

Our ambition is for Leeds to be the best city in the UK: compassionate and caring with a strong economy; which tackles poverty and reduces inequalities; working towards being a net zero carbon city by 2030. We want Leeds to be a city that is distinctive, sustainable, ambitious, fun and creative for all, with a council that its residents can be proud of as the best council in the country.

Our long-term 'Best City' strategic focus on tackling poverty and inequalities through a combination of strengthening the economy and doing this in a way that is compassionate and caring, allowing us to support the people who need it most.

Leeds understands that tackling poverty and inequality drives economic and social growth.

We want to live in an equal society that recognises different people's different needs, situations and goals, and removes barriers that limit what people can do and can be.

The council is legally required to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity;
- foster good relations within and between our communities with a view to building good community relations.

The Policy is in line with the Leeds City council's duties and responsibilities under the Equality Act 2010 and our vision for Leeds.

### **Our commitment is to create an environment for all citizens of Leeds:**

- that promotes dignity and respect for all;
- where people are able to recognise, value and respect diversity and difference;
- where people are treated fairly and according to their needs;
- where people from different backgrounds and ages feel comfortable living alongside one another in communities;
- where no form of discrimination, intimidation, bullying or harassment is tolerated;
- which tackles the issue of poverty for those both in work and out of work;
- where causes of unfairness are understood and addressed.

We will treat everyone with the same attention, courtesy and respect regardless of:

- Age;
- Disability;
- Race or racial group (including colour, nationality and ethnic origin or national origins),
- Religion or belief;
- Sex;
- Marriage and Civil Partnership;
- Gender reassignment/ gender identity;
- Pregnancy and maternity;
- Sexual orientation;
- Care Experienced
- Caring responsibilities;
- Social class;
- Trade union activity.

# Working as a team for Leeds

We will take all reasonable steps to ensure that we do not unlawfully discriminate or treat anybody less favourably against the characteristics listed above including those not covered by the Equality Act 2010.

We will also take all reasonable steps to ensure that we do not interfere unlawfully with anyone's right to respect for their private and family life, home and correspondence under the Human Rights Act 1998.

## **This policy applies to:**

- all council Members;
- all service users and those applying to access services;
- all contractors and sub-contractors;
- all employees, whether part-time, full-time or temporary, and all job applicants;
- all volunteers;
- all our partnership arrangements.

## **Roles and responsibilities**

We live in a democratic society, with a legal framework which respects individual liberty, rights and responsibilities. This means we all have a right to be treated fairly, with dignity and mutual respect, and understand and embrace difference. For this to happen we all need to take responsibility for our actions and behaviours.

We recognise that less favourable treatment may still take place. This is clearly not in line with the councils' values and priorities and is something we should strive to challenge, directly or through customer or staff complaints.

## **Principles**

In **all** our activities we will:

- give due regard to equality and diversity when reviewing existing and developing new strategies, policies, services and functions to ensure that we:
  - provide excellent services;
  - secure flexible and fair working practices;
  - fairly award contracts, and commission services;
- engage and involve interested groups and individuals (both internal and external to the council) within our decision making processes;
- deal with all complaints of discrimination, harassment or victimisation promptly and with sensitivity to all those involved;
- take all opportunities to advance equality of opportunity and foster good relations within and between our communities.

In delivering our services we will:

- assess the needs of our existing and potential service users and ensure fair access to our services. For example, making reasonable adjustments for disabled people and supporting women who choose to breastfeed, to use our services;
- ensure the availability of appropriate support services;
- provide access points for reporting hate crimes;  
work with and between communities to help develop and strengthen relationships and resilience.

# Being open, honest and trusted ♦ Working with all communities

In employment, learning and development we will:

- provide increased opportunities in areas of under-representation to create an inclusive workforce at all levels;
- continue to progress equal pay;
- promote and work towards a recognized living wage rate;
- assess the needs of our existing and potential disabled employees and provide all reasonable adjustments;
- take appropriate positive action in recruitment and selection;
- provide access to equality related training for all staff;
- ensure that every person who works for the Council has an appraisal and development plan.

## Support to implement and monitor the policy

The Council has a range of policies and practices in place for all aspects of our work. They are all guided by this equality and diversity policy and support respectful behaviours. All are supported by appropriate training or briefing sessions and guidance provided by appropriate services.

- general and bespoke equality and diversity training is available through Human Resources;
- advice and guidance is also available from the Safer and Stronger Communities Team.

Key policies – such as those relating to employment, service delivery, community engagement, commissioning and procurement - are specifically designed to:

- promote equality of opportunity;
- protect people against unlawful discrimination, harassment and victimisation; and
- foster positive relationships with and between communities.

We collect and analyse data relating to these areas of policy, to identify trends and areas of inequality, and then take appropriate action.

## Communications

The Equality and Diversity Policy is available on InSite and via our external website. We will use all opportunities to promote the policy, for example: at induction events for new staff, at equality and diversity events, and within the procurement and commissioning process.

