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LONDON TRAINING AND
EMPLOYMENT NETWORK
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**The Mayor's European Social Fund (ESF) 2019-23 Programme
Round 2 – Ex-Offenders – Positive TurnAround
Project ID: P1.4/EO/P17669:LTEN**

EQUALITY AND DIVERSITY ACTION PLAN

January 2021



Policy Objective	Key Tasks	Equality and Diversity Targets	Lead
<p>1. PTA Partnership will adhere to the principle of equality of opportunity and adopt a partnership working approach in its endeavour to:</p> <p>(a) Develop and implement systems for communicating with partners.</p> <p>(b) Develop a policy and procedure for dealing with complaints.</p> <p>(c) Support, monitor and guide the partners.</p> <p>(d) Develop a strategy for sustaining the Partnership.</p> <p>(e) Develop, implement, and review policies of the Partnership.</p>	<p>1.1 Develop and implement systems for communicating with partners.</p>	(a) Hold a meeting to discuss and agree a system for communicating with partners.	LTEN
		(b) Ensure the communication system with the partners is DDA compliant.	LTEN
		(c) Hold a meeting to review the communication strategy.	LTEN
	<p>1.2 Develop a policy and procedure for dealing with complaints.</p>	(a) Hold a meeting for the partnership to discuss and agree a policy and procedure for dealing with complaints.	LTEN
		(b) Ensure all partners have input into the development of the complaints policy and procedure.	LTEN
		(c) Monitor and report on complaints to the PSG bi-monthly.	LTEN
		(d) Review the complaints policy and procedure and update them if need be.	PSG
	<p>1.3 Support, monitor and guide the partners.</p>	(a) Hold a meeting to discuss and agree a system for monitoring the DP partners	LTEN
		(b) Hold a meeting to discuss and agree a system for supporting and guiding the DP partners.	LTEN
		(c) Deal with complaints fairly and promptly.	LTEN
	<p>1.4 Develop a strategy for sustaining the Partnership.</p>	(a) Draft the Partnership's sustainability strategy by Dec. 21.	PSG
		(b) Hold a meeting to discuss and agree the sustainability strategy.	LTEN
		(c) Implement the sustainability strategy.	PSG
	<p>1.5 Develop, implement and review policies of the Partnership.</p>	(a) Ensure involvement of all partners in development of the Partnership's policies.	LTEN
		(b) Ensure all partners implement the Partnership's policies consistently.	LTEN
(c) Ensure all partners are involved in the review of all the Partnership's policies.		LTEN	



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2. PTA Partnership will promote equality and diversity in staff recruitment, selection and development.	2.1 Promote equality and diversity in staff recruitment and selection.	(a) Ensure recruitment into all job vacancies of partners is carried out in accordance with the Partnership's Equality and Diversity Policy.	PSG
		(b) All partners to report to the PSG on recruitment of new staff.	All partners
		(c) Deal with complaints related to recruitment of staff into new vacancies within the Partnership.	PSG
	2.2 Promote equality and diversity in staff development.	Ensure training and development opportunities are accessible to staff from diverse backgrounds.	All partners
Ensure opportunities for secondment are publicised to all staff.		All partners	

3. PTA partnership will ensure its publicity and promotion activities and materials are underpinned by the principle of equality of opportunity and take into consideration the diverse needs of beneficiaries.	3.1 Develop a Publicity and Promotion Strategy for the Partnership	(a) Appoint a task group to draft the publicity and promotion strategy.	PSG
		(b) Hold meeting to discuss and agree the publicity and promotion strategy.	LTEN
		(c) Implement the strategy.	All partners
		(d) Monitor implementation of the strategy.	LTEN
	3.2 Ensure publicity and promotion activities are DDA compliant.	(a) Provide advice to all partners about compliance with DDA.	LTEN
		(b) Ensure all partners publicity and promotion materials are DDA complaint.	LTEN
	3.3 Ensure publicity and promotion activities take into consideration the language and other needs of beneficiaries.	(a) All partners to ensure their publicity and promotion activities consider the language needs of beneficiaries.	All partners
		(b) All partners to ensure their publicity and promotion activities consider other needs of beneficiaries.	All partners



