

# **SUTTON CE (VC) PRIMARY SCHOOL**



## **Public Sector Equality Duty Statement**

Approved by Governors: June 2020

## Public Sector Equality Duty Statement (under 150 Employees)

### 1 Introduction

1.1 This document describes how the Governing Body of Sutton Primary School intends to fulfill its responsibilities under the Public Sector Equality Duty with regard to its workforce. The Equality Objectives will be part of the School Improvement Plan and information will be published on the Equalities page of the school website.

1.2 We will have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and those who do not share it.

1.3 We will collect and use equality information to help us to:

#### Identify key issues

- Understand the impact of our policies, practices and decisions on people with different protected characteristics, and thereby plan them more effectively.
- Assess whether you are discriminating unlawfully when carrying out any of our functions.
- Identify what the key equality issues are for our organisation.

#### Assess performance

- Benchmark our performance and processes against those of similar organisations, nationally or locally.

#### Take action

- Consider taking steps to meet the needs of staff who share relevant protected characteristics.
- Identify if there are any actions we can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations.
- Make informed decisions about policies and practices which are based on evidence about the impact of our activities on equality.
- Develop equality objectives to meet the specific duties.
- Have due regard to the aims of the general equality duty by ensuring that staff have appropriate information for decision-making.

1.4 We will work towards developing an equality profile of staff to help us to understand key equality issues in our workforce, including any evidence of pay gaps or 'occupational segregation' i.e. staff with certain protected characteristics being over-represented in particular roles, for example, women as cleaners, or at certain grades. In addition, we note that it is likely to be useful to collect and consider information, appropriately disaggregated, about:

- recruitment and promotion
- numbers of part-time and full-time staff
- pay and remuneration
- training
- return to work of women on maternity leave
- return to work of disabled employees following sick leave relating to their disability
- appraisals
- grievances (including about harassment)
- disciplinary action (including for harassment)
- dismissals and other reasons for leaving.

## **2. Publication of Equality Information**

2.1 We will collect and use enough workforce information to effectively meet the general equality duty. Where relevant and proportionate we will publish on our website some information about the impact of our employment functions on people with the different protected characteristics in order to demonstrate compliance with the general equality duty.

## Appendix 1

*This is intended to be a basic outline pro-forma to use as a starting point to develop the school's staffing information analysis and objective setting.*

### Staffing information Analysis and Draft Objectives

*The analysis could be separated into specific categories of staff e.g. teaching and non-teaching staff*

#### 1 Staffing Complement of the School for the year 200x-200y

**Full time**  
Men  
Women  
**Part time**  
Men  
Women

**Race**

**Disability**

#### 2 Recruitment, Promotion, Performance Pay and Training by Gender, Race and Disability

	<b>Total</b>	<b>Male</b>	<b>Female</b>	<b>Race</b>	<b>Disability</b>
<b>Promoted internally</b>					
<b>Recruited</b>					
<b>Performance Pay Awarded</b>					
<b>Training courses</b>					

#### 3 Salary by Gender Race and Disability

*This should be recorded as full time equivalent salary*

<b>&lt; £19k</b>		<b>£20k -£29k</b>		<b>£30k -£39k</b>		<b>£40k - £49k</b>		<b>£50k - £59k</b>		<b>&gt;£60k</b>	
<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>

#### 4 Grievances and disciplinary action and complaints of harassment

Number of cases in the last 3 years:

Analysis by Gender Race and Disability

#### 5 Pregnancy Maternity and Paternity Leave and Family Issues

Number of disputes arising in the last 3 years

#### 6 Based on the information gathering exercise the issues identified are:

#### 7 Draft objectives for 2012 -201x are:

#### 8 The progress towards the objectives will be reviewed by The Headteacher and reported to Governing Body.