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Wales Co-operative Centre
Canolfan Cydweithredol Cymru

Bro Môn

Equality and Diversity Strategy

2019-20



Llywodraeth Cymru
Welsh Government



Responsibility for Review	Date of Last Review	Date of Next Review
Director	November 2019	November 2020

Introduction

At Bro Môn we recognise that equality and diversity include all aspects of employment and services, including public and commercial projects and other activities carried out by the organisation. We are committed to seeking to identify and eliminate any practice that discriminates in relation to any of the protected characteristics under the Equality Act 2010 and we recognise that the Welsh language has official status in Wales and should be treated no less favourably than the English language.

Bro Môn seeks to replicate the success of Cwmni Bro Ffestiniog (CBF), a Community Interest Company, limited by guarantee. Whilst the CBF model might not translate directly to Anglesey it nevertheless provides a template that exemplifies the power of a network of social enterprises working under a formal umbrella organisation to maximise individual and collective achievement.

Their story has both influenced and inspired the small group of social enterprises to form an umbrella organisation for social enterprises on Anglesey providing the catalyst to bring agencies together acting as a prominent lobbying group for change and improvement.

The desire is to create Bro Môn and, learning from the experience of CBF, provide similar new and sharing opportunities that might not otherwise be available to individual social enterprises due to constraints on their size, structure and resources.

The services provided by statutory bodies as part of the providential foundational economy are under threat for a variety of reasons leading to greater pressure on local communities to do things, and fund things, for themselves. This can only realistically be achieved if they have the skills, knowledge and expertise to go beyond the grant culture to develop economically sustainable futures. Bro Môn can fill that gap. It also has the potential to spread its impact across the island in support of its communities, growing in significance and enabling recognition for improved and closer working between County, Town and Community Councils as well as those disparate organisations on the island that are engaged in the providential foundational economy.

Aim of this Strategy

Needless to say, although the developments afoot provide an excellent opportunity for us to further our role in supporting our community, they will also present us with challenges. With particular regard to overcoming any challenges within our people management and development practices, this

Strategy aims to set the foundation for equality and diversity within Bro Môn by nurturing good practice. The Action Plan demonstrates what we aim to do to ensure continuous improvement in relation to our equality and diversity practices.

Objectives

To achieve our aim, we will:

- ensure that our policies and procedures achieve the expected standard and include the latest legislation, information and guidelines;
- promote the Equality and Diversity Policy throughout the organisation and across our supply chain to ensure that everyone is aware of its contents and their responsibilities;
- eliminate unlawful discrimination in relation to any protected characteristic in all aspects of our employment, including recruitment and selection, promotion, opportunities for learning and development, pay and benefits, discipline and selection for redundancy;
- monitor staff retention data in order to highlight any underlying trends and ensure fairness.

Monitoring

To monitor the Strategy's effectiveness, we will gather information:

- through each recruitment and selection campaign
- through our Visitor Satisfaction Survey

Baseline Equality and Diversity Profile

Equality and Diversity Policy

In-line with this Strategy, we have created a new Equality and Diversity Policy for the organisation which outlines our commitment to:

...eliminating unlawful discrimination, promoting equality and diversity and providing equality of opportunity both in our capacity as an employer and in our wider role within the community.

Workforce equality and diversity data

Bro Môn is currently managed on a day-to-day basis by **Peter Davies, who is the Director and trustee of the company**. All strategic and operational decisions are made by the Director.

Although we do not currently employ any staff, or have any employment policies, procedures and systems in place, we are fully committed to putting relevant policies, procedures and systems in place and to collect and monitor workforce equality and diversity data through each recruitment and selection

campaign and annually amongst staff and volunteers thereafter (see Recruitment and Selection below).

In addition to the importance of creating employment opportunities at Bro Môn, we fully recognise and value the benefits of volunteering, community participation and social inclusion. We aim for Bro Môn to be a key part of the community, therefore we wish to provide opportunities for members of the community to play their part in helping Bro Môn achieve our objectives by encouraging them to offer themselves as volunteers to work on beneficial projects and tasks that:

- complement and support the work of employed staff; or where
- employed staff do not have the capacity to deliver.

Bro Môn values diversity within our employed staff and volunteers and the unique perspectives they bring. We aim to actively encourage volunteers, 16 years and over, from diverse backgrounds and experiences and volunteering opportunities will be widely promoted in ways that makes them accessible to a diverse range of individuals.