## Responsibility for reviewing this document

The Head of Community Relations and Cohesion will be responsible for the review and refresh of this policy. This will take place every three years.

# Treating people fairly ♦ Spending money wisely

For enquiries about this policy please contact the Safer and Stronger Communities Team:

By email: [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk)

By telephone: 0113 3785998

By text: 07891 270162

Website: [www.leedsgov.uk/equality](http://www.leedsgov.uk/equality)

By post:

Safer and Stronger Communities Team,  
Leeds City Council,  
Merrion House  
20 Merrion Way,  
LS2 8NZ

## Alternative formats

This publication can also be made available in large print, Braille, on audio cd, BSL video and easy read.

If you do not speak English and need help in understanding this document, please telephone the number below and state the name of your language. We will then put you on hold while we contact an interpreter. The number is **0113 3785998**.

## Arabic:

إن كنت لا تتحدث باللغة الإنجليزية وتحتاج لمساعدة لفهم هذا المستند؛ الرجاء الاتصال بالهاتف على الرقم أدناه، واذكر اسم لغتك. حينئذ، سوف نطلب منك أن تنتظر على الخط حتى نتصل بمترجم.

## Bengali:

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে নিচের নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

## Cantonese:

如你不懂說英語而需要協助以明白本文件，請致電下列電話號碼並說明你的母語。我們將會請你稍候以聯絡口譯員。

## Hindi:

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद चाहिए, तो कृपया नीचे दिए गए नंबर पर फ़ोन करें और अपनी भाषा का नाम बोलें। उसके बाद जब तक हम किसी दुभाषिण (इंटरप्रिटर) से संपर्क करेंगे, हम आपको होल्ड पर रखेंगे।

## Punjabi:

ਜੇਕਰ ਤੁਸੀਂ ਇੰਗਲਿਸ਼ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਵਾਲੇ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫੇਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਤਾਂ ਜੋ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰੈਟਰ (ਦੁਭਾਸ਼ੀ) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕੀਏ।

## Kurdish:

گەر زمانی ئینگلیزی نازانیت و پیوستت به هاوکاریه له تیگه‌یشتنی ئەم به‌لگه‌نامه‌یه‌دا، تکایه ته‌له‌فۆن بو ژماره‌که‌ی خواره‌وه بکه و زمانی ئاخاوتنی خۆت بلی. ئیمه‌ش توۆ راده‌گرین له‌سه‌ر ته‌له‌فۆنه‌که‌ تا وه‌رگێریکی زمانت بو دابین ده‌که‌ین.

## Tigrinya:

እንግልሽ ዘይትዛረብ/ብ, እንተኸንካ/ኪ, እሞ ነዚ ደኩመንት'ዚ/ሰነድ'ዚ ንምርዳእ ሓገዝ ምስ ዘድልዩካ/ኪ ቋንቋኻ/ኸ, ብምሕባር ኣብ'ዚ ኣብ ታሕቲ ተገሊጹ ዘሎ ቁጽሪ ተሌፎን ደውለልና/ደውልልና:: ብድሕሪኡ ንሕና ኣስተርጓሚይ ክሳብ ንረክብ ኣብ መስመር ክነጸብዩካ/ኪ ኣና::

## Urdu:

اگر آپ انگریزی نہیں بولتے ہیں اور اس دستاویز کو سمجھنے کیلئے آپ کو مدد کی ضرورت ہے تو براہ مہربانی نیچے دیئے گئے نمبر پر ٹیلی فون کریں اور اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ سے انتظار کرنے کا کہہ کر آپ کیلئے کسی ترجمان سے رابطہ کریں گے۔

## Czech:

Jestliže nemluvíte anglicky a potřebujete, aby vám někdo pomohl vysvětlit tento dokument, prosím zavolejte na níže uvedené číslo a uveďte svůj jazyk. Potom vás požádáme, abyste nepokládal(-a) telefon a mezitím zkontaktujeme tlumočnicka.

## French:

Si vous ne parlez pas anglais et que vous avez besoin d'aide pour comprendre ce document, veuillez téléphoner au numéro ci-dessous et indiquez votre langue. Nous vous demanderons d'attendre pendant que nous contactons un(e) interprète.

## Polish:

Jeżeli nie mówią Państwo po angielsku i potrzebują pomocy w zrozumieniu tego dokumentu, prosimy zadzwonić pod poniższy numer telefonu. Po podaniu nazwy swojego ojczystego języka prosimy poczekać – w tym czasie będziemy kontaktować się z tłumaczem.

## Slovak:

Ak nehovoríte anglicky a potrebujete, aby vám niekto pomohol vysvetliť tento dokument, prosím zavolajte na nižšie uvedené číslo a uveďte svoj jazyk. Potom vás požiadame, aby ste nepokladali telefón a medzitým skontaktujeme tlmočníka.