

Application: Dorset Council 2020

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Workplace Equality Index

Summary

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Section 1: Employee Policy

Completed - 16 Mar 2020

Workplace Equality Index submission

Policies and Benefits: Part 1

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise policy audit process, policy content and communication. This section is worth 7.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes

Please describe the audit process:

State when the process last happened:	Policy and guidance reviews take place in line with review dates and in consultation with our recognised Trade Unions, it is an ongoing process.
Describe the audit process:	<p>An audit/review of human resources policies and practice (including guidance notes) takes place on a planned basis, set by the HR Senior Leadership Team who identify when policies and guidance are due for review. This process allows us to identify and refresh any outdated policies and practices. New legislative changes will also influence review dates. The recent amalgamation of the Dorset councils from 6 councils (including the county council and district & borough councils) mean that policies that have been adopted will need to be reviewed. The review process includes the following:</p> <ul style="list-style-type: none">- research against other organisations' practice, particularly those in the public sector- consultation with unions and councillors- consultation with staff support groups (currently 5 support groups including LGBT+ group, carers group, disability group dragon users software group and Christian Fellowship)- ensuring that they are still compliant with employment law- policies are inclusive (terms of language including gender neutral language, reference protected

characteristics and additional local characteristics such as gender identity and the Equality Act 2010)

- policies are complementary, flexible, practical and enforceable
- policies are written in plain English and are user friendly
- a date of production and review date
- communicating to all staff and managers through the intranet, newsletters and managers of any change to policy or the development of a new policy.

In addition, Equality Impact Assessments (EqIAs) are undertaken in relation to each policy review. A robust EqIA process ensures that Dorset Council is meeting its duties under Section 149 of the Equality Act (2010) and minimises the risk of legal challenge and financial and reputation damage to the council. EqIAs help to provide our decision makers (councillors) with enough information to enable them to pay due regard to the Public Sector Equality Duty before they reach a decision about a strategy, policy or project. Equality Impact Assessments follow a standard template which is focused on the potential impact on the protected characteristics listed in the Equality Act, in addition, in Dorset, we go beyond our statutory duty and assess the impact on poverty, carers, rural isolation, gender identity, armed forces and single parents and also consider cumulative impacts (so if the impact affects the same people with a number of protected characteristics) and intersectionality.

Equality Impact assessments are reviewed by a group of equality and diversity volunteers who sit on Diversity Action Groups (DAGs), once reviewed and agreed the EqIA will be signed off by the Chair of the Diversity Action Group, before being published on DorsetCouncil.gov.uk (council website).

As the councils came together to form Dorset Council, Human Resources and Trade Unions worked closely to agree a 'suite' of policies, using

the best approach from all the former councils. As such, we have a new library of policies that will be scheduled into a new audit/review process for Dorset Council. These are captured in our online policy library which includes review date and EqIA.

Describe any previous outcomes of the audit process:

On the 1st April 2019 Dorset's nine councils were replaced by two entirely new organisations:

- Dorset Council

- Bournemouth, Christchurch and Poole Council

The new Dorset Council replaces the existing district and borough councils (East Dorset, North Dorset, Purbeck, West Dorset, Weymouth and Portland) and Dorset County Council, all of which no longer exist. Dorset Council delivers all services and works in partnership with parish and town councils.

The overarching ambition for Dorset Council is that it will:

- be a single, effective and joined-up modern organisation

- be customer focussed, with the make up of employees reflecting the population it serves

- be an employer of choice; attracting, developing and retaining the best talent from all sections of the community

- be an effective, sustainable and forward thinking organisation, which is performance and outcome focussed

- have an flexible workforce who are enabled to deliver services when they are required.

For the last twelve months, the former Dorset County Council's work has focussed on the formation of the new council, as such many reviews to people management policies were

halted unless where changes were required due to legislative changes. Instead, work has focussed on:

- designing a new set of terms and conditions
- reviewing all policies relating to people management across the nine councils to see which policy offers the best practice and adopting that policy in the interim, until a review is undertaken.

All policies will be subject to a review process and this process will include the existing Equality Impact Assessment being reviewed and a new Impact Assessment being undertaken, this impact assessment would then be agreed by members of a Diversity Action Group (as described above). The membership for these groups consists of employees from all of our four directorates, union colleagues/representatives and an Employee Group network representative. An EqlA is required on any changes to policy, services or strategy and they help in terms of analysing policies to make sure they do not discriminate against people, including sexual orientation and gender identity. In addition, following advice from Stonewall and as we have reorganised into a unitary council, we are suggesting that language around sexual orientation and gender identity is flagged as priorities when the agreed 'as is' policies are brought through for review.

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation, gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

Responses Selected:

- A. Explicit ban on discrimination based on sexual orientation
- B. Explicit ban on discrimination based on gender identity and gender expression
- C. Explicit ban on bullying & harassment based on sexual orientation
- D. Explicit ban on bullying & harassment based gender identity and gender expression

Name the policy and paste the relevant policy excerpt:

	Policy	Excerpt
		<p>The aims of this policy are to help ensure that all employees are able to achieve their full potential at work by creating an environment which is free from bullying, harassment and discrimination. Where this does occur, the policy aims to ensure that appropriate and effective action is taken to prevent any reoccurrence.</p> <p>All employees have a responsibility to ensure that they do not behave in a way that</p>

A. Explicit ban on discrimination based on sexual orientation

Dignity at Work Policy

could be regarded as bullying, harassment or discrimination by others. Line Managers also have a positive duty to challenge wrong-doing, under-performance and inappropriate behaviour.

Sometimes people are unaware that their behaviour causes offence and is unwelcome. If it is pointed out to them that their behaviour is unacceptable to another, the problem can sometimes be resolved. With this in mind, the policy includes informal as well as formal action to deal with complaints of unacceptable behaviour. Experience suggests that early responses to behaviour perceived as unacceptable are the best way to resolve that behaviour.

It is important that appropriate support is provided to all those involved in a complaint of unacceptable behaviour. Further details about the support available are given later in this document. In order to provide appropriate protection to individuals who speak out against unacceptable behaviour, we will take appropriate disciplinary action if there is evidence of victimisation.

Equality Act 2010

The introduction of the Equality Act is a framework which provides protection from direct and indirect discrimination, harassment and victimisation

based on one of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Types of discrimination under the Equality Act 2010 include:

Direct discrimination

Direct Discrimination includes less favourable treatment “because of” a protected characteristic.

This occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

For example:

Andrew, a senior manager, turns down Sarah’s application for promotion to a Team Leader post. Sarah, who is a lesbian, learns that Andrew did this because he believes the team that she applied to manage are homophobic. Andrew thought that Sarah’s sexual orientation

		<p>would prevent her from gaining the team's respect and managing them effectively. This is direct sexual orientation discrimination against Sarah.</p>
		<p>The council expects all employees to maintain standards of conduct required by the council's values, rules, policies and procedures. This disciplinary policy will be applied when an employee's conduct is alleged to have fallen below the required standards.</p> <p>Examples of misconduct and gross misconduct are provided in the council's disciplinary rules. Employees may be dismissed for something that is not listed in the disciplinary rules if it is reasonable in the circumstances.</p> <p>Disciplinary rules</p> <p>The council's disciplinary rules inform employees what is not acceptable behaviour during the course of their employment. The disciplinary rules give all employees a clear indication of the type of misconduct which will warrant dismissal without the normal period of notice or pay in lieu of notice. The council's disciplinary rules are set out below.</p> <p>Examples of misconduct:</p> <ul style="list-style-type: none"> - Poor time keeping/late attendance - Unauthorised absence - Deliberate or wilful negligence - Unacceptable personal hygiene - Failure to comply with council

B. Explicit ban on discrimination based on gender identity and gender expression

Disciplinary Policy

policy, procedure, rules, regulations, relevant legislation

- Smoking in all designated council premises and sites including council vehicles
- Rudeness and/or disrespect towards colleagues
- Failure to carry out a reasonable management request/direction
- Unauthorised employment
- Abuse of authority
- Undue influence in return of financial loans/gifts/services
- Unauthorised action on behalf of the council
- Unauthorised contact with the media regarding the council
- Inappropriate disclosure of information

Examples of gross misconduct

- Being under the influence of alcohol and/or drugs during working hours
- Failure to inform their manager of prescribed medication which may affect the employee's ability to perform their full range of duties and responsibilities
- Failure to carry out the instructions of the council's nominated Medical Practitioner
- Whilst on sick leave, conducting them self in such a way to unreasonably delay their return to work
- Wilful negligence, endangering the health and safety of colleagues/service users/public, etc
- Abuse of authority
- Theft of council property
- Theft from a service user
- Viewing, downloading or transmission of pornographic or other offensive material

- Malicious damage or neglect of council property
- Physical or verbal assault of colleague/service users/public etc
- Improper use of authority, for private/personal gain
- Bringing the Service/Directorate/council into disrepute
- Undisclosed conflict of interest in council contracts/tenders
- Deliberate discrimination/victimisation/harassment
- Failure to comply with remote working arrangements and requirements
- Failure to properly protect sensitive data

This policy will at all times be applied in accordance with the council's diversity policy, which states:

Every employee is entitled to a working environment that promotes dignity and respect to all. The council will not tolerate discrimination, victimisation, bullying or harassment because of gender, gender identity, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, religion or belief, disability, caring responsibilities, working pattern, sexual orientation, pregnancy or maternity, criminal background, trade union activity or political beliefs – or on any other grounds. The council will provide equality of opportunity for all employees and potential employees and will seek to

		<p>create an environment in which individual differences and the contributions of all employees are recognised and valued.</p>
		<p>s policy applies to all council employees (Including Volunteers and Elected Members etc).</p> <p>2.2 This policy has been developed in consultation with the recognised trade unions and staff support groups.</p> <p>3. Definitions 3.1 Violence is defined as: 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.</p> <p>3.2 Aggression is defined as: feelings of anger or antipathy resulting in hostile or violent behaviour; readiness to attack or confront.</p> <p>3.3 Harassment is defined as: the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.</p> <p>3.4 These definitions also include verbal abuse or threat, threatening behaviour, any assault, any serious or persistent harassment and extends from what may seem to be minor incidents to serious assaults and threat against the employee's family. Other examples of unacceptable behaviour can be</p>

C. Explicit ban on bullying & harassment based on sexual orientation

Violence, Aggression and Harassment at Work Policy

found on your old intranet sites.

