

Accreditation of DWP Providers of Contracted Employment Services – Equality and Diversity legislation

Part of the provider accreditation includes ensuring that our suppliers comply with government legislation, including the recently introduced Equality and Diversity legislation.

From May 2006 DWP Commercial Employment Provision (DWP CEP) introduced new Terms and Conditions for all new contracts and this new legislation was outlined within schedule 8 of these new Terms and Conditions.

DWP CEP needs to ensure that **ALL** providers comply with this new legislation. This will include providers whose contracts were awarded before May 2006, as well as those providers whose contracts were awarded after May 2006.

This new legislation will require all Providers of Contracted Employment Services to have Equality and Diversity policies. These policies are as follows:

- [Agreed Harassment Policy](#)
- [Agreed Equality Plan](#)
- [Agreed Training Plan](#)
- [Agreed Supplier Diversity Plan](#)

This is in addition to the existing requirement for providers to submit their Equal Opportunities policy, which is still required.

Guidance on the contents of these policies is given in Annex 1 as well as being included in schedule 8 of the latest Terms and Conditions.

Providers with Contracts awarded after May 2006

Providers with contracts awarded after May 2006 will be aware that these policies are required and this note is to remind you that you have until November 2006 to submit your Equality and Diversity policies.

Providers with Contracts awarded before May 2006

The accreditation process means that providers with contracts awarded before May 2006 will also be required to comply with these new requirements. Any provider who already has these policies in place should submit them at the earliest opportunity. Those providers without these policies in place should now be working on developing them. Providers will be given time to develop their Equality and Diversity policies, although an update on progress will be requested when the annual accreditation review is due.

Providers with Contracts awarded both before and after May 2006

Any provider who has contracts, which have been awarded both before and after May 2006 are subject to the same requirements and will be required to submit their Equality and Diversity policies in line with the Terms and Conditions of their contract issued after May 2006.

How to submit Equality and Diversity policies

Equality and Diversity policies, already in place, can now be electronically uploaded on to the Momenta accreditation system, using the attached link:

https://www.momenta-accreditation.co.uk/jcp/company_login.php

Further instructions are given in [Annex 2](#)

Policies can also be emailed to the following address:

jobcentreplus@momenta-accreditation.co.uk

If policies are in hard copy they can be scanned electronically and then uploaded on to the Momenta system, using the method outlined above.

Any provider who is unable to electronically scan or upload their Equality and Diversity policies should send them directly to Momenta at the following address:

Accreditation (JCP)
Momenta
AEA Technology Environment
329 Harwell, Didcot
Oxfordshire, OX11 0QJ

Any provider who experiences any difficulties in uploading documents should contact the Momenta Helpline number on 0870 190 3828

Mick Gough
Accreditation Manager
DWP Commercial Employment Provision

Annex 1

Agreed Harassment Policy

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The policy should include, but is not limited to, the following points:

- A well defined procedure for dealing with harassment and grievances, including details as to how it is brought to the attention of staff;
- Identification of appropriately trained key stakeholders assigned to deal with issues of this nature;
- Details of the resources available to deliver this procedure and the mechanism for implementation;
- Clear identification of what the policy is trying to achieve, the arrangements for reviewing the procedure and the frequency of such reviews;
- How changes to the procedure are agreed and introduced;
- The steps that will be taken to ensure that their subcontractors implement similar policies to their own.

Agreed Equality Plan

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The plan should include, but is not limited to, the following points:

- A comprehensive statement covering race, gender, disability, age, faith/belief and sexual orientation. This should be in line with current legislation (i.e. Race Relations Act, Sex Discrimination Act, Disability Discrimination Act) and codes of practice of the three equality commissions i.e. Commission for Racial Equality, Equal Opportunity Commission, and Disability Rights Commission;
- Details of recruitment policies and procedures which adopt non-discriminatory practices and includes confirmation that publicity for vacancies will encourage applicants equally and fairly from all groups;
- The provider's equality and diversity objectives and how these will be achieved;
- The steps that will be taken to ensure that their subcontractors implement a similar policy to their own;
- The methods by which it is proposed to monitor and report on the implementation of the policy and its effectiveness.

Agreed Training Plan

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The plan, together with a delivery programme, should include, but is not limited to the following areas:

- Clear guidance on anti-discriminatory practices within recruitment, training and appraisal provided to all senior managers;
- The types and levels of training, who will deliver it, evaluation processes and how the effectiveness of training will be monitored;
- How comprehensive training will be delivered to staff at all levels and the timescale for delivery of the training, including how this will be built into the induction of new staff;
- The steps that will be taken to ensure that their subcontractors implement a similar training plan.

Agreed Supplier Diversity Plan

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The plan should comprehensively address, but is not limited to, the following areas:

- The provider's awareness of "diverse suppliers" that are available to assist in the delivery of the contract and that strategies are in place to ensure that any barriers preventing supplier opportunities are removed;
- An outline of how subcontractors will supply diversity data, how baseline evaluation will be undertaken and how monitoring of the workforce will be carried out;
- A clear demonstration of the commitment to conduct activity that will ensure that appropriate diverse supplier involvement is optimised;
- An outline of procedures to monitor progress towards the optimum engagement of appropriate diverse suppliers;
- A statement to show how the provider will seek out potential diverse bidders, how the potential opportunities to supply services will be brought to the attention of such bidders and how they will receive assistance and support when deemed appropriate.

Annex 2

Uploading Equality and Diversity policies

Once logged in the system the 'upload file' button will appear in the quick links section of the homepage. Selecting this will allow a user to choose the type of document to upload – accounts, insurance or equality.

The user can then browse to the file on their computer. Once the relevant file is selected the 'upload file' button must be clicked to send the file to the Momenta system. The user is returned to the home page and files are listed in the categories they have been uploaded into.

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