



St Werburghs
Community Centre

St Werburghs Community Association

Delivering Equality and Diversity Statement and Policy

Last updated 11th January 2022

Statement of Intent:

The Equality 2010, a new piece of legislation, which came into force in October 2010, consolidates all the previous acts of parliament that dealt with discrimination.

St Werburghs Community Association in its capacity as an employer and as a service provider is determined to make all efforts to prevent discrimination or unfair treatment against any of its staff, potential staff, management committee members, members, service users, beneficiaries or volunteers. If anyone considers that he/she is or has experienced unequal treatment because of the

1. Age
2. Disability
3. Gender re-assignment
4. Marital status and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief, including non-belief
8. Sex or gender
9. Sexual orientation
10. Other forms of disadvantage such as rural deprivation and isolation
11. Any other reason which cannot be shown to be justified.

she/he may make a complaint following St Werburghs Community Association's grievance procedure.

All employees whether part-time, full time or temporary will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to reach their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

St Werburghs Community Association's Equal Opportunities Policies and principles will apply to all management committee members, staff, service users, beneficiaries, and volunteers, all of whom will be expected to assist in actively implementing the policy.

The Centre Director will have responsibility for the overall implementation of the Equal Opportunities Policy.



2010



2013



2016

St Werburghs Centre
A Community Venue for East Bristol
Horley Road, St Werburghs, Bristol BS2 9TJ
Managed by St Werburghs Community Association

T: 0117 955 1351
F: 0117 955 8144
E: office@stwerburghs.org.uk
www.stwerburghs.org.uk

Funded by HM Government



Registered Charity No: 1074495
Company Limited by Guarantee No: 3713212
St Werburghs Centre is grant aided by Bristol City Council





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Equal Opportunities Policy

Management Committee:

The Management Committee shall be elected at the AGM in accordance with Memorandum and Articles of association.

Management Committee meetings will be held in accordance with procedures laid down in the Memorandum and Articles of Association.

All information for Management Committee meetings will be circulated in writing in advance and will be presented in a form, which can be easily understood. Members are encouraged to seek clarification of any information from staff and fellow members should this be necessary.

Whenever possible, the specific needs of members attending meetings will be taken into account, e.g. accessibility of premises, transport, and childcare for staff, translators, signers and timing of meetings.

Users/Clients/Beneficiaries/volunteers:

St Werburghs Community Association endeavour to meet the needs of stakeholders including St Werburghs Community by providing room hire facilities, events and activities, which will enable them to participate.

The Complaints Procedure will be prominently displayed and will provide the route through which users/beneficiaries and others can pursue problems or issues.

Stakeholders are encouraged to join St Werburghs Community Association and take part in its decision making process.

Publicity and Public Relation:

All policies of St Werburghs Community Association should be accessible to the public.

All publicity, written and verbal, should reflect the overall aims and objectives of St Werburghs Community Association and of its EQUAL Opportunities policy.

Staff – Recruitment:

It is the responsibility of the Centre Director and Board of St Werburghs Community Association to ensure all job descriptions are in line with St Werburghs Community Association's Policy on Equal opportunities and that they reflect the requirements set out in this document.



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The application pack should include an application form, job description, person specification, and timetable of short listing, interview date and equal opportunities monitoring form.

When a job involves irregular or unsocial hours or travel, the full facts will be referred to in the job description and recruitment literature.

There will be no “word of mouth” recruitment for permanent posts and posts will be advertised through appropriate media in such a way that encourages applications from all the stakeholders and members of society able to carry out the job.

Short listing and interviewing should be by a panel (minimum of 2, maximum of 5) and will be marked against the person specification. There should be no questions of a discriminatory nature. Where possible, interview panel members will have had training in recruitment and selection.

Analysis sheets or scoring cards should be kept for six months in order to give clear reasons for appointing and rejecting. Supportive feedback will be given to unsuccessful candidates, if requested.

Staff – Employment:

All staff will receive a contract of employment setting out their main conditions of employment.

All new staff will receive appropriate induction training to include St Werburghs Community Association’s Equal Opportunities Policy and procedures.

All staff have the right to receive support and supervision through the line management structure. All staff members’ training and staff development needs will also be identified through this structure and met within the constraints of the budget.

St Werburghs Community Association will honour all the statutory provisions relating to maternity pay, sickness and redundancy.

Direct racial or sexual discrimination and sexual harassment/abuse will be treated as a disciplinary offence. Abuse or harassment of any member of a group referred to in the Statement of Intent will also be treated as a disciplinary offence.

Reviewed by Goska Ong, Centre Director
On behalf of St Werburghs Community Association

Actions:

Equality & Diversity training for all staff, review of HR Procedures – booked for 2022 with Manu Maunganidze, Cultural Competency Lead and a Consultant



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Review date: 11th January 2023



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