3.5 These definitions are also taken to include any form of hate crime against any individual or group of people including any form of racial hatred and racism, any form of sexual harassment or discrimination against anyone's sexual orientation, Gender Identity, Disability, Religion, Belief, Ethnicity (including Roma, Gypsy and Traveller), or Age.

3.6 Also covered by this policy are employees that work from home and work flexibly from home or other locations that are not their normal place of work, as this is still counted as being 'at work'.

4. Risk Assessment 4.1 Managers should always assess the risk of violence, aggression and or harassment to their staff that may result or arise out of work duties. Sometimes this may be a combination of factors such as working under pressure with distressed, demanding members of the public, lone working or working in the public environment.

4.2 Staff have a duty to make their manager aware of any perceived risk of violence, aggression or harassment and should carry out their own 'dynamic' risk assessment.

4.3 Refer to 'Risk Assessment Policy and Procedure' for further

		guidance on risk assessments.
D. Explicit ban on bullying & harassment based gender identity and gender expression	Equality & Diversity Policy	<p>Every employee is entitled to a working environment that promotes dignity and respect to all. Dorset Council will not tolerate discrimination, victimisation, bullying or harassment because of sex, gender identity, age marital or civil partnership status, colour, race nationality or other ethnic or national origin, religion or belief, disability, caring responsibilities, working pattern sexual orientation, pregnancy or maternity, criminal background, trade union activity or political beliefs - or on any other grounds. Dorset Council will provide equality of opportunity for all employees and potential employees and will seek to create an environment in which individual differences and the contributions of all employees are recognised and valued.</p> <p>Dorset Council aims to ensure that its commitment to equality and diversity is reflected and valued by those who are working on behalf of the council, including agency workers and contractors. The council will take all appropriate steps to ensure compliance with the expected behaviours and non- compliance will be taken seriously by the council.</p> <p>All employees have a responsibility to act within the spirit of this policy. Employees at all levels must ensure that there</p>

is no discrimination in any of their decisions or behaviours.

Key Principles

5.1 Dorset Council aims to promote an environment free from discrimination, victimisation, bullying and harassment, where all our employees are treated fairly and with respect. The council aims to remove barriers to employment or to employees reaching their full potential. We will do this by:

- ensuring that equality and diversity is an integral part of the council’s induction for all new employees
- requiring all managers to undertake equality and diversity training so that they are able to operate in the spirit of this policy
- treating seriously any employee grievance concerning discrimination, victimisation, bullying or harassment
- dealing with acts of discrimination, victimisation, bullying or harassment by an employee against another employee or a member of the public under the disciplinary policy and procedure. This includes comments made on social media, as outlined in the social networking policy.

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should avoid unnecessarily gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife' (as long as you have previously stated what constitutes a partner). It should be clear that parental leave policies apply to all employees, regardless of gender.

Responses Selected:

A. Adoption policy
B. Special or Compassionate Leave Policy
C. Maternity policy
D. Paternity policy
E. Shared Parental leave policy

Provide a brief description of the policy/policies you have uploaded:

The special and Compassionate Leave Guidance includes excerpts from other guidance documents which focus on a range of types of leave, which can be taken for emergency situations.

Our paternity guidance is referred to as 'maternity or adoption support leave'.

A. Upload the adoption policy

please be aware only **one** file is allowed per answer

[Family Friendly Policies](#)

Filename: Family Friendly Policies **Size:** 291.5 kB

B. Upload the special or compassionate leave policy

please be aware only **one** file is allowed per answer

[Compassionate Leave](#)

Filename: Compassionate Leave **Size:** 278.4 kB

C. Upload the maternity policy

please be aware only **one** file is allowed per answer

[Family Friendly Policies](#)

Filename: Family Friendly Policies **Size:** 291.5 kB

D. Upload the paternity policy

please be aware only **one** file is allowed per answer

[Family Friendly Policies](#)

Filename: Family Friendly Policies **Size:** 291.5 kB

E. Upload the shared parental leave policy

please be aware only **one** file is allowed per answer

[Family Friendly Policies](#)

Filename: Family Friendly Policies **Size:** 291.5 kB

Policies and Benefits: Part 2

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

Yes

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource [here](#).

Responses Selected:

A. Work related guidance for an employee who is transitioning

B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems

D. Work related guidance for managers on how to support an employee who is transitioning

Provide a brief description of the policy/policies you have uploaded:

The Transitioning at Work Guidance is available on the staff intranet. The Transitioning at Work Guidance offers advice to the person transitioning and managers around definitions of transitioning, importance of confidentiality and where more support can be found. Included the guidance is links to medical appointments, understanding sickness absence (which includes a section on Gender Reassignment) and the Employee Wellbeing Service.

Our HR service operates a manager's self-service approach to people management, offering information and guidance online as such no specific guidance is available for HR staff, the responsibility of supporting an employee would sit with the manager.

Guidance on personal information on DES (our employment recording system) details how to change personal details on the employee profile.

In addition, we have e-learning Trans Guidance Module, a link to the module can be found on the Transitioning at Work Page on the Intranet.

A. Upload guidance for members of staff

please be aware only **one** file is allowed per answer

[Transitioning at work](#)

Filename: Transitioning at work **Size:** 16.7 kB

B. Upload guidance for making changes on systems

please be aware only **one** file is allowed per answer

[Updating my personal information](#)

Filename: Updating my personal information **Size:** 15.1 kB

D. Upload guidance for managers

please be aware only **one** file is allowed per answer

[Understanding Sickness absence](#)

Filename: Understanding Sickness absence **Size:** 24.9 kB

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

Yes

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

Responses Selected:

- A. A clear commitment to supporting all trans people, including those with non-binary identities
- B. Information on language, terminology and different trans identities
- C. Guidance on facilities and dress code for non-binary people

Provide a brief description of the policy/policies you have uploaded:

Dignity at work - a policy designed to provide a clear framework within which employees can achieve and maintain good standards of conduct.

Trans Glossary of Terms - information available in the Transitioning at Work policy, which is glossary of terms.

Dress code: Dressing for work a managers guide which is available on the intranet

Upload the policy and highlight content relevant to option A

please be aware only **one** file is allowed per answer

[Dignity at Work policy](#)

Filename: Dignity at Work policy **Size:** 361.8 kB

Upload the policy and highlight content relevant to option B

please be aware only **one** file is allowed per answer

[Transitioning at Work & Trans glossary](#)

Filename: Transitioning at Work & Trans glossary **Size:** 282.7 kB

Upload the policy and highlight content relevant to option C

please be aware only **one** file is allowed per answer

[Dressing for work](#)

Filename: Dressing for work **Size:** 127.9 kB

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication.

No

Provide the date that the communication was shared.

(No response)

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

1.7 Does the organisation provide its employees with private healthcare insurance which is explicitly inclusive of LGBT-specific health needs?

No

Section 2: The Employee Lifecycle

Completed - 16 Mar 2020

Workplace Equality Index Application

The Employee Lifecycle: Part 1

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 13.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

Responses Selected:

- B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages
- C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities
- D. Other

Describe the evidence uploaded:

Dorset Council advertises all job adverts on our Dorset Council website -

<https://jobs.dorsetforyou.gov.uk/>.

We also use additional websites for certain specialist roles.

As Dorset Council is a new council from April 2019, we are currently updating our webpages, as such some of the information uploaded is from Dorset County Council which covers the period from September 18 - March 19 Included in this is information from equality and diversity page which includes information on our staff support groups.

Upload evidence for option B

please be aware only **one** file is allowed per answer

[Promoting equality and diversity at Dorset Council webpage](#)

Filename: Promoting equality and diversity at Dorset Council webpage **Size:** 142.4 kB

Upload evidence for option C

please be aware only **one** file is allowed per answer

[Equality & Diversity Page](#)

Filename: Equality & Diversity Page **Size:** 15.8 kB

Upload evidence for option D

please be aware only **one** file is allowed per answer

[Come and work for DCC](#)

Filename: Come and work for DCC **Size:** 32.8 kB

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

E. No employees completed training

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

Responses Selected:

B. Information on the LGBT employee network/allies programme or initiative

Briefly describe the induction process and at what point the new starter receives the above information:

Prior to starting at the council and upon receiving their offer letter, employees also receive information about staff benefits and rewards, this includes information on the staff support groups available.

It is mandatory for new employees to attend a corporate induction session which lasts a morning in the first three months of their employment, this is led by the Chief Executive and the Workforce Brief-holder (Councillor) In addition officers from Human Resources are also in attendance, the induction sessions are held on a quarterly basis.

As part of the Equality and Diversity briefing, staff are signposted to the following pages on the intranet and internet (Dorset for You):

- Equality & Diversity Policy
- Equality & Diversity pages on Dorset Council website
- Dorset Statistics - which provides data and statistics on Dorset and its communities
- Gender Pay Profile
- Dorset Equality Scheme (equality objectives set by the council to meet the Public Sector Equality Duty)
- Our bench marking schemes such as Stonewall, Disability Confident and Time to Change.

