

## Case Details

Case Id : 11058

Received : 20/05/2022

Deadline : 21/06/2022

1...Does Cambridge council currently issue new employees who join the organisation with any and or all the following:

(a)...A language guide or similar which advises employees on the most appropriate words, phrases, and terms to use when writing to and or communicating with and or referring to their colleagues and or members of the public and or the organisation's clients/customers/service users and or representatives and employees in the organisation's stakeholder and partner organisations. Typically, such a guide will outline words, terms, and phrases to avoid for whatever reason while providing more acceptable words, terms, and phrases. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could be included on the organisation's intranet site and or it could be issued/held digitally and or it could be included in any training/induction video/film.

***We do not issue a specific guide however, we do have our Code of Conduct which details expectation of staff when working with colleagues and members of the public. This is issued to all new employees. We also have an email, internet and social media guide and bullying and harassment policy. All policies and information are detailed within our Induction Pack which is issued to staff when they commence. We have an equality and diversity terminology guide available on our staff intranet.***

***All new employees are required to attend a comprehensive 2 part Equality & Diversity Induction programme (5hours in total) within their first 3 months of employment at the Council. This training covers all types of discrimination, protected characteristics, and workplace scenarios along with examples of the behaviours and language we expect from our employees. Furthermore, this year we have introduced a new e-learning module Public Sector Equality & Diversity which all employees are required to undertake. In addition we regularly run Dignity & Respect, Trans Awareness, and Gypsy, Roma and Traveller courses for our employees which specifically address the language we use and how we treat others. Our staff and leadership competency framework also sets our expected behaviours for all council employees.***

(b)...A guide or similar which helps and encourages staff to promote diversity and inclusivity both in the workplace and or in their dealings with members of the public and or in their dealings with the organisation's clients/customers/service users and or in their dealings with employees in and or representatives of the organisation's stakeholders and any partner organisations. The guide will include but will not be limited to advice on best practice when it comes to diversity and or inclusivity and or anti-discrimination policies. It will encourage staff how to avoid discrimination on the grounds of race and or religion and or gender and or sexuality and or age and or disability and or political belief and or social class and or income and or social background. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could include on the organisation's intranet site and or it could be held / issued digitally and or it could be included in any training/induction film/video.

***As above, point (a) and we also have our equalities and diversity policy .***

(c)...A guide or similar which advises staff on the importance of respecting and using a person's preferred gender pronoun. That person could be a colleague and or a member of the public and or one of the organisation's customers/clients/service users and or an employee and or representative of a stakeholder or partner organisation. Such guidance could be included in a staff handbook (or similar) or it could be issued in the form of specific written advice. Alternatively, it could be included on the organisation's intranet site and or it could be held /issued digitally and or it could be included in any training/induction film/video.

***We have information available on our intranet for staff. Some staff share their pronouns in their email signature and also a link to why they do this. [MyPronouns.org Resources on Personal Pronouns](https://www.mypronouns.org/resources-on-personal-pronouns)***

2...If you have answered yes to any part (or indeed all of question one) can you please provide copies of the guidance irrespective of the form in which it is issued.

***Please see attached PDF documents***

3...Since January 1, 2019, has the local authority issued any kind of guidance (as defined in question 1 a to c) to other employees who were not issued with the advice and guidance when they first joined the organisation as new recruits. If the answer is yes, can you, please provide copies of the guidance irrespective of the form in which it is issued.

**No.**