

POLICY AIMS

This policy provides a framework for Elim Housing's work related to Equalities and Diversity. The document provides a reference point for staff and board members in managing the association's relationships with residents, stakeholders and other staff.

The policy comprises three parts, an equality policy statement, a code of practice and an equality monitoring form used in staff recruitment. The policy is supported with an annual plan which sets out targets for the year related to lettings and staff recruitment.

The equality policy statement (below) is included in all Elim Housing policies which are also subject to an equality impact assessment.

EQUALITY POLICY STATEMENT

Elim Housing Association works in a diverse society and recognises that some groups and individuals are disadvantaged and may be subject to unfair discrimination.

The association believes that such discrimination is not acceptable and will ensure that policies and practices are implemented to provide equal and fair treatment to all the people it deals with in the allocation of housing, provision of services, the recruitment and employment of staff and when working with contractors and consultants.

The association will comply with the terms of the Equality Act 2010 and any subsequent guidance issued. The association will also comply with the regulatory guidance issued by the Homes and Communities Agency and the Government Equalities Office.

Equality of opportunity is vital in the delivery of a service to the public and is fundamental in the provision of social housing. Elim Housing acknowledges that the implementation of explicit policies, backed up by monitoring and review is an essential part of the process. The association's policies and procedures are fully supported by the Board and staff of the association.

This policy statement will be provided to all job applicants, housing applicants, tenants, employees, agents, contractors and consultants.

EQUALITIES & DIVERSITY POLICY CONTENTS

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1 CODE OF PRACTICE

1.1 Introduction

Elim Housing seeks to operate policies and procedures which meet the recognised codes of practice. This includes The Race Equality Code of Practice for Housing Associations, the NHF Code of Practice on Equality in Housing, and publications from the Commission for Equality and Human Rights. The following actions will be enshrined in the association's equalities procedures:

- (i) a clear policy statement will be adopted,
- (ii) a code of practice will be implemented to support the policy statement,
- (iii) an annual action plan will be implemented,
- (iv) the chief executive of the association will be responsible for implementing the code of practice and action plan,
- (v) staff and board members will receive relevant training,
- (vi) policies, procedures and practices and their effects will be reviewed biennially to ensure that they are achieving the desired objectives,
- (vii) the association will keep and monitor the following records of applications for housing:
 - ethnic origin
 - gender
 - disability and health
 - age
 - income status

and for employment:

- ethnic origin
- gender
- disability

Alistair Allender is responsible for the overall effective implementation of this policy and as such he can be contacted by telephone or email via the details below.

Alistair Allender
Chief Executive
01454 411 172
info@elimhousing.co.uk

This policy is available to view by all staff via the internal shared area. All staff are made aware of this policy's location during their initial induction. This policy is also available to download and view electronically via our website. Stakeholders, clients and customers are also able to request a hard copy if required.

1.2 Delivering equality

Elim Housing will specifically consider the need to combat prejudice and discrimination based on the following grounds:

1. Race, colour and ethnic origin

2. Gender
3. Disability
4. Religion and belief
5. Age
6. Sexual orientation
7. Pregnancy and maternity
8. Marriage and civil partnership
9. Transgender status

This policy statement and code of practice is backed up with by annual targets and an action plan. All policies and major activities are subject to an equality impact assessment.

1.2.1 Governance

Elim Housing Association will enhance its accountability through wide representation on the board of directors. Participation in the affairs of the association will be open.

- equality objectives will be reflected in the board and governance policy,
- recruitment to the Board will conform to established equality principles,
- involvement in the affairs of the association will be achieved through the recognition of tenants' representatives,
- board members will receive training in equalities,
- board and committee members will receive reports on equalities matters.

1.2.2 Meeting housing needs

We will work closely with local authorities who have the strategic responsibility for assessing and prioritising housing needs in their area.

- local authorities will be advised on how best to meet the housing needs of minority groups and how to improve service,
- we will review our contribution to meeting the needs of all the communities we serve.

1.2.3 Development

The location, design and construction of homes will be sensitive to local communities. However, as a small scale developer, it is understood that Elim does not have a major influence in these areas.

- newly developed housing will be relevant to the needs of the community and we will consult with local communities and local authorities whenever possible,
- we will work to promote balanced and sustainable communities in our areas of work, particularly in regeneration and community development programmes.

1.2.4. Access to housing

The association will allocate tenancies in an open and accountable way giving equal access to applicants. Allocations and lettings policies will reflect local circumstances.

- applications for housing will be encouraged from all sections of the community in housing need,
- allocations will be monitored,
- realistic targets will be applied.