Employees are given information about mandatory training which must be completed as part of their induction process, this includes Equality & Diversity and Trans Awareness.

In addition, representatives from the Staff Support Groups also attend the Induction Sessions, they have

a shared stall and provide information on each of the groups including the LGBT Group. Links are also provided to their page on the intranet. The Chief Executive also makes reference to the Staff Support Groups in her/his introduction speech.

In Dorset Council, we have just developed a behaviours framework which are an essential part of our performance management and development plans and will link to annual appraisal meetings and every informal and formal conversation employees have with their manager, this is starting to form part of our induction process and presentations.

The behaviours are the attitudes and approaches we take to work:

- how we expect to be treated
- what we say and how we say it
- how we treat others
- how we do things

A behaviour framework has been introduced:

- to bring consistency to how we work
- build positive, collaborative working relationships
- shape and influence the right cultures for Dorset Council
- set out organisational standards of behaviours

Our behaviour framework will be used in

- job descriptions
- recruitment – to make sure we recruit based upon a cultural fit, as well as a technical job fit
- learning and development
- leadership and management discussions
- performance management e.g. appraisals

There are four behaviours we expect every employee to demonstrate, regardless of who they are and what they do for the council. In how we work and communicate, whether internally or externally, we should be leading by example to encourage and inspire each other through these behaviours:

Responsibility, Respect, Recognition. By embodying these behaviours we are able to work collaboratively together as One Team.

Upload evidence for option B

please be aware only **one** file is allowed per answer

[Induction Information](#)

Filename: Induction Information **Size:** 979.9 kB

The Employee Lifecycle: Part 2

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

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

No

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

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.

A. Organisational policy and legislation	1-25%
B. Language, stereotypes and assumptions	1-25%
C. Challenging inappropriate behaviour	(No response)
D. Routes to reporting bullying and harassment	(No response)

Describe how you estimate completion rates:	Online learning portal records all completion rates of modules, the following gives details are the numbers who accessed each course: - Unconscious Bias e learning – 28 completions. - Equality and Diversity e learning – 278 completions - Trans Awareness e learning – 73 completions - EqIA Workshop (3 hour tutor run workshop) – 33 attendees - Trans Awareness & Inclusion course for employees working in Children's Services - 20 attendees
Describe the format of the training and the content you have uploaded:	An Online learning module lasting approximately 35 minutes with a short test at the end, there has to be pass rate of 80% in order to receive certificate and acknowledgement that the course has been completed. The module covers the case for diversity, discrimination and harassment and protected characteristics using a variety of examples and case studies.

The front page also includes links to the following:
Equality & Diversity Policy
Dorset Council Equality Objectives Scheme
Staff Support Groups information and contact details
Dorset Statistics web page - statistical data on the Dorset population
Links to local and national organisations e.g. Intercom Trust , Stonewall
Links to other types of learning such as TED talks, equality and diversity short films

Unconscious Bias Online awareness course - lasting approximately 20 minutes giving an overview of unconscious bias and how it can influence decisions on recruitment, promotion, and performance management. The module provides examples of the different types of unconscious bias (halo, affinity, confirmation and conformity) with examples and concludes with practical steps that help to reduce the influence of unconscious bias in decision making.

Equality Impact Assessment Workshop - a three blended learning workshop led by a facilitator including 'Who lives in Dorset?' quiz, group work short films on unconscious bias and a presentation. The workshop has a maximum of 16 participants and runs twice a year, it includes the following:

- Dorset Quiz - aimed to break down some of the stereotypes about Dorset
- Equality Act 2010
- Protected Characteristics & Dorset Local Characteristics
- Introduction to Equality Impact Assessments - why - reputational, financial and moral
- 5 Steps to Impact Assessment
- Unconscious bias - short film from Google and a gender unconscious bias film, also references made to TED talks films
- Undertaking a EqlA using an example given undertaken in group work with feedback.

Upload evidence for option A

please be aware only **one** file is allowed per answer

[Equality & Diversity online learning front page](#)

Filename: Equality & Diversity online learning front page **Size:** 814.5 kB

Upload evidence for option B

please be aware only **one** file is allowed per answer

[Unconscious Bias training module](#)

Filename: Unconscious Bias training module **Size:** 4.8 MB

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). Evidence could include emails and screenshots of intranet posts. IDAHoBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. In your uploaded evidence, make clear who/how many employees the communication reached. Evidence provided for option A. must clearly include all identities within LGBT.

Responses Selected:

- | |
|---|
| A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHoBiT |
| C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride |
| D. Information about the LGBT Employee Network Group and allies activity |

Upload evidence for option A

please be aware only **one** file is allowed per answer

[Section 2.6 Internal Comms LGBT.IDAHO.PRIDE](#)

Filename: Section 2.6 Internal Comms LGBT.IDAHO.PRIDE **Size:** 1.2 MB

Upload evidence for option C

please be aware only **one** file is allowed per answer

[Section 2.6 Internal Comms Trans day of Remembrance](#)

Filename: Section 2.6 Internal Comms Trans day of Remembrance **Size:** 1.3 MB

Upload evidence for option D

please be aware only **one** file is allowed per answer

[Section 2.6 Internal Comms LGBT Network & Allies activity](#)

Filename: Section 2.6 Internal Comms LGBT Network & Allies activity **Size:** 1.7 MB

Provide date for option A

1 Feb 2019

Provide date for option B

(No response)

Provide date for option C

20 Nov 2018

Provide date for option D

18 Oct 2018

The Employee Lifecycle: Part 3

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all-employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

Responses Selected:

D. None of the above

A. Provide a date on which these opportunities were communicated

(No response)

B. Provide a date on which these opportunities were communicated

(No response)

C. Provide a date on which these opportunities were communicated

(No response)

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

Yes

Describe how contributions are recognised:

All employees have annual appraisals - which are a two way conversation:

- managers comment on an employee performance against their objectives and the corporate behaviours
 - employees to self-appraise on their performance against their objectives and the corporate behaviours.
- Employees are encouraged to talk about the way they demonstrate the corporate behaviours of respect, recognition, responsibility and collaboration and so any contributions to the LGBT support groups would be able to be evidenced during these performance conversations.

Chairs of the Staff Support Groups also receive a letter of support from the Chief Executive when taking up the role which including the following:

'..... been nominated as Chair of the LGBT Staff Support Group.

Whilst the group is staff led, it is fully supported by the Council and is recognised by the Council as playing a key role in supporting our commitment to equality and diversity.

As the Chair, will be required to spend more time carrying out the work of the Group than other group members. For example, they will be responsible for Group meeting arrangements and may be invited to represent the Group in other council forums too. You are asked to support role as Chair wherever possible.

Staff Support Groups are recognised by the EDI Members Panel as playing a key role in the equality and diversity agenda for the council and chairs are invited to the panel meeting to provide information and feedback.

As an acknowledgement to volunteers who get involved in equality and diversity activities in addition to their day job, an annual Tea and Cake Thank You event takes place in December. Chairs of Staff Support Groups are invited to this, along with other E&D volunteers, the Chief Executive and lead councillors. It is an opportunity for volunteers to share experiences and put ideas forward.

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

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

Yes

<p>Describe the exit interview/survey process and how LGBT issues would be identified or raised:</p>	<p>Exit interviews are completed for all employees who leave voluntarily. It provides the opportunity for employees to expand on their reasons for leaving and to give feedback.</p> <p>The exit interview undertakes the following process:</p> <p>When the manager receives a resignation letter from an employee they must invite the employee to an exit interview as part of the leaver process. The interview is recorded by using an exit interview feedback form, this form guides the manager through a structured approach, with the following topics being discussed:</p> <ul style="list-style-type: none"> - reasons for leaving; - the employee's thoughts about their job and the organisation; - training; - how things could be improved. <p>LGBT issues can be raised under equal opportunities, as this is the opportunity for an employee to raise any equality and diversity issues including discrimination.</p>
<p>Describe how any issues raised would be acted upon by the organisation:</p>	<p>When the exit interview has been undertaken, the manager should confirm with the employee that the form is an accurate reflection of their discussion. If the employee feels that the form is incorrect they must inform their manager, so that they can correct it before finalising. The manager conducting the interview will be responsible for ensuring that appropriate action is taken to address identified issues.</p> <p>This form is then stored with the manager's local personal file and also returned to HR Support with any paperwork regarding any action taken, which is then held on the central personal file.</p>

Section 3: LGBT Staff Network Group

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

3.1 Does the organisation have an LGBT employee network group for LGBT employees?

A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

please be aware only **one** file is allowed per answer

[LGBT SSG ToR](#)

Filename: LGBT SSG ToR **Size:** 79.8 kB

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

Yes

List examples of some of your most recent objectives and progress towards achieving them:

1. Hold regular LGBT Staff Support Group Meetings -

Activity - meetings are scheduled on a regular bases (usually quarterly), to encourage communication between staff members across the county (especially as not all staff can attend due to various locations across a large geographical area.) A private Yammer group exists and LGBT+ employees are encouraged to join and participate. LGBT+ focused articles are shared for discussion, peer advice and support is available through the online activity.

2. Utilise opportunities through a Calendar of Events to raise awareness, promote inclusion and diversity, this also includes promoting internal and events that support the LGBT+ community.

Activity - forward plan of calendar events created and regular items shared across the organisation (i.e. Sharepoint articles, Yammer posts, physical display in settings and external initiatives).

Two physical displays - LGBT+ History Month in two locations and Holocaust Memorial Day Display which reference the LGBT community.

The group in partnership with the council and Unison are also organised an LGBT Awareness Training Session for all staff with a local LGBT+ charity, the session took place in February to raise knowledge and understanding.

