedback on supplier

C. None of the above

Describe the selected options below (max. 500 words per option).

RESPONSE:

Diversity issues will be discussed as part of all contract management. The detail of these discussions will depend on how connected this is to the subject matter of the contract. In contracts where it a key component it will be discussed and monitored closed and will relate to contractual KPIs.

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Guidance: • A – this can developing and running training together, or sharing your existing training with the supplier. • B – for major contracts, this could include inviting procured staff to join your LGBT employee network group. • C – this should be specific advice that you have given, for example a consultancy session with your Diversity & Inclusion team on setting up an LGBT employee network group. This could also include period roundtables with your major suppliers on specific topics.

- A. Held joint LGBT diversity and inclusion training
- B. Invited suppliers' employees to take part in LGBT employee network group events
- C. Advised on LGBT inclusion initiatives

RESPONSE:

D. None of the above

Describe the selected options below (max. 500 words per option). Please include specific dates or time periods.

Section 8: External Engagement and Service Delivery

This section comprises of three parts. Part 1 (Community Engagement) examines the outreach activity of the organisation and how it supports wider LGBT communities. Part 2 (Sector Engagement) examines how the organisation promotes LGBT equality to other organisations in its sector. Part 3 (Service Delivery) examines how the organisation ensures it meets the needs of its service users or customers.

Please choose the option that describes your organisation:

Option 1: Organisation with individual service users, customers, members, or audience members. You will complete all questions from 8.1 to 8.12.

Option 2: Organisation without individual service users, customers, members or audience members. You will only complete questions 8.1 to 8.4. Note that scores available will be weighted to equal option 1.

RESPONSE:

Part 1: Community Engagement

8.1 In the past year, has the organisation supported LGBT community groups in the following ways? Tick all that apply.

Guidance: • An LGBT community group could include LGBT Pride organisations, LGBT equality charities, LGBT youth groups or grassroots LGBT networks. • Your support can be in collaboration with other employers in your sector or region, but you must evidence the role of your organisation. • Your support can be led by any part of your organisation, including your LGBT employee network group. • For B, C and D, you can evidence supporting a specific initiative within a wider LGBT group (for example, for B, funding a bi-specific strand of an LGBT Pride event). • D – this should be a group or initiative engaging with LGBT communities that experience multiple forms of marginalisation, for example LGBT people of colour, LGBT disabled people or older LGBT people. • More marks are awarded for higher grades of work. You will be given marks for the highest awarded grade for each sub-question (A, B, C, D), but you should provide evidence for all applicable grades.

REFER TO CHART IN REFERENCE CRITERIA

RESPONSE REQUIRED – Tick boxes

Describe each option selected (max. 500 words per option). Please include specific dates or time periods.

RESPONSE:

Development of LGBTQ+ Equality mark by Equity Partnership (Bradford District's umbrella support organisation for the LGBTQ+ community) which was commissioned by the Council (and has been commissioned for 10+ years) and presented to the Health and Wellbeing Board

Key delivery partner for Bradford Pride. Council's LGBTQ+ Champion sits on the committee in an advisory capacity. The Council's Arts and Culture team also sponsored the event with £5k as well as further logistical and media support. (See press release- <https://www.bradford.gov.uk/browse-all-news/press-releases/bradford-pride-returns-to-bradford-for-the-16th-annual-event/>)

Yorkshire Mesmac (charity) is commissioned by the council to deliver its sexual health and support services to LGBTQ+ community in district

8.2 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate support of the following? Tick all that apply.

Guidance: • This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The social media accounts here should be the ones with the widest reach. • This can be the LGBT employee network group being re-posted by an account with bigger reach.

- A. LGBT equality
- B. Bi equality
- C. Non-binary equality
- D. Trans equality

For each selected option: upload screenshots of social media activity. For each selected option: provide the date of this activity.

RESPONSE:

SEE FOLDER

8.3 In the past year, has the organisation supported LGBT equality campaigns?

Guidance: • This must be an external equality campaign and your support must reach beyond social media and internal awareness-raising activities. • Examples might include promoting an anti-HBT (homophobic, biphobic and transphobic) bullying campaign or taking part in the Rainbow Laces campaign.

Yes/No

Describe how the organisation has support LGBT equality campaigns (max. 500 words). Please include specific dates or time periods.

RESPONSE:

We have supported International Day Against Homophobia, Biphobia, and Transphobia. As well as the Pride flag, we flew the rainbow flag, Trans flag and Bisexual flag on the flag posts outside Bradford City Hall on 17th May 2021

<https://www.thetelegraphandargus.co.uk/news/19307949.bradford-district-marks-international-day-homophobia-biphobia-transphobia/>

Part 2: Sector Engagement

8.4 In the past year, has the organisation promoted LGBT equality in its sector?

Guidance: • This can include co-organising sector network activity, as well as other Diversity and Inclusion initiatives and events.

Yes/No

Describe how the organisation has promoted LGBT equality in its sector (max. 500 words). Please include specific dates or time periods.

RESPONSE:

The Council was lead partner for LGBTQ+ History Month (February 2021) programme in the district which had 283 events in total (thought to be the biggest programme of any district in the UK) Our estimates indicate that early 5000 people participated in events with indirect contact reaching upwards of 11k. The organising involved 40 groups with the council offering monetary support as well as promotion, marketing and programming (see history month programme and press release for evidence)

Part 3: Service Delivery

8.5 In the past year, has the organisation examined service user or customer journeys to ensure there are no barriers to LGBT people accessing products or services?

Guidance: • This should be a formal mapping process of the touch points between the service user/customer and the service/product. • This should look at a different service user or customer journey to previous submissions within this or the last cycle, for example examining a different area of the business.