1.2.5 Service provision

Elim Housing will ensure fair and equal treatment of its tenants and will provide sensitive housing management and support services.

- no tenant will be treated less favourably than any other,
- our complaints procedure will be publicised and implemented,
- tenants will be consulted about the service provided,
- a clear and positive policy on racial harassment will be implemented and assistance will be provided to all victims experiencing harassment,
- whenever possible, tenants who have communication difficulties due to language or personal circumstances, will be provided with assistance.

1.2.6 Employment and training

Employment and training practices will be open and accountable and will be non-discriminatory. Positive action may be used where the under-representation of groups has been identified.

- recruitment will be conducted in accordance with equal opportunities principles,
- non-discriminatory language will be used in application documents,
- non-UK equivalent qualifications will be accepted on equal terms to UK qualifications,
- applications will be encouraged from disadvantaged groups,
- training, selection and promotion will be on an equal basis,
- action will be taken to prevent and respond to harassment of staff,
- our equality policy will be used in all employment advertisements.
- all required checks for eligibility to work in the UK will be carried out in a non-discriminatory manner during the recruitment process.

Pay will not be subject to discriminatory factors such that the same pay will be received for work of equal value without being impacted upon by characteristics such as race, ethnic origin, gender, disability, religion and belief, age, sexual orientation, pregnancy and maternity, marriage and civil partnership and transgender status.

1.2.7 Contractors and consultants

There will be no discriminatory practices in the approval of contractors or consultants or in the allocation of work.

- procurement policies and procedures will be non-discriminatory,
- consultants and contractors will be required to demonstrate a commitment to equality principles,
- consultants and contractors will be required to sign up to the association's policy statement.

1.2.8 Disability Adjustments

Elim Housing will make any reasonable adjustment required to facilitate disabled access for applicants, employees, customers and employees who become disabled while working for Elim Housing. This includes both physical adaptations to buildings and schemes as well as making our services available in a suitable format for disabled users.

1.3 **Equality & diversity reporting**

Reports will be prepared to monitor the implementation of the annual action plan and the achievement of equalities targets as follows:

- (i) statistical records of the applications, offers and acceptances of housing will be prepared for the housing management committee,
- (ii) statistical records of applications, interview selections and offers of employment; and of staff and board members will be presented to the HR committee,
- (iii) an annual report will be prepared for the Board on the implementation of the equality and diversity action plan and any targets which need to be addressed in the following year.

THIS POLICY REPLACES ALL OTHER POLICIES THAT RELATE TO THIS ASPECT OF THE ASSOCIATION'S BUSINESS.

Sign.....*Alistair Allender*.....

Date.....10/06/2014.....

Alistair Allender,
Chief Executive,
April 2013 (Last reviewed June 2014)



Equal opportunities policy statement

Elim Housing Association works in a diverse society and recognises that some groups and individuals are disadvantaged and may be subject to unfair discrimination.

The association believes that such discrimination is not acceptable and will ensure that policies and practices are implemented to provide equal and fair treatment to all the people it deals with in the allocation of housing, provision of services, the recruitment and employment of staff and when working with contractors and consultants.

The association will comply with the terms of the Equality Act 2010 and any subsequent guidance issued. The association will also comply with the regulatory guidance issued by the Tenant Services Authority (or its successor), the Homes and Communities Agency, the Government Equalities Office and support funders.

Equality of opportunity is vital in the delivery of a service to the public and is fundamental in the provision of social housing and

support services. Elim Housing acknowledges that the implementation of explicit policies, backed up by monitoring and review is an essential part of the process. The association's policies and procedures are fully supported by the Board and staff of the association.

This information is confidential and will be separated from your application form immediately on receipt and before any selection decisions are taken. The information will be used for monitoring purposes only. Thank you.

Gender	<input type="checkbox"/> male	<input type="checkbox"/> female
Age	date of birth	
Disability		
Do you have any permanent disability as defined by the Equality Act 1995 or any statutory modification thereof?		
	<input type="checkbox"/>	yes <input type="checkbox"/> no
Ethnic origin How would you describe your ethnic origin (please tick):		
a) White	<input type="checkbox"/> British	<input type="checkbox"/> Irish <input type="checkbox"/> Other
b) Mixed	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Asian	<input type="checkbox"/> White & Black African <input type="checkbox"/> Other
c) Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other
d) Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African <input type="checkbox"/> Other
e) Chinese or other ethnic group	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other
f) Question refused	<input type="checkbox"/>	

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Sign..... *Alistair Allender*

Date..... 10/06/2014.....

Alistair Allender,
Chief Executive,
April 2013 (Last reviewed June 2014).