3. Work with the leads of the Directorate Diversity Action Groups (DDAGs) to promote, raise awareness and gain support for the LGBT+ community

Activity - Diversity & Inclusion Officer facilitates regular meetings with chair's of the staff support groups and Diversity Action Group Chair's, these meetings feed into the Diversity & Inclusion Action Plan

4. LGBT Lead or other LGBT representative to attend the corporate People & Wellbeing Group & the Inequalities Group

Activity - two groups are now being combined as cross/over of work. LGBT lead (or rep) attends when meetings are held to ensure LGBT+ are considered in any work within the group.

5. Promote LGBT Staff Support Group at Induction Days

Activity - attend staff induction days to promote group and raise awareness across all new recruits (whether LGBT+ or not), this is physical presence plus a stand with further information about the group and support offered.

6. LGBT Lead to be member of Chief Executive's DDAG

Activity - attends the bi-monthly meeting to ensure that LGBT+ are considered as part of the work of the group who work proactively throughout the organisation to raise awareness, highlight issues, challenge policy/service/behaviour across the diversity and inclusion agenda (including LGBT+).

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a LGBT media marketing campaign.

Responses Selected:

- | |
|--|
| A. Provide confidential support to all employees on LGBT issues |
| B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment |
| C. Have been consulted on improving internal policies and practices |
| D. Have been consulted on business development, organisational priorities and/or the organisation broader work |
| E. None of the above |

Describe the options selected:

- | | |
|--|--|
| A. Describe the confidential support the group offers and how this is communicated to all staff: | The LGBT Staff Support Group is open to members who identify as LGBTQ, it is run by staff for staff. The group is promoted on the staff intranet and through events such as Staff Inductions, however, membership of the group is confidential to group members only. Some members are open about their membership and others are not and as such confidentiality is respected, there is a closed Yammer site for members to join and share information, but general information about the group and who is the contact is available widely on the intranet. Staff do not need to disclose to their manager which staff support group they are attending. The group provides an informal buddying system, so some members of the group |
|--|--|

	<p>such as the chair are available for support this can be through email contact, skype, phone or in person contact. The group also signposts members to relevant organisations if required and encourages members to use the Well-Being Service provided by the Council.</p>
<p>B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:</p>	<p>The group promotes hate crime reporting and encourages members to use either Hate Crime Reporting App or the online form on the Dorset Police Website, they also signpost to relevant agencies such as Victim Support . If the incident happens internally, the group encourages members to speak to their line manager (if appropriate) or seek advice from the Unions (if a member) or use the Contact Officers. These officers provide support around bullying and harassment issues including homophobic, transphobic and bi-phobic. The contact officers are not counsellors but provide confidential and independent support and guidance to employees through a difficult period of time. Members are also encouraged to use the Wellbeing Service, which can provide access to counselling. The group gets involved in promoting hate crime generally and during hate crime awareness week, the role of the staff support groups is promoted.</p>
<p>C. Describe the consultation process and outcome:</p>	<p>All Staff Support Group can be used by the council for consultation on policies and practices. As such the group were recently when the new Dorset Council was developing its Behaviour Framework. Members of the group who are also members of the Disability Staff Support Group raised concerns about some of the suggested wording in the</p>

	<p>framework, as a result wording was altered.</p> <p>Members of the LGBT Staff Support Group are encouraged to become members of Diversity Action Group, which meet regular to review Equality Impact Assessments within the council</p> <p>Equality Impact Assessments are required to demonstrate that we have considered the positive and negative impacts on staff/communities that have a protected characteristic and taken positive mitigating action. All members of the DDAG are able to input into this review process whereby quality and content of the EqIA can be challenged and ultimately approve.</p>
D. Describe the consultation process and outcome:	<p>As part of the DDAG Leads network the LGBT Lead is a member of the corporate People & Wellbeing and Inequalities Group (soon to be joined together). As an example, these groups were consulted upon (as well as all the members of the Staff Support Groups) the development of the Dorset Equality Scheme and will have oversight on the implementation of the action plan.</p> <p>The LGBT lead (with reference to the wider group) was also consulted upon the development of the Diversity & Inclusion classroom based training that was delivered as a pilot in July 2018 (now being developed as a permanent offer).</p>

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: ‘Awareness raising events’ here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. ‘Mentoring or coaching programme’ here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. ‘Reverse mentoring’ here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

Responses Selected:

B. Lesbian, gay and bi equality awareness raising event
C. Trans equality awareness raising event
D. Collaborated with other LGBT network groups

Describe the activities selected and when they occurred. Please provide specific dates or time periods within the last year.

B. Lesbian, gay and bi equality awareness raising event	As part of their LGBT calendar of events, the group organise a display for LGBT History month, which is in the foyer of County Hall (headquarters for DCC), in addition information is also shared on the staff intranet and staff yammer page. Other events such as Coming Out Day, Bi-Visibility Day and World Aids Day are also recognised by the group and members have written blogs or shared information by Yammer.
C. Trans equality awareness raising event	For Trans Day of Remembrance, the group organised for a flag flying ceremony to mark the day.
D. Collaborated with other LGBT network groups	As the county council and district and borough councils ceased to operate from the end of March 2019 and a new council was formed. The LGBT+ Group has been talking to members of Unison Self Organised Group about joining up on pieces of work such as awareness raising, events, training etc, this has happened on LGBT training organised in LGBT History Month, putting up share displays for LGBT History Month. The group is also in contact with local LGBT organisations such as the Intercom Trust, Dorchester Love Parade, Weymouth Gay Group and Over the Rainbow to ensure that their services and activities are promoted amongst members.

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question.

Please provide specific dates or time periods within the last two years.

Responses Selected:

H. None of the above

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

Responses Selected:

E. None of the above

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

No

The following question is not scored.

3.8 Does the LGBT employee network group's terms of reference state that the group is inclusive of bi and trans people? Tick all that apply.

Responses Selected:

A. Bi people

B. Trans people, including non-binary people, trans men and trans women

Section 4: Allies and Role Models

Completed - 16 Mar 2020

Workplace Equality Index Application

Allies and Role Models: Part 1

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

C. Yes, through another initiative

Describe the allies programme or initiative:

Dorset County Council ran an initiative call Diversity Action Groups, this is being rolled out into the new council (Dorset Council). Diversity Action Groups exist in each of our directorates (Adults, Children's, Place & Corporate). The aim of the Diversity Action Groups is to promote, champion and encourage equality, diversity and inclusion across the directorate by:

- raising awareness of equality and diversity initiatives and events
- challenging inappropriate behaviour and language
- encouraging colleagues to use council E&D processes such as undertaking Equality Impact Assessments for any new or changing policies, projects, strategies etc, using staff support groups as

method for consultation and feedback

- providing a space where equality and diversity issues can be raised and actioned
- being a point of contact within the directorate for equality, diversity and inclusion advice and support.

A terms of reference has been developed for these groups.

Members of this Diversity Action Groups include:

- A representative from each service area within that Directorate
- HR Business Partner
- Union representative
- Staff Support Group representative
- Diversity & Inclusion Officer

Diversity Action Groups comment and help to review Equality & Diversity Action Plan, which includes our Stonewall Development Plan, regular updates on the E&D Action Plan are given by the Diversity & Inclusion Officer at the meetings.

These groups which have in excess of 40 members who work proactively to raise awareness, highlight issues and challenge when required.

As part of the work to create Dorset Council an Employee Forum was launched with more than 300 colleagues signing up to be part of it, the forum meets regularly to contribute to, and feedback on current initiatives and projects. One of those initiatives was the development of the Dorset Council Behaviours Framework. The Dorset Council behaviours form part of everything we do and how we do it. The behaviours are an essential part of our performance management and development plans and link to our appraisal meetings and every informal and formal meetings we have with colleagues, managers, customers and councillors.

The Dorset Council behaviours are:

- how we expect to be treated
- what we say and how we say it
- how we treat others
- how we do things

There are four behaviours we expect every employee to demonstrate, these are:

- Responsibility
- Respect
- Recognition
- By embodying these behaviours we are able to work collaboratively together as One Team.

Examples for each behaviour include:

- responsibility: we act with integrity, we are honest and we don't attribute blame when something goes wrong. We are all part of the solution.
- respect: We are aware of our impact on others. We recognise and value the differences between people, placing a positive value on those differences.
- recognition: We appreciate and value the contribution of individuals and teams for work well done. We lead by taking time to provide feedback and share lessons learned and achievements to support the organisation's development. We celebrate commitment and success

Upload a communication advertising the allies programme or initiative:

please be aware only **one** file is allowed per answer

[Intranet article relating to Dorset Council Behaviours Framework](#)

Filename: Intranet article relating to Dorset Council Behaviours Framework **Size:** 58.1 kB

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

Responses Selected:

B. Discrimination towards LGBT people

Provide a brief description of the content you have uploaded:

As part of LGBT History Month in February 2019 and in partnership with Unison and other councils within Dorset, an LGBT+ training awareness session took place on 8 February. The session was three hours long and CPD accredited and facilitated by The Intercom Trust a local LGBT+ led advocacy and information organisation. This session was aimed as reinforcing support for LGBT+ employees and to also raise awareness and challenge prejudice.

The outcomes for the course were:

- employees knowledge of the Equality Act and the laws relating to LGBT+
 - employees an understanding of internalised homophobia and transphobia, biphobia and its consequences and impact on people
 - employees more confidence in use of language and understand stereotyping
 - employees more understanding about intersectionality, identity and issues of gender and sexuality
 - employees more confidence when working with people who are LGBT+
- employees an understanding of medical pathways in relation to gender non conformity and gender dysphoria.

The session was open to all members of the Diversity Action Groups and then extended to all employees of Dorset County Council and district and borough councils. Over 40 people attended the training.