RESPONSE:

Yes/No

Describe the process by which you examined the customer journey (max. 500 words). Please include specific dates or time periods. Describe the outcome and impact (max. 500 words). Please include specific dates or time periods.

8.6 Does the organisation collect LGBT monitoring information on service users or customers for the following analysis? Tick all that apply.

Guidance: • You should demonstrate how you collect the data and how it is analysed. • This should break down the experiences of service users and customers by sexual orientation, gender and trans status.

A. Assessing whether LGBT people are accessing your services

B. Assessing the satisfaction of your LGBT service users in comparison to other groups

RESPONSE:

C. None of the above

Copy and paste the questions you ask and the options service users/customers can select (max. 500 words). Describe the process of collecting and analysing the data (max. 500 words). Upload an analysis report from last three years.

8.7 Does the organisation systematically monitor LGBT-related complaints made by service users or customers?

Guidance: • You should demonstrate how the complaints process is communicated, how you collect the data and how it is analysed.

RESPONSE:

Yes/**No**

Describe the process (max. 500 words). Upload an analysis report from the last year.

8.8 Does the organisation enable non-binary service users or customers to have their identities recognised on all systems?

Guidance: • This might include providing gender options other than male and female and providing genderneutral title options, such as Mx. • You will only receive a mark for gender-neutral title options if you collect no other gender marker data.

Yes/No

RESPONSE REQUIRED

Describe how non-binary identities are recognised on systems (max. 500 words).

NARRATIVE REQUIRED

8.9 Has the organisation consulted with LGBT service users or customers in the past year to tailor services or products to their needs?

Guidance: • The consultation should have involved lesbian, gay, bi and trans (including non-binary) service users or customers.

RESPONSE:

Yes/**No**

Describe the consultation process (max. 500 words). Please include specific dates or time periods. Describe the outcome and how services were tailored to the needs of LGBT people (max. 500 words). Please include specific dates or time periods.

8.10 What percentage of frontline employees have been trained on the needs of LGBT service users or customers? Select the completion rate for the training.

Guidance: • The training should reach as many frontline employees as possible and be specific to the services they are providing. • Content should also include the steps frontline employees can take to eliminate discrimination and ensure LGBT service user and customer needs are met. • Content should explicitly cover lesbian, gay, bi and trans (including non-binary) identities. • Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

- A. 76 - 100 per cent
- B. 51 - 75 per cent
- C. 26 - 50 per cent

D. 1 - 25 per cent

E. No training completed

Describe how you estimate completion rates (max. 500 words). Describe the format of the training and the content you have uploaded (max. 500 words). **Upload training content.** – **SEE FOLDER**

RESPONSE:

As our LGBT Awareness training is provided via an online course, we can track completion rates via our Workforce Dashboard. Staff have online accounts which track their progress and completion of courses. We do not hold information in regards to who works in a frontline role, thus we cannot state specifically what percentage of frontline workers have completed this training. Overall, since the eLearning was made available from 17/08/2016, 388 members of staff have completed the training. This equates to 5% of our current headcount. This course is a stand-alone, non-mandatory course requiring the user to self-register or managers to allocate this learning to their team members.

As stated, the LGBT Awareness training is provided as an eLearning course available on Evolve, our training database. The module is designed to challenge people's views, raise awareness of LGBTQ+

issues and outline how these can impact a study/work environment. The following is provided in the course description:

By completing this module, you will be able to:

- Understand the difference between sexual orientation and gender identity
- Understand the diversity of sexual orientation
- Understand some of the ways in which prejudice and discrimination can be directed towards people of differing sexual orientations
- Understand the effects that homophobia, biphobia and heterosexism can have on LGB people
- Understand equality legislation in relation to sexual orientation
- Understand how LGB awareness can help to create a more welcoming and productive study or work environment, or in the community
- Understand the effects that transphobia can have on trans people
- Understand prejudice and discrimination in relation to trans people
- Understand equality legislation in relation to trans people
- Time to complete, approx. 1hr.

The content uploaded consists of screenshots of the eLearning course. Specifically, the screenshots depict the following:

- Information on the effects of homophobia, biphobia, heterosexism and transphobia;
- Factors that make for a safe, welcoming and productive environment in which to work or study according to a 2006 report by the Centre for Excellence in Leadership;
- Scenarios with quizzes to encourage those taking the training how they can play a role in challenging the above and help to create a positive and supportive environment for people of all sexual orientations and gender identities.
- Examples of good practice and further resources

8.11 Does the organisation have a public-facing policy that bans biphobic, homophobic and transphobic discrimination in its services?

Guidance: • The policy should clearly state that you will not tolerate discrimination, bullying or harassment on the grounds of sexual orientation or gender identity and/or trans identity. These may be listed along with other protected characteristics. • The policy should cover incidents towards service users from employees, towards employees from service users, and between service users. • The policy should include clear information about how to report an incident and how complaints are handled. • The policy does not need to be published as a formal document and could, for example, be displayed on your website.

RESPONSE:

Yes/No

Upload the policy or relevant screenshots. Describe where this policy is published and how it is made available to service users (max. 500 words).

8.12 In the past year, has the organisation communicated or promoted its services or products as being explicitly LGBT inclusive?

Guidance: • The communication can be digital or physical

Yes/No

Describe the reach of the communication (max. 500 words). Please include specific dates or time periods. Upload an example communication.

EVIDENCE IN FOLDER

RESPONSE:

Bradford Fostering Service has always actively supported LGBTQ+ people to be able to foster and adopt. It holds annual events specifically for LGBTQ+ to talk to key partners, meet existing LGBTQ+ fosterers/adopters and find out more information about the processes involved.