

EQUALITY, DIVERSITY AND INCLUSION POLICY

Values Statement

Equality

PAVO is committed to embracing diversity as a source of enrichment. We will treat all people fairly, and do everything we can to enable equal opportunity for all.

Respect

PAVO is committed to valuing all people and organisations and to having due regard for their feelings, rights and wishes. We will act with kindness and compassion in all that we do.

Policy Statement

PAVO is committed to taking positive steps to promote and sustain fairness amongst those sharing the work environment or receiving a service and seeks to create an inclusive and safe environment for people who use our services, staff, volunteers, trustees and stakeholders. We will promote diversity and tolerance through our all of our work. We are committed to working in partnership with all communities in Powys, and doing everything possible to ensure that all of our services are available to, and shaped to meet the different needs of, all communities, both geographic, or of interest. We aim for all our personnel (trustees, staff and volunteers) to be representative of the communities we serve, and for each individual to feel respected, valued and secure and able to give of their best to their role. It is our aim to go beyond the minimum requirements to ensure compliance with relevant legislation.

How will we do this?

Board – Our Trustees will work towards having a board which is representative of the area in which we work, ensuring that the recruitment process for new trustees is accessible and inclusive.

Employment & Volunteering – We will operate in a manner which is fair and inclusive. We will ensure that all vacancies are advertised in an open, accessible and inclusive manner. Our recruitment process will ensure equality of opportunity for all, and provide training and support to enable those making decisions on appointments to not discriminate consciously or unconsciously. Promotion and advancement will be based on merit. Work-based opportunities such as training will be offered based on identified need. Equality and diversity training will form part of the induction process, to ensure all new staff and volunteers are welcomed into and contribute to an inclusive and fair culture within the organisation. All staff and volunteers will be expected to behave in accordance with the PAVO Code of Conduct. We will work towards having a staff and volunteer workforce which is representative of the area within which we work.

Delivery of services, promotion and information – We will strive to ensure that all of our services are accessible and inclusive. We will work to ensure that any promotional materials or sources of information are designed to meet the needs of all the communities we serve across Powys, and that services are accessible to all who need them. We will be mindful of the cultural, linguistic, physical and spiritual needs of all people we work with or support.

When we encounter challenges or problems

We expect leaders and senior management to set a tone and culture of equality, accessibility and inclusion, which will encourage positive behaviours at all levels within the organisation.

We accept that we will not be aware of all matters relating to accessibility and inclusion for all individuals. We will adopt a learning approach, welcoming comments, complaints and feedback surveys as a method for identifying issues and resolving them, to make our services and activities accessible and inclusive to all.

Should we encounter any instances of discrimination by trustees, staff or volunteers, we will seek to identify the circumstances and motivation involved. If it was unconscious or unintentional we will work with the individuals concerned to provide training and support to improve knowledge and skills to prevent a recurrence. Should it transpire that an act of discrimination was deliberate and intentioned then PAVO Disciplinary Procedures or Managing Concerns Related to Volunteers Policy will be applied.

Monitoring and Evaluation

We will consider the latest Census information as a guide to the diversity of the area within which we work and the communities we serve. When considering if workforce or user diversity is representative of Powys we will refer to the Census data.

In order to assess if we are meeting our objectives of being representative of the area we serve, or to identify if our services are being used by all people who need them, regardless of their background or specific needs, we will monitor diversity of trustees, staff, volunteers, users and clients. This monitoring will be proportional and not intrusive. We will monitor the diversity of job applicants, trustees, staff and volunteers regularly. We will monitor the diversity of service users and clients in a manner which is proportional to their interaction with us, we wish to avoid barriers to accessing support and activities due to privacy concerns.

We will evaluate accessibility and diversity annually.

Appendix A – Legislation & Strategic context

Definitions:

Equality – Making sure everyone can access the same opportunities.

Diversity – Valuing the differences between people.

Inclusion – A measure of how safe and welcome people feel.

Policy & Legislation:

[The Equality Act 2010](#)

The Equality Act protects people from discrimination in the workplace and wider society. It sets out protected characteristics and makes it illegal to discriminate against people as a consequence of their personal characteristics.

The protected characteristics are: age, disability, gender reassignment, marriage or civil partnership (employment only), pregnancy or maternity, race, religion or belief, sex and sexual orientation.

The Act also makes provision for discrimination by association, and protects people who may be discriminated against because someone close to them has a protected characteristic.

There is also a Public Sector Duty to publish relevant, proportional information to demonstrate compliance. This may also be applied to organisations providing public services under contract to a public sector organisation.

[The Well-being of Future Generations Act](#)

The Well-being of Future Generations Act puts in place seven well-being goals:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

Appendix B – PAVO Diversity Monitoring Form

The questions below are reproduced with a paragraph at the start to explain why the data is being collected and how it will be used (e.g. employment, recipient of service or attendee at event)

Gender Man Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say If you prefer to use your own term, please specify here

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What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

Appendix C – PAVO Equality, Diversity and Inclusion Action Plan

Organisational Aim	Actions	Target
Board Diversity	<ul style="list-style-type: none"> • Review diversity & identify areas of focus • Consider barriers to application and participation • Make identified changes • Focus recruitment 	TBC
Staff Diversity	<ul style="list-style-type: none"> • Staff diversity Survey (annual) • Recruitment data • Review data against Census data • Identify any areas of weakness & review processes accordingly 	September 2023
Service Provision	<ul style="list-style-type: none"> • Review Census data • Consider demography and particular communities of interest / geography • Identify potential needs and barriers • Review activities and procedures 	TBC
Accessibility / Inclusion related to information and promotion	<ul style="list-style-type: none"> • Complete accessibility and Welsh language work streams (part of the Comms review) • Implement any recommendations 	TBC