Upload content covering option B:

please be aware only **one** file is allowed per answer

[Section 4.2B LGBT+ training session](#)

Filename: Section 4.2B LGBT+ training session **Size:** 496.6 kB

Provide a date for Option A:

(No response)

Provide a date for Option B:

8 Feb 2019

Provide a date for Option C:

(No response)

Provide a date for Option D:

(No response)

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes

Describe how allies can visibly signal their commitment to LGBT equality:

We do enable staff to visibly signal their commitment, Unison recently provided rainbow lanyards, which can be worn by all staff (and not just unison members).

Allies and Role Models: Part 2

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

Responses Selected:

B. Helped organise a lesbian, gay and bi equality awareness raising event
E. Coached or mentored other allies
F. Other

Describe the activities selected. Please include specific dates or time periods.

B. Helped organise a lesbian, gay and bi equality awareness raising event	<p>As referred to in Section 4.2, in partnership with Unison Dorset and colleagues from partner councils, an LGBT training session took place on 8 February 2019, organised in partnership with the LGBT Staff Support Group, the aim of this session was to raise awareness and reduce prejudice. The three hour session was CPD accredited training which allowed employees to be released in work time to attend. The session aimed to give:</p> <ul style="list-style-type: none">- employees a knowledge of the Equality Act and the laws relating to LGBT+- employees an understanding of internalised homophobia and transphobia, biphobia and its consequences and impact on people- employees more confidence in use of language and understand stereotyping- employees more understanding about intersectionality, identity and issues of gender and sexuality- employees more confidence when working with people who are LGBT+ <p>employees an understanding of medical pathways in relation to gender non conformity and gender</p>
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	<p>dysphoria.</p> <p>Over 40 people attended the training which was delivered by a local LGBT+ led organisation.</p>
E. Coached or mentored other allies	<p>The Diversity & Inclusion Officer provides mentoring and advice across the organisation on all Diversity & Inclusion matters which includes LGBT issues and advice. A key element of the work collaborating with the Directorate Diversity Action Groups to support, advise and guide them in their quest to raise awareness, highlight issues faced, suggest development areas, and to challenge and approve Equality Impact Assessments. All of this work is carried out across the full range of protected characteristics but focusses where necessary on each element, i.e. LGBT+</p>
F. Other	<p>Working with the LGBT Staff Support Group to develop a Stonewall Development Plan which seeks to set out aspirations that will take the current and future organisation forward in terms of the LGBT+ agenda. The plan builds on the recommendations from the Stonewall feedback meeting and also what the LGBT Staff Support Group consider as priorities for the council to work on. The development plan forms part of a wider Equality & Diversity action plan which monitored by the Equality & Diversity Advisory Panel - which consists of councillors, HR officers and a member of the Corporate Management Team.</p>

4.5 Does the organisation support all non-trans 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, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

Yes

Describe the training, programmes and/or resources:

In June 2019, 20 colleagues from Children's services attended Trans Awareness with children and young people. The one day focussed on:

- understanding the current Gender Diversity within society
- understanding of how sex, gender and sexual orientation interact
- legislation, rights and responsibilities relating to trans identities
- key terms and use of language
- trans issues and ways to be trans inclusive, specifically in relation to children and young people • - signposting to further information and resources

This course was aimed at front line practitioners working with children and young people in community setting, so giving them the confidence to understand trans issues in relation to children and young people but also to have to support colleagues. A number of people who sit on the Children's Diversity Action Group attended this course.

In partnership with the LGBT Staff Support Group we have added to our Equality & Diversity Resources List which sits on the front page of the Equality & Diversity Online course, this year we included the following resources:

- Jackson Bird talking about being trans

https://www.ted.com/talks/jackson_bird_how_to_talk_and_listen_to_transgender_people#t-114294

- Top 10 Tips for being Trans Allies

<https://www.mygwork.com/en/my-g-news/ten-tips-for-trans-allies>

Our Stonewall Development Plan has identified this as a priority and there have been discussions with an external charity - Chrysalis about developing training opportunities and developing our Transgender Policies further. General awareness raising training is being planned for late 2019 and early 2020.

Allies and Role Models: Part 3

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

No

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see [here](#). Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

No

Provide the date on which this profile was shared.

(No response)

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see [here](#). Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

E. None of the above

A. Provide the date on which this profile was shared:

(No response)

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 4

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

L. None of the above

Evidence:

Dates:

A. Provide the date on which this profile was shared:

(No response)

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

E. Provide the date on which this profile was shared:

(No response)

F. Provide the date on which this profile was shared:

(No response)

G. Provide the date on which this profile was shared:

(No response)

H. Provide the date on which this profile was shared:

(No response)

I. Provide the date on which this profile was shared:

(No response)

J. Provide the date on which this profile was shared:

(No response)

K. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 5

The following question is not scored.

4.10 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, but must focus specifically on being an ally to bi people.

No

Describe the training, programmes and/or resources:

Type here...

The following question is not scored.

4.11 Does the organisation enable allies to visibly signal their commitment to bi and trans equality? Tick all that apply.

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs. These could display the bi and trans flags, or other symbols of support.

No Responses Selected

Section 5: Senior Leadership

Workplace Equality Index Application

Senior Leadership: Part 1

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. This section is worth 8.5% of your total score.

Within this section, senior leaders are split between two levels - board level and senior management. For more information about how we use these two terms, please see [here](#).

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

C. Other

Describe each option selected:

C. Other

As a local authority we have elected councillors, in May 2019, 82 councillors were elected. As part of their induction process councillors attended some mandatory training which included:

Introduction to Equality & Diversity which covered:

- The Equality Act
- Public Sector Equality Duty
- Explanation of the protected characteristics and Dorset characteristics e.g. gender identity
- Monitoring and enforcement of the Act and what happens when you don't
- Short film on the Equality Act

An additional workshop focussed on:

'Understanding your political ward' and who lives and works there. Again, there was a focus on protected characteristics and local and national statistics to help inform councillors along with using examples of community projects that worked with different protected characteristics groups e.g. Intercom Trust working with the LGBT community.

Our annual Thank You event for equality and diversity volunteers includes inviting key senior representatives such as the Chief Executive and the senior elected member that is the brief-holder for equality and diversity.

This event is an opportunity to showcase, celebrate and thank volunteers but to also understand equality and diversity issues within the directorate and make suggestions on equality and diversity could be improved.

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

J. Other

Describe each option selected. Please include specific dates or time periods.

J. Other	One of our elected members is the chair of the Dorset Forum for Equality & Diversity, which is a community focussed meeting which runs three times a year and funded by Dorset Council but facilitated by Dorset Race Equality Council. The meeting is open to all who have an interest in equality and diversity, it is an opportunity to raise awareness, promote events, raise and discuss equality issues and look at possible solutions, some of these meetings have focussed on LGBT+ issues and projects.
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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.

	Name	Job title
Person 1	Cllr Pauline Batstone	Chairman of Dorset Council
Person 2	Type here...	Type here...
Person 3	Type here...	Type here...
Person 4	Type here...	Type here...
Person 5	Type here...	Type here...

Senior Leadership: Part 2

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

D. None of the above

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

F. Spoken at an external LGBT event

K. Other

Describe each option selected. Please include specific dates or time periods.

F. Spoken at an external LGBT event	As part of the celebrations for LGBT History Month in February the rainbow flag was raised at two office sites: County Hall and South Walks House, the flags stayed up for a week. The flag was officially launched by the former Chairman of the Council - Councillor Peter Shoreland, who gave a short speech on the values of diversity and the celebration of LGBT History Month before the flags were raised.
K. Other	Our former Chief Executive Debbie Ward in her regular internal blog made reference to an article that had been written for 'Coming Out Day' (10 October 2018) encouraging all to employees to read the blog. In another internal blog our interim acting Chief Executive made reference to the Holocaust Memorial Day (27 January 2019) where one of the presentations was about the LGBT community and their experiences in the Holocaust.

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.

	Name	Job title
Person 1	Debbie Ward	Former Chief Executive
Person 2	Mike Harries	Former interim Chief Executive
Person 3	Peter Shoreland	Former councillor
Person 4	Type here...	Type here...
Person 5	Type here...	Type here...

Section 6: Monitoring

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

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 on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Dorset Council uses the following question on its Job Application Form:

Which of the following best describes your sexual orientation? (A tick box is beside each option)

Prefer not to say

Bisexual

Gay/Lesbian

Heterosexual/Straight

Other

On our HR Employee Profile Form for sexual orientation, the following options are available

Bisexual

Declined

Heterosexual

Lesbian/Gay

Other

Prefer not to say

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

No

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

No

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

No

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

No

Monitoring: Part 3

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

Under 50%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

[2018-12 Workforce profile](#)

Filename: 2018-12 Workforce profile **Size:** 210.9 kB

Provide a brief description of the report you have uploaded:

Dorset County Council as part of its Public Sector Equality Duty has to publish the equality profile of its workforce on an annual basis. Currently, the council publishes its equality employee profile data on a quarterly basis. Attached is the latest public document from June 2018. Notes about the data are included in the attachment.

6.7. What proportion of employees have answered the monitoring question asked in 6.2?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

We do not monitor

The following question is not scored.

6.8. Do you analyse differences in staff satisfaction levels between different LGBT identities?

No

Describe who the analysis is seen by and what action is taken.

Type here...

Section 7: Procurement

Completed - 16 Mar 2020

Workplace Equality Index Application

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

Describe the role or team responsible for procurement:

Dorset Procurement provide procurement and commercial expertise to both the former Dorset County Council and Dorset Council. The Council procures goods, services and works from a diverse enterprise community. Our requirements range from low value, high volume commodities such as stationery and office supplies to high value, critical and complex works and services such as IT solutions, school buildings, highways management and social care services.

