



Recognising and Thanking Community Groups for Their Good and Effective Work. June 2016

## Inclusion, Equality & Diversity Check for Community Groups

Charities are required, by the Charity Commission, to demonstrate public benefit for all (within their remit). This simple audit does not require a massive amount of evidence. Short workshop and online training sessions are available for those who need to update.

1. Is your group set-up to be open to all (within the specification of your membership or client group)?	
2. Is there a “welcome to all” phrase or statement to make this clear to people reading about the group?	
3. Has someone in the group attended Equality & Diversity training and discussed this with the management committee?	
4. Does the management committee know about and understand the relevance of the “diversity strands”? (see footnote)	
5. Does the management committee understand how people could feel excluded by insensitive writing, language, comments, images or a narrow cultural mindset and that this can be inadvertent? Is the group committed to reviewing the effectiveness of its welcome and inclusion periodically?	
6. If the group employs staff, are there recruitment and personnel practices that foster equality of opportunity and inclusion? (these would usually include written job descriptions, advertising vacancies widely and relevantly, short-listing and selection processes that enable equality of opportunity, written terms & conditions, staff handbook and essential staff policies e.g. equal pay, part time working, emergency care responsibilities, maternity, sick pay, disciplinary & grievance procedures, the group’s understands term ‘reasonable adjustment’)	
7. Are volunteers welcomed? Is there a welcome process, volunteer’s handbook and volunteering processes? Are all staff made aware that a culture of welcome is important and that comments, actions or images that might make someone feel uncomfortable are not acceptable?	

<p>8. Are the group's meetings, activities, venues, literature and website as accessible as possible for all people? Are the meeting dates and times inclusive? Is there a willingness to adapt, if possible, to particular needs? Does the group ask if people have particular needs?</p> <p>The group could consider access in terms of disability, learning disability, ability to afford travel, literacy, having access to the internet, ability to use computers / internet, possible cultural or matters relating to language or ethnicity, age matters – with regard to older age frailty or children / youth, matters relating to child care or carer commitments, matters relating to self-confidence, and any other possible barrier.</p>	
<p>9. Do members of the group know how to give respectful assistance to someone with a disability or particular needs?</p>	
<p>10. Do the committee / staff / leader team represent the diversity of the locality or area your group serves? (though being aware of statistical relevance)</p>	
<p>11. Does the membership or users represent the diversity of the locality or area your group serves? (though being aware of statistical relevance)</p>	
<p>12. Does the group seek involvement from staff, members and users through feedback or other methods so that it can improve its activities and outcomes for all?</p>	
<p>13. Is provision made for inability to afford a membership subscription or fees?</p>	
<p>14. Does the group know where to get assistance in these matters?</p>	

\*The diversity strands are increased to 9 and in the Equality Bill 2010 are defined as 'protected characteristics', These are—  
age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. The Equality Bill also includes reference to 'Socio-economic inequalities' to be considered in the strategic decisions of public bodies. The bill also provides a duty on public bodies to promote equality.