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4. PTA Partnership will ensure equality of opportunity and promote diversity in the delivery of its services.	4.1 Ensure the services of PTA Partnership are accessible to eligible Ex-Offenders.	(a) All partners to meet the cost of travel for the beneficiaries.	All partners
		(b) All partners to contribute towards the cost of childcare for the beneficiaries.	All partners
		(c) All partners to ensure availability of disability access.	All partners
		(d) All partners to ensure services are provided in centrally and/or easily accessible localities or online.	All partners
		(e) All partners to provide interpretation services if required.	All partners
	4.2 Ensure the services of the Partnership are tailored to and meet the needs of beneficiaries.	(a) All partners to identify the needs of the target beneficiary group(s).	All Partners
		(b) All partners to tailor their services to identified needs of ex-offenders beneficiary groups.	All Partners
		(c) All partners to ensure feedback from the beneficiaries on the quality of the services is collected and used to improve the service.	All Partners
	4.3 Ensure complaints about and feedback on the Partnership's services are dealt with effectively.	(a) All partners to record and deal with complaints and feedback about the services from the beneficiaries fairly and in a transparent manner.	All Partners
		(b) All partners to report to the PSG on complaints received from beneficiaries.	All Partners
	5. PTA Partnership will endeavour to create a conducive environment that will ensure all staff and beneficiaries feel valued and are treated fairly.	5.1 Deal with incidents of harassment against staff and beneficiaries effectively.	(a) All partners to deal with all incidents of staff harassment fairly and in a transparent manner.
(b) All partners to deal with all incidents of harassment against beneficiaries fairly and in a transparent manner.			All Partners
© All partners to report to the PSG on all incidents of harassment against staff and beneficiaries.			All Partners
	5.2 Deal with grievances and complaints fairly.	(a) All partners to deal with all grievances and complaints from beneficiaries and staff fairly and in a transparent manner.	All Partners



		(b) All partners to report to the PSG on all complaints and grievances received from staff and beneficiaries.	All Partners
Policy Objective	Key Tasks	Equality and Diversity Targets	Lead
6. PTA Partnership will ensure parity of outcomes for the diverse ex-offender groups.	6.1 Ensure PTA Partnership supports the needs of both men and women.	(a) All partners to ensure services support the needs of both ex-offender women and men.	All partners
		(b) All partners to report to PSG on how their services are supporting the needs of both ex-offender women and men and demonstrate parity of outcomes.	All partners
	6.2 Ensure PTA Partnership supports the needs of the diverse groups of ex-offenders to achieve parity of outcome.	(a) All partners to ensure their services support the diverse needs of ex-offenders.	All partners
		(b) All partners to report to PSG on how their services are supporting the needs of the diverse groups of ex-offenders and demonstrate parity of outcomes.	All partners
7. PTA Partnership will adhere to Equality and Diversity policy implementation procedures	7.1 The PSG will ensure the policy is understood, supported, and promoted by all partners and is applied to all activities of the partnership.	(a) Ensure all project staff teams attend an equality and diversity induction session.	LTEN
		(b) All partners to ensure their project staff understand, support and promote the Partnership's Equality and Diversity Policy and apply it to all project activities.	All partners
	7.2 The PSG will develop and agree an Equality and Diversity Action Plan and ensure it is implemented consistently and reviewed regularly.	(a) Ensure all partners are involved in the development of the Partnership's Equality and Diversity Action Plan.	LTEN
		(b) Monitor the implementation of the Equality and Diversity Action Plan.	PSG
(c) Review the Equality and Diversity Action Plan annually.		PSG	



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8. Monitor and review the Equality and Diversity policy.	8.1 PTA Partnership will review the Equality and Diversity Policy and Action Plan annually.	(a) Review the Equality and Diversity Policy and Action Plan annually	PSG
		(b) Advise the Partnership Board on progress achieved and recommend remedial action.	Evaluator
	8.2 The PSG will oversee implementation of the policy by all the partners and approve further action(s) to promote equality and celebrate diversity.	(a) Oversee implementation of the policy and action plan.	PSG
		(b) Approve further action(s) to promote equality and celebrate diversity.	PSG
		(c) Review the Equality and Diversity Action Plan annually.	PSG
		8.3 The PSG will ensure open and honest discussion of Equality and Diversity issues involved and implement measures to remedy any shortcomings in its performance.	(a) Ensure equality and diversity issues are discussed openly and honestly.
(b) Implement measures to remedy any shortcomings in the Project's performance.			All partners