As a public sector organisation, the way in which we procure goods and services is governed by both internal regulations and national and European legislation.

Approximately a third of the Council's annual budget is spent on buying external goods, services and works.

The Procurement Team are responsible for

providing advice and support to the different directorates around best practice for procurement. All financial spend support the corporate plan for the council. Directorates such as Children's and Adults have commissioning teams that are responsible for commissioning services/projects and contract management.

Both Procurement and Commissioning use the Institute of Public Care (IPC) commissioning process which link together the functions of commissioning and procurement and the series of activities can be grouped under four key performance management elements of: understand, plan, do and review.

Describe the diversity and inclusion training or guidance they receive:

Members of the Procurement & Commissioning Team are aware of the Council's Equality & Diversity Policy and the Public Sector Equality Duty, and it is mandatory for staff to complete the following equality related modules:

- Equality & Diversity (which includes understanding the different protected characteristics)
- Understanding EqlAs (including attending the option of attending a three hour workshop which discussions protected characteristics including Dorset's local characteristics which includes gender identity).

- Trans Awareness

Each of the above modules is online and includes an assessment, which staff have to get an 80% pass rate. In addition, each of the modules front pages take you to a list of additional resources such as TED talks, short films, Dorset Statistics and local and national organisations for LGBT this would be Stonewall and The Intercom Trust.

In addition, staff can undertake additional modules of learning on other protected characteristics such mental health, learning disability and disability.

In addition, the Council's Procurement Strategy (2018-20) includes a social value objective

(Objective 4) and a Social Value Policy is being developed, which will include criteria that contractors have to match our values around the following themes:

- mindful employer
- dementia friendly
- armed forces covenant
- equality and diversity
- apprenticeships
- environmental management and sustainability

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

Responses Selected:

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies:

Dorset Procurement as part of Dorset Council has to adhere to the Equality Act 2010 and specifically the Public Sector Equality Duty. This means the council has to be pro-active in adhering to these duties and consider equality issues and demonstrate performance in the delivery of services and employment of staff. The public sector equality duty also applies to commissioning and procurement of services. As such equality impact assessments are key part of the procurement and commissioning process, the findings from the impact assessment will determine which equality considerations need to be contained within the

tender criteria questions. Potential suppliers that fail to meet the minimum requirements will not be considered. Successful suppliers will be monitored for their equality compliance and may be required to provide equality monitoring information such as customer profiles and feedback.

The Council's Equality and Diversity Policy refers to sexual orientation and gender identity, and the procurement process refers potential suppliers to that policy, links are provided in our guidelines.

There are standard questions which are incorporated in the Council's procurement processes as part of a suite of general standard questions in respect of equality and diversity that are built in the Council's e-tender system. These questions are in accordance with what is the selection questionnaire set by Government / Crown Commercial Services and the Council. These standard questions include:

- Does your equality policy meet the requirements of the Equality Act 2010 and aim to protect people from all forms of unlawful discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation?
- Should your organisation reach final short-listing, you will be required to provide copies of policy documentation, do you agree to send copies of these policies to the Council within five days of such a request?
- Are you able to put your policy into practice in your treatment of workers and customers and deal with any allegations of discrimination in the course of the contract seriously?
- Are you able to set one or more objectives and gather and publish information (where relevant, necessary and proportionate) to demonstrate how you are eliminating discrimination, advancing equality and fostering good relations within the scope of the contract? Provide details of how this will be achieved.
- Are you able to provide equality and diversity

training for relevant managers, staff, agents or volunteers (that is appropriate for the scope of the contract and which covers the nine protected characteristics of the Equality Act 2010)?

The purpose is to establish that the suppliers do have an appropriate policy in respect of anti-discrimination legislation, and if they do not, they must undertake a commitment to meet the requirements of the Council's own Equality & Diversity Policy. Also questions are asked to establish whether in the last three years any unlawful discrimination been made against the potential supplier, details of the judgement and what steps have been taken as a result of that finding.

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

Responses Selected:

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

Describe the options selected below:

A. Describe how D&I outcomes are included within contract monitoring meetings:

There is no standard format for contract monitoring meetings as contracts are not managed from just one area of the Council.

Due to the nature of the service being provided it may well be appropriate to monitor the supplier's performance in respect of equality and diversity.

For example in providing social care, equality requirements would be built into the contract, performance indicators would be developed to ensure delivery e.g. requiring contractors to complete monthly monitoring forms or provide evidence of recruitment practices used.

For example the Community Safety Team in the Adults directorate procure services for domestic abuse. When planning what sort of service to procure, the team were keen to include 'harder to engage' groups which included members of the LGBT+ community. As part of the procured service, there was requirement for awarded supplier to engage with different communities by:

- raising awareness of domestic abuse with local people
- providing drop-in service in local community venues
- making information easily accessible in isolated areas using local resources e.g. shops, GP surgeries, hairdressers etc.

As part of the contract the awarded supplier are expected to deliver against these outcomes and also record the number of community engagements they attend/participate in. For example in the last year there has been engagement at Weymouth Pride, Space Youth Project and Over the Rainbow (health service for LGBT community).

In Children's services Dorset Council procures services from Space LGBT+ Youth Project, this is to provide regular youth groups across Dorset in a range of locations supporting young LGBT+ people. As part of the contract, we expect to the following:

- number of young people engaged with
- number of families supported
- number of school based support offered
- number of training workshops offered to professionals

Our contractual requirements must be quantifiable and measurable; otherwise there is a risk that it may be unenforceable and there is a breakdown in

the contractual arrangements.

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

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

Responses Selected:

E. None of the above

Section 8: Community Engagement

Completed - 16 Mar 2020

Workplace Equality Index Application

Community Engagement: Part 1

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality.

Please upload evidence of two separate social media posts. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

Yes

Describe the activity:

Dorset Council has both a facebook page and a twitter account, this follows from the facebook and twitter account that Dorset County Council had. Both accounts are used to promote Dorset Council (and the former Dorset County Council) activities and services but to also promote initiatives and events and share messages. Both twitter and facebook pages have been used in the past year to promote the following:

- Holocaust Memorial Event
- LGBT History Month - including activities at Weymouth Library
- Flying the rainbow flag for LGBT History Month
- Flying the rainbow flag for Stonewall 50th anniversary
- Promoting the first Pride in Dorset
- Dorset Council attendance at Weymouth & Portland Pride
- Fostering and adoption promotion at key community events
- Gypsy, Roma & Traveller History Month
- Gypsy & Roma Holocaust Memorial Event

The Facebook page is followed by local LGBT organisations such as Weymouth Gay Group, Space and LGBT Dorset Equality Network. The twitter account has been used again to promote the flag flying ceremonies but also activities such as LGBT fostering and adoption week and hate crime awareness. In addition, the council has a staff intranet and Yammer page, both of these are available to all council employees and are way of sharing information about events, activities and good practice, they are regularly used by both members of the LGBT Staff Support Group and Diversity & Inclusion Officer.

Dorset Council temporarily changed it's logo to include a rainbow, this was to celebrate Pride Month, acknowledge Stonewall's 50th anniversary and the first Pride event in Dorset at the end of July. On Facebook, there was a number of comments from members of the public both positive and negative and members of the public being challenged by other members of the public.

Upload a screenshot of social media activity:

[Social media community engagement posts](#)

Filename: Social media community engagement posts **Size:** 7.6 MB

Upload a screenshot of social media activity:

[Social media tweet in relation to Dorset Council logo](#)

Filename: Social media tweet in relation to Dorset Council logo **Size:** 545.6 kB

Provide the date of the activity:

1 Feb 2019

Provide the date of the activity:

1 Jul 2019

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

Responses Selected:

- A. Sponsored or supported LGB community group/s
- C. Sponsored or supported LGB community event/s
- D. Sponsored or supported trans community events
- E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

Describe each option selected. Please include specific

dates or time periods.

A. Sponsored or supported LGB community group/s	<p>July 2019:</p> <p>Dorset Council provided funding to Weymouth & Portland Pride Committee, which hosted it's first Pride event for Dorset. The council provided funding from the equality and diversity budget and also provided in-kind funding by paying for the road closure for the parade. In addition, Dorset Council promoted the event through its Facebook and twitter pages, promoted volunteering activities for council employees at the event. In addition, Dorset Council was represented in the Pride Parade by a group of employees, who dress as colours of the rainbow.</p> <p>From January 2019 to December 2019:</p> <p>Dorset History Centre is part of Dorset Council, their engagement officer has developed an LGBT+ recording project which is recording LGBT+ oral histories for inclusion in the Dorset History Centre, the aim of the project is to improve the visibility of LGBT+ history and life.</p> <p>The project has worked with local LGBT+ community groups to encourage involvement, although it has been challenging to engage interviewees (which tells its own story about lingering stigma and anxiety), five interviews recordings have taken place and another three are planned. Some of the recorded material and other materials, such as photographs, films, documents are included in the local element of a forthcoming exhibition at Shire Hall (social justice museum in Dorset). The exhibition 'Desire, Love, Identity' – which is mainly a touring exhibition from the British Museum.</p>
C. Sponsored or supported LGB community event/s	<p>February 2019:</p> <p>Dorset Council manages a number of libraries across Dorset including Weymouth Library, this library hosted a coffee morning for LGBT History</p>

Month, in partnership with local LGBT+ community groups - Weymouth Gay Group, Space Youth Project and Dorset Mind. The aim of the morning was to raise awareness and a social opportunity. In addition, libraries celebrated LGBT History Month in February with displays of books and resources including E-books and E-Audio site (OverDrive), several related social media posts went out to promote this.

