



*Centre for the Advancement of  
Interprofessional Education*

# **Equality, Diversity & Inclusion Policy**

# Equality, Diversity & Inclusion Policy

Version number: 01

First published: 01/07/2022

Date updated: n/a

Next review date: 01/07/2023

Policy prepared by: The CAIPE Leadership Team, based on the Charity Commission Governance Code <https://www.charitygovernancecode.org/en/6-diversity>

Policy Owner: CAIPE Trustees

Brief summary of changes since previous version: n/a

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 2

# CONTENTS

# PAGE

- 1. Purpose 4
- 2. Key Outcomes 4
- 3. Scope 4
- 4. Policy Statement 4
- 5. Roles & Responsibilities I 5
- 6. Roles & Responsibilities II 5
- 7. Setting context-specific and realistic plans and targets 5
- 8. Taking action and monitoring performance 6
- 9. Publishing performance information and learning 6
- 10. Impact Assessment 7
- 11. Associated Documentation 7
  
- Appendix 1: EDI Definitions 8

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 3

## 1. Purpose

This Policy sets out the principles that the CAIPE Board, its membership and any contracted staff will comply with upholding equality, diversity and inclusion.

It has been prepared to ensure that the CAIPE Board, its membership and any contracted staff have an agreed and effective approach to supporting equality, diversity and inclusion across all its activities.

This approach supports the Charity Commission's Governance Code for the delivery of CAIPE's charitable purposes.

## 2. Key Outcomes

- 2.1 The principles of equality, diversity and inclusion are embedded in all CAIPE's activities, and help to deliver the charity's public benefit.
- 2.2 Obstacles to participation are minimised, with CAIPE's work designed and open for everyone included within its charitable purposes. This supports CAIPE to challenge inequality and achieve improved equality of outcomes.
- 2.3 The board reflects different perspectives, experiences and skills, including, where applicable, from current and future beneficiaries.

## 3. Scope

The policy applies to the CAIPE board and membership, any contracted staff and to all CAIPE's activities.

## 4. Policy Statement

Addressing equality, diversity and inclusion helps the CAIPE board and its membership to make better decisions. This requires commitment, but it means that a charity is more likely to stay relevant to those it serves and to deliver its public benefit.

Recognising and countering any imbalances in power, perspectives and opportunities in the charity, and in the attitudes and behaviour of trustees, staff and volunteers, helps to make sure that a charity achieves its aims.

All the CAIPE board and its membership have the same responsibility for the charity, so they must have equal opportunity to contribute to decision making. Board diversity, in the widest sense, is important because it creates more balanced decision making. Where appropriate, this includes and centres the communities and people the charity serves. This increases the charity's legitimacy and impact.

Equality and diversity are only effective and sustainable if the board works to be inclusive, ensuring that all trustees are welcomed, valued and able to contribute.

Boards that commit to equality, diversity and inclusion are more likely to set a positive example and tone for the charity by following an appropriate strategy for delivering its purpose and setting inclusive values and culture.

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 4

**5. Roles and Responsibilities I**

- 5.1 The board approves the *CAIPE Equality, Diversity and Inclusion Policy* and ensures that it is carried out effectively and updated according to the approval date.
- 5.2 The [Joint] Chair and Leadership Team draft the policy for consideration by the board. In doing this they ensure the policy is legally compliant and aligns with the Charity Commission’s Governance Code.
- 5.3 CAIPE members, associates and the CAIPE administrator are responsible for:
  - 5.3.1 Adherence to the policy.
  - 5.3.2 Awareness of its content and any legal or charitable obligations.
  - 5.3.3 Promotion of the policy.