Culture

We encourage a culture of continuous improvement and ensure that this cascades throughout the organisation. We are keen to promote an open and inclusive culture and encourage staff and volunteers to learn from each other. In-line with this Strategy, we have therefore created a new Learning and Development Policy for the organisation which outlines that we:

- believe responsibility for learning and development should be shared, thus staff members are encouraged to take accountability for their learning and development, with support from their managers and Bro Môn as a whole;
- believe our line managers have a key role to play in people learning and development, including ensuring that learning and development opportunities are fair and equitable for staff and volunteers in-line with our Equality and Diversity Policy and Learning and Development Policy.

Work-life balance

We recognise that flexible working practices can help individuals to fulfil their roles effectively, while enabling them to get a better balance between the requirements of life and work. As a result, we will apply as much flexibility as possible when recruiting staff in terms of offering opportunities for part-time work, job sharing etc.

Recruitment and selection

We do not discriminate with regard to employment and recruitment. Our Equality and Diversity Policy outlines the recruitment and selection processes

we follow, including creating clear and accurate job descriptions and person specifications to ensure that the role is as accessible as possible to all prospective candidates within the restrictions of the necessary skills, knowledge and experience.

Vacant roles are primarily advertised in the press and on advertising websites, and occasionally by referral/word of mouth. We ensure that internal candidates are either given interviews or development feedback.

Application Packs for each recruitment campaign include the relevant job description and person specification, CV and Covering Letter guidance, Equality and Diversity Policy and Equal Opportunities Monitoring Form. We follow best practice when selecting the interviewing panel by taking equality and diversity fully into consideration, e.g. age, gender, language (bilingual where applicable). We also consider the accessibility of the interviewing location for disabled candidates.

By use of the Equal Opportunities Monitoring Form, we ask job applicants, staff and volunteers for information regarding some of their protected characteristics. We do this to help us:

- establish whether our Equality Diversity Policy is effective in practice;
- analyse the effect of other policies and practices on different groups;
- highlight possible inequalities and where appropriate investigate their underlying causes; and
- take action where we think it is needed to address problems or reduce disparities.

Welsh language

Bro Môn recognises that the Welsh language has official status in Wales and should be treated no less favourably than the English language. We believe that it is good practice to provide services in the language of choice to our clients. We also believe that it shows respect to our workforce to encourage and facilitate the use of their chosen language in the workplace.

We will ensure that we make constant progress towards achieving this aim and our Welsh Language Policy sets out our current commitments in relation to using Welsh.

Equality and Diversity Action Plan

Bro Môn encourages a culture of continuous improvement, ensuring that this cascades throughout the organisation and our supply chain. The Action Plan below demonstrates our on-going commitment to developing and improving our approach to equality and diversity by outlining what we aim to do to achieve our aim and objectives during the term of this Strategy (November 2019 to November 2020).

Once we have achieved our objectives, we will evaluate the results, review our Strategy and develop a new Action Plan. Bro Môn's Director will be primarily responsible for the Action Plan.

Equality and Diversity Action Plan

Objective	How	Responsibility	Timetable	Outcome
1. Develop an Equality and Diversity Policy	Raise Awareness and share information	E&D Consultant to develop policy Peter Davies to approve policy and communicate throughout Bro Môn	November 2019 Continuous	Awareness of policies and compliance
2. Develop an Equal Opportunities Monitoring system	Collect and monitor recruitment and workforce data	E&D Consultant to develop system Peter Davies to approve policy and communicate throughout Bro Môn	November 2019 Continuous	Highlight any underlying trends and ensure fairness
3. Develop a Bullying and Harassment Policy	Raise awareness and share information	E&D Consultant to develop policy Peter Davies to approve policy and communicate throughout Bro Môn	November 2019 Continuous	Awareness of policies and compliance
4. Develop a Flexible Working Policy	Raise Awareness and share information	E&D Consultant to develop policy Peter Davies to approve policy and communicate throughout Bro Môn	November 2019 Continuous	Awareness of policies and compliance
5. Develop a Welsh Language Policy	Raise Awareness and share information	E&D Consultant to develop policy Peter Davies to approve policy and communicate throughout Bro Môn	November 2019 Continuous	Awareness of policies and compliance
6. Develop a Learning and Development Policy	Raise Awareness and share information	E&D Consultant to develop policy Peter Davies to approve policy and communicate throughout Bro Môn	November 2019 Continuous	Awareness of policies and compliance
7. Communicate Equality and Diversity Policy, and other associated policies,	Hold briefing sessions for staff and volunteers as part of monthly meetings as necessary	Peter Davies	Continuous	Workforce received training

throughout the organisation	once volunteers/employees are recruited			
8. Update Action Plan as part of the Diversity Strategy	Update the Diversity Strategy which describes the current position and the improvements which have been proposed and completed	Peter Davies	November 2020	Action Plan agreed and signed

Peter Davies
 Director Bro Môn
 Date