February 2019

To celebrate LGBT History Month, Dorset County Council in partnership with local LGBT+ community groups produced an events flyer for the month of February which included events and activities taking place and also contact details for local organisations. The flyer was distributed around the council area through social media, emails, printed off posters in various shops, libraries, GP surgeries etc.

July 2019

To celebrate Weymouth & Portland Pride, Weymouth Library hosted a family friendly session with Mama G. The free session was a combination of panto, drag and the art of story telling filled with stories about being who you are and loving who you want. The aim of the session was to introduce children to a world of love, equality and sequins! The session was sold out and was held prior to the Pride weekend starting in Weymouth.

D. Sponsored or supported trans community events

Transgender Remembrance Day - 20 November 2017 :

To mark this day Dorset County Council worked with local community groups and a Trans activist to promote her weekly LGBT radio show on Air 107.2FM which was hosting a Transgender Evening in partnership with Space Youth Project.

June 2019

Dorset Council through the Diversity & Inclusion Officer has started to develop some partnership working with Chrysalis (local Transgender charity) to look at transgender training within Dorset

	<p>Council and for advice around policy development. At the same time, the officer regularly attends protected characteristic workshops at one our local prisons, this included in June a LGBT+ workshop, twelve residents of the prison attended included three who are either transitioning or non-binary. The workshop focused on discrimination, health care, LGBT+ books and access to external services, following on from this workshop and the partnership work developed with Chrysalis a transgender support group has been established and is being supported by a volunteer from Chrysalis.</p> <p>Beginning of September 2019 Attendance at the launch of Chrysalis new support group for Dorset, a launch event was held to celebrate a new support group being established for the Dorset area. The launch included speakers, discussion and networking.</p>
E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying	<p>Dorset Council continues to be an active member of Prejudice Free Dorset, a partnership organisation that seeks to promote inclusive communities in Dorset, their mission statement is 'hate crime will never be tolerated and victims of crime will be supported'.</p> <p>Prejudice Free Dorset has a number of members including a wide range of statutory organisations (Fire, Police, councils from Bournemouth, Poole and Dorset) and local community, voluntary and faith organisations. The partnership works closely with the Pan Dorset Hate Crime Strategy and it's main focus of work is promote hate crime and prejudice incidents and the ways in which people can report hate crime.</p>

Community Engagement: Part 2

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

Yes

Complete the following. Please include specific dates or time periods.

Name the organisation/s you collaborated with:	LGBT Dorset Equality Network Weymouth Gay Group Prejudice Free Dorset Dorset Councils Partnership Unison Dorset Weymouth & Portland Pride Committee
Describe the collaboration or initiative:	<p>To acknowledge and celebrate LGBT History Month in February 2019, Dorset Council collaborated with Weymouth Gay Group, LGBT Dorset Equality Network and Space to look at hosting activities and events during the month of February. The month included the following events:</p> <ul style="list-style-type: none">- Pop up café in Weymouth hosted by Weymouth Gay Group and Dorset County Council - the aim being to provide information and advice on council services and give people to opportunity to socialise and meet others.- Coffee morning at Weymouth Library- Diversity Bridport hosted a social event- Rainbow flag raising ceremonies at Dorset County Council, West Dorset District Council and Weymouth & Portland Borough Council, the events at West Dorset and Weymouth & Portland included local dignitaries and members of the public.- A LGBT radio show on Air Community Radio hosted by Charity Gardiner- LGBT+ Displays in council buildings

A leaflet was designed and distributed by email through networks and colleagues and paper copies were distributed to cafes, libraries, community organisations, GP surgeries and LGBT venues.

In addition, Dorset County Council, LGBT Staff Support Group, Dorset Councils Partnership and Unison Dorset organised an LGBT Awareness Session for employees, the session was led by the Intercom Trust and was an opportunity for employees to receive CIPD accredited training on LGBT+ awareness. The training awareness session took place on 8 February. This session was aimed at reinforcing support for LGBT+ employees and to also raise awareness and challenge prejudice.

The outcomes for the course were:

- employees knowledge of the Equality Act and the laws relating to LGBT+
- employees an understanding of internalised homophobia and transphobia, biphobia and its consequences and impact on people
- employees more confidence in use of language and understand stereotyping
- employees more understanding about intersectionality, identity and issues of gender and sexuality
- employees more confidence when working with people who are LGBT+
- employees an understanding of medical pathways in relation to gender non conformity and gender dysphoria.

The session was open to all employees of Dorset County Council and district and borough councils. Over 40 people attended the training.

Describe the impact of the collaboration or initiative:

Previously LGBT History Month for the council had been celebrated by sometimes raising the rainbow flag and hosting internal community engagement initiatives. However, there has been a real push internally that raising the rainbow flag becomes the norm. In addition, through community networking and getting to know some of our smaller LGBT+ community groups, we are starting to develop a strong relationship for ensuring that annual information about LGBT History Month is

put together and distributed. The range of events continue to be small, however, they are vital in helping to showcase LGBT+ organisations and improve the visibility of the LGBT+ Dorset population.

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission. Please include specific dates or time periods.

Yes

Describe the activity and impact:

8 August 2019:

Dorset has a significant Gypsy & Traveller community, also quite hidden and faces much discrimination and prejudice. Our Diversity & Inclusion Officer has regular community engagement with this group and in particular Kushti Bok - a Gypsy & Traveller led organisation in Dorset. This group for the third year running have organised a Roma Holocaust Memorial Event it is opportunity to remember both Gypsies but also all those that suffered and died in the Holocaust and in the genocides which followed in Cambodia, Rwanda, Bosnia and Darfur. The memorial is the night when 2897 Roma/Sinti perished in Auschwitz-Birkenau at the hands of the Nazi regime. This year is the 75th anniversary of the 'Night of the Gypsies'. The event last approximately an hour and includes readings, poems, music and lighting of candles.

The Diversity & inclusion Officer works with Kushti Bok to plan this event and the event is partially funded by Dorset Council. This year's event included a young Romany poet - Lois Brookes-Jones who was the key-note speaker and spoke about her recent trip to Auschwitz and the learning that can be taken from attending there to her experiences of being Romany and member of the LGBT+ community and the discrimination, homophobia and racism she has encountered. Her speech challenged members of the community not to hide their cultural identity but to occupy space that they are rightfully entitled to.

The event although small was attended by a number of dignitaries, members of the Gypsy & Traveller community and wider members of Dorset community. The event is extremely moving and powerful and is an acknowledgement to discrimination faced by this community.

The following question is not scored.

8.5 In the past year, has the organisation utilised its social media accounts to demonstrate its commitment to bi and trans equality?

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

No Responses Selected

A. Upload a screenshot of social media activity:

Filename: **Size:** 0 Bytes

B. Upload a screenshot of social media activity:

Filename: **Size:** 0 Bytes

Provide the date of the activity:

(No response)

Provide the date of the activity:

(No response)

Section 9: Clients, Customers and Service Users

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. This section is worth 8.5% of your total score.

In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation:

A. Public or third sector with service users

Clients, Customers and Service Users: PS SU P1

Public or third sector with service users

9A.1 In the past 3 years, has the organisation examined the service user journey to ensure there are no barriers to access for LGBT people?

GUIDANCE: This should be a formal mapping process of the touch points of the service user and the service.

Yes

Describe the process by which you examined the service user journey. Please include specific dates or time periods.

Ongoing from 2018-19

The Fostering and Adoption Team regularly attend community events across Dorset to promote fostering and adoption services. As part of this work, the team have attended Bourne Free (Bournemouth Pride) and this year Weymouth & Portland Pride. In addition, the group promote Fostering and Adoption Weeks including LGBT Fostering & Adoption Week. As part of their work to attract individuals and families from the LGBT community, the Team have produced a number of fostering stories including 'Foster in Dorset - Cath & Sue's story - this was promoted on Dorset council website.

August 2019

As part of the national changes to Blue Badge Scheme, which was being extended by central government to include hidden disabilities, the Dorset Council application process need to be reviewed. As part of that review, alterations were made to 'About You' questions; removing the list of titles but instead asking applicants to describe how they would like to be referred to. The gender question has also been altered to include:

- male
- female
- I identify in a different way

Dorset County Council's loneliness survey - November 2018

To gain a greater understanding of how loneliness is affecting people in Dorset, a short survey was undertaken from November 2018 - January 2019. The survey was conducted on-line and through the County Council Newspaper. The survey gave us an insight into how our residents feel in relation to key factors that can identify whether people feel they are happy with their level of social interaction. The survey has used a set of nationally recognised questions specifically designed to elicit overall levels of loneliness as well as levels of emotional and social loneliness. The survey had a response rate of 445 residents. The survey also asked questions in relation to a range of characteristics: Age, Sex, Sexual Orientation and Carers.

The following describes the results:

- The highest level of responses received were from Male Heterosexual and Female Heterosexual respondents (86%)
- 5% of respondents were Bisexual
- 2% of respondents were Gay Men
- 2% of respondents were Gay/Lesbian Women

All levels of loneliness were high

- 80% of Female Bisexual respondents were either Severely or Very Severely Lonely
- Male Bisexual respondent numbers were too low to score
- 66% of Male Heterosexual respondents were either Severely or Very Severely Lonely

- 60% of Female Heterosexual respondents were either Severely or Very Severely Lonely
- 76% of Lesbian and Gay Women respondents were either Severely or Very Severely Lonely
- 44% of Gay Men respondents were either Severely or Very Severely Lonely
- Prefer not to say or other respondent numbers were too low to score

The number of responses for Lesbian and Gay Women and Gay Men were low but have been included but will need to be treated with a degree of caution because of this.

What do you prefer to be known as?

Why are we asking this?