**6. Roles and Responsibilities II - Assessing understanding of systems and culture**

- 6.1 The board analyses and defines how equality, diversity and inclusion are important for CAIPE, its context and the delivery of its aims.
- 6.2 The board assesses its own understanding of equality, diversity and inclusion. It considers how this happens in CAIPE and identifies any gaps in understanding which could be filled by discussion, learning, research or information.
- 6.3 The board regularly assesses:
  - 6.3.1 CAIPE’s approach to equality, diversity and inclusion, using available data and, where applicable, lived experience.
  - 6.3.2 The diversity of trustees’ backgrounds and perspectives in its regular board skills audit to identify imbalances and gaps.
  - 6.3.3 Any bias in trustee recruitment and selection.
  - 6.3.4 How the stakeholders and people that the charity serves are included and centred in decision making.
  - 6.3.5 How meetings and board information can be made more accessible.
  - 6.3.6 The inclusivity of meetings in which trustees can constructively challenge each other.
  - 6.3.7 How the board demonstrates inclusive behaviours in its decision making and how it engages with staff, volunteers, members, service users and beneficiaries.

**7. Setting context-specific and realistic plans and targets**

- 7.1 The board sets a clear organisational approach to equality, diversity and inclusion in line with CAIPE’s aims, strategy, culture and values. This is supported by appropriate plans, policies, milestones, targets and timelines.

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 5

- 7.2 The board uses the findings from its assessments to make context-specific and reviewed plans and targets for:
  - 7.2.1 Equality, diversity and inclusion training for board members.
  - 7.2.2 Inclusive boardroom culture, practices and behaviours.
  - 7.2.3 Removing, reducing and preventing obstacles to people being trustees.
  - 7.2.4 Attracting a diverse group of candidates for new trustee roles and providing an inclusive induction for new trustees.
  - 7.2.5 Recruiting a diverse board that addresses imbalances and any gaps that have been found.
  - 7.2.6 Promoting inclusive behaviours and cultures to the wider organisation.

## 8. Taking action and monitoring performance

- 8.1 The board ensures that there are appropriate arrangements and resources in place to monitor and achieve CAIPE’s equality, diversity and inclusion plans and targets, including those relating to the board.
- 8.2 The board creates and maintains inclusive cultures, practices and behaviours in all its decision making. It promotes and demonstrates inclusive behaviours and cultures to the wider organisation.
- 8.3 The board monitors and actively implements its plans and targets established under 7.2.
- 8.4 The board leads CAIPE’s progress towards achieving its equality, diversity and inclusion plans and targets and discusses updates on this.
- 8.5 The board periodically takes part in learning and/or reflection about equality, diversity and inclusion and understands its responsibilities in this area. It acts on any gaps in its understanding and looks at how board practice, culture and behaviour are affected by these gaps.
- 8.6 The board has a process in place should concerns relating to equality, diversity and inclusion occur.

## 9. Publishing performance information and learning

- 9.1 The board publishes:
  - 9.1.1 Information on its progress towards achieving its equality, diversity and inclusion plans and targets, including challenges, opportunities and learning.
  - 9.1.2 Its plans to tackle any organisational or board inequalities and gaps that have been identified.

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 6

**10. Impact Assessment**

10.1 As part of the development of this policy, its impact on CAIPE has been assessed; No detrimental issues were identified.

**11. Associated Documentation**

11.1 This policy should be read in conjunction with the CAIPE Values and Professional Conduct statement – which can be accessed at the following link: <https://www.caipe.org/>

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 7

## APPENDIX 1: EDI Definitions

Equality	Equality is not about treating everyone the same it is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. The implementation of equality is backed by legislation designed to address unfair discrimination based on particular protected characteristics.
Equality and Diversity	Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued, harnessed and taken account of.
Equality Groups	People exhibiting one or more of the protected characteristics; age, disability, gender, ethnicity, religion and belief, sexual orientation, transgender, maternity, paternity, marriage and civil partnership.
Diversity	Diversity is about the recognition and valuing of difference in its broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness difference for the benefit of the organisation, its workforce and the individual, including patients
Inclusion	The term inclusion is seen as a universal human right. It is the act of involving all people irrespective of their protected characteristic, medical conditions or other needs in every aspect of life. It is about giving equal access, being truly inclusive in involving everyone in decision-making and eliminating discrimination.

Document Owner: CAIPE Board	Prepared by: Leadership Team	First Published: 01/07/2023
Document number:	Issue/approval date: 01/07/2022	Version number: 01
Status: ACTIVE	Next review date: 01/07/22	Page 8