We need to know how you would prefer to be addressed in any correspondence relating to this application.

Gender

Male Female Other

Describe the outcome and impact. Please include specific dates or time periods.

Fostering & Adoption Team:

Dorset Council welcomes foster carers from walks of life and is keen to promote different examples of family life, by attending LGBT specific events is a way of encouraging LGBT adults to become foster carers and the use of different types of families in films can only encourage this further.

Blue Badge Scheme

Changes to this scheme have also taken place in the last two weeks, so we are not able to measure any outcomes, this is in line with Department for Transport guidance for transgender applicants.

Loneliness Survey:

This survey was shared with councillors via the People's and Community's Overview and Scrutiny Committee in March 2019. Councillors agreed that the local authority had a role to act as broker for services and advice and that a central directory of services should be established. In addition, funding may help to support small local groups develop. Also, the statistical data included in the report may help in terms of targeting services to appropriate geographical areas.

9A.2 Does the organisation collect LGBT monitoring information for service users to allow for the following analysis? Tick all that apply.

Tick all that apply

GUIDANCE: You should demonstrate how you collect the data and how it is analysed.

Responses Selected:

C. None of the above

Clients, Customers and Service Users: PS SU P2

9A.3 Has the organisation consulted with LGBT service users in the past 3 years to tailor the services to their needs?

GUIDANCE: The consultation should have involved all LGBT identities.

No

9A.4 What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT service users?

Select the completion rate for the training

GUIDANCE: The training should reach as many frontline employees as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT service users. Content should also include the steps frontline employees can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots or powerpoint presentations.

D. 1 - 25 per cent

Describe how you estimate completion rates:

Dorset Council e-learning module for unconscious bias is available to all employees, monitoring is not available at the moment of the different directorates who have accessed the module. In total 28 employees have completed the module.

EqIA Workshop - a three hour workshop with 33 employees attending this workshop in the last year.

Describe the format of the training and the content you have uploaded:

The unconscious bias e-learning module lasts approximately 20 minutes giving an overview of unconscious bias and how it can influence decisions on recruitment, promotion, and performance management. The module provides examples of the different types of unconscious bias (halo, affinity, confirmation and conformity) with examples and concludes with practical steps that help to reduce the influence of unconscious bias in decision making.

Equality Impact Assessment Workshop - a three blended learning workshop led by a facilitator including 'Who lives in Dorset?' quiz, group work short films on unconscious bias and a presentation. The workshop has a maximum of 16 participants and runs twice a year, it includes the following:

- Dorset Quiz - aimed to break down some of the stereotypes about Dorset
- Equality Act 2010
- Protected Characteristics & Dorset Local Characteristics
- Introduction to Equality Impact Assessments - why - reputational, financial and moral
- 5 Steps to Impact Assessment
- Unconscious bias - short film from Google and a gender unconscious bias film, also references made to TED talks films
- Undertaking a EqIA using an example given undertaken in group work with feedback.

Upload training content:

please be aware only **one** file is allowed per answer

[Unconscious Bias training module](#)

Filename: Unconscious Bias training module **Size:** 4.8 MB

Upload training content:

please be aware only **one** file is allowed per answer

Filename: **Size:** 0 Bytes

9A.5 In the past year, has the organisation communicated or promoted its services as being explicitly LGBT inclusive?

GUIDANCE: The communication can be digital or physical.

No

Section 10: Additional Work

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 10

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year. This section is worth 1% of your total score.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should **not** have been mentioned anywhere else in the submission. The activity should relate to the UK, rather than global operations; please see the Global Equality Index to showcase global work.

No

Staff Feedback Survey

Has your organisation circulated the Staff Feedback Survey?

The Staff Feedback Survey is worth 10% of points in the Workplace Equality Index.

The survey can be found at www.stonewall.org.uk/index-survey-2020 and closes on Friday 1 November.

Your colleagues will need your organisation's 4-digit code in order to access the survey. If you do not have this code, contact memberships@stonewall.org.uk.

Optional Awards

Individual awards

The following awards will be given to outstanding individuals, network groups and organisations who have contributed significantly to LGBT equality, both within their workplace and the wider community.

The nominations are longlisted by the Membership Programmes team and then shortlisted and awarded by an internal Stonewall panel.

Award winners are profiled in Stonewall's Top 100 Employers publication.

You can still be named as an award winner if your organisation does not reach the Top 100 list.

For individual awards, please ensure you have the person's permission to share their details before completing and submitting the nominations.

Role Models of the Year

If you would like to nominate an individual(s) for one or more of the role model awards, please select from the below options and tell us about the great work they've done over the past year.

Guidance: You should tell us how the individuals have contributed significantly to LGBT equality in both your workplace and the wider community.

Please note that we use the below terms as umbrella terms for many different identities (See the [Stonewall glossary](#)).

You should ensure the nominated individual is comfortable being identified with the specific term selected. For example, if someone is pansexual, making sure they're comfortable receiving the award and being profiled as Bi Role Model of the Year.

We will work with them to explore their identity fully within their profile in the Top 100 Employers publication.

No Responses Selected

Ally of the Year

If you would like to nominate an individual for the ally award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note this category can also include allies within the LGBT community. For example, a lesbian women who has shown fantastic allyship to the trans community.

(No response)

Senior Champion of the Year

If you would like to nominate an individual for the senior champion award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note the senior champion does not need to identify as LGBT.

(No response)

Employee Network Group of the Year

If you would like to nominate your organisation's network group, please tell us about the great work it's carried out over the past year.

Guidance: You should tell us how the network group has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note you may reference work which has already been documented in the LGBT Employee Network Group section.

(No response)

Bi-Inclusive Workplace of the Year

If you would like to nominate your workplace for the Bi-Inclusive Workplace of the Year award, please tell us about the great work you've done over the past year.

Guidance: This is an opportunity to demonstrate that your organisation is leading the way as a bi-inclusive workplace.

Please note you may reference work which has already been documented.

(No response)

Logo

Completed - 16 Mar 2020

[Logo](#)

Filename: Dorset_Council_logo_COLOUR_JPEG.jpg **Size:** 285.7 kB

DCC – Quarterly Workforce Profile (Equalities)

Public Sector Equality Duty Data

		2017/18				2018/19			
		Jun 17	Sep 17	Dec 17	Mar 18	Jun 18	Sep 18	Dec 18	
Total Employment Count		4038	4015	4010	3973	4006	3995	4000	
Age	16-24	191	200	206	196	191	200	192	
	25-39	968	975	971	975	996	988	991	
	40-49	1030	1006	1007	962	953	962	955	
	50-59	1260	1263	1241	1242	1250	1244	1244	
	60-64	422	405	415	424	432	417	424	
	65+	167	166	170	174	184	184	194	
Disability	Disabled	122	119	117	113	112	112	114	
	Not Disabled	2856	2801	2768	2744	2729	2699	2659	
	Not Declared	747	794	835	830	867	879	910	
	Prefer Not to Say	313	301	290	286	298	305	317	
Ethnicity	White British	3021	2953	2903	2872	2862	2829	2783	
	White Other	105	101	100	99	96	95	96	
	B&ME	49	51	55	51	54	52	53	
	Not Declared	512	565	608	613	646	662	699	
	Prefer Not to Say	351	345	344	338	348	357	369	
Faith, Religion & Belief	Buddhist	7	5	5	5	5	5	6	
	Charismatic Church	0	0	0	0	0	1	1	
	Christian	529	528	533	531	526	523	523	
	Hindu	1	0	0	0	0	1	1	
	Jewish	1	1	0	1	1	1	1	
	Other	29	29	32	28	27	28	26	
	None/No Religion	350	354	358	363	371	368	373	
	Not Declared	2971	2952	2941	2906	2929	2918	2913	
	Prefer Not to Say	150	146	141	139	147	150	156	
Sexual Orientation	Bisexual	7	6	5	8	8	6	5	
	Lesbian	12	13	12	14	15	15	13	
	Heterosexual	1372	1372	1379	1391	1414	1434	1433	
	Gay Man	13	13	12	12	12	12	13	
	Other	6	7	7	8	8	10	10	
	Not Declared	2401	2387	2362	2325	2300	2255	2251	
	Prefer Not to Say	227	217	233	215	249	263	275	
Sex	Male	1504	1490	1493	1481	1493	1493	1488	
	Female	2534	2525	2517	2492	2513	2502	2512	
Full/Part Time	Full Time	2319	2323	2325	2332	2348	2371	2370	
	Part Time	1719	1692	1685	1641	1658	1624	1630	
Other Information									
Top 5% of earners (<i>Total FTE</i>)		161.07	158.25	159.14	161.7	164.05	160.46	160.09	
Top 5% of earners that are Women		84.07	85.39	84.14	88.57	85.39	83.61	86.4	
Top 5% of earners from an Ethnic Minority		2.00	2.00	2.00	1.00	1.00	1.00	1.00	
Top 5% of employees with a Disability		5.4	5.11	6.92	6.92	7.12	6.12	5.12	

Notes on this Data

- Data is presented quarterly, in line with national reporting standards
- Totals refer to substantive Dorset County Council employees only (this excludes employees in schools, casual workers, agency staff, contractors, freelance workers and elected members)
- Data is presented as numbers of employments (individuals with multiple contracts will be counted more than once), in line with DCC reporting standards
- Data for 'Top 5% of earners' is presented as full-time equivalents, in line with DCC reporting standards
- 'Not Declared' indicates employees who have chosen not to declare this information, who have chosen 'Prefer not to say' or for whom the information is not known
- 'B&ME' refers to Black and Minority Ethnic
- 'White Other' includes 'White Irish' and 'Any other white background' only
- While Faith, Religion & Belief and sexual orientation data is shown, the data held for these characteristics is limited