

NOTICE OF MEETING

STAFFING AND REMUNERATION COMMITTEE

**Monday, 16th December, 2019, 7.00 pm - Civic Centre, High Road,
Wood Green, N22**

Members: Councillors Makbule Gunes (Chair), Patrick Berryman (Vice-Chair),
Gideon Bull, Paul Dennison and Reg Rice

Quorum: 3

1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)

To receive any apologies for absence.

3. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear. New items of Urgent Business will be dealt with under agenda item 9 below.

4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's constitution.

6. MINUTES

To confirm and sign the minutes of the meetings held on 25 and 29 November 2019

To follow

7. DOMESTIC VIOLENCE & VIOLENCE AGAINST WOMEN AND GIRLS HR POLICY (PAGES 1 - 16)

This report seeks the approval of the Staffing & Remuneration Committee to implement a human resources policy which aims to better support the workforce around domestic violence and violence against women and girls (VAWG).

8. IMPLEMENTING TRANS EQUALITY POLICY (PAGES 17 - 40)

As part of the council's ongoing commitment to equality and diversity, it is recommended that we adopt a Trans Equality policy. Members are asked to consider the Trans Equality Policy (attached as Appendix 1) and Practice Notes (attached as Appendix 2).

9. NEW ITEMS OF URGENT BUSINESS

To consider any new items of urgent business admitted by the Chair under agenda item 3 above.

10. DATE OF NEXT MEETING

6 February 2020

11. EXCLUSION OF PRESS AND PUBLIC

Item 12 is likely to be subject to a motion to exclude the press and public from the meeting as it contains exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 1.

12. MINUTES

To approve the exempt minutes of the meeting held on 29 November 2019.

To follow

Felicity Foley, Acting Committees Manager
Tel – 020 8489 2919
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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Friday, 06 December 2019

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Report for: Staffing & Remuneration Committee

Title: Domestic Violence & Violence Against Women and Girls HR Policy.

Report authorised by : Dr. Will Maimaris, Director of Public Health

Lead Officer: Manju Lukhman, Strategic Lead for Violence Against Women and Girls (ext. 1501) Manju.Lukhman@haringey.gov.uk

Ward(s) affected: N/A

**Report for Key/
Non Key Decision:** Non Key

1. Describe the issue under consideration

- 1.1 This report seeks the approval of the Staffing & Remuneration Committee to implement a human resources policy which aims to better support the workforce around domestic violence and violence against women and girls (VAWG).
- 1.2 Subject to approval being granted, a suite of training will be developed for managers to support them to better manage the health and wellbeing of their employees.

2. Cabinet Member Introduction

- 2.1 Not Applicable

3. Recommendations

- 3.1 That the Staffing & Remuneration Committee signs off this Human Resources Policy and supports the implementation of the policy.

4. Reasons for decision

- 4.1 Haringey's [Borough Plan](#) Priorities make a clear public commitment to ensuring a safe borough with stronger communities and partnerships as well as enabling all adults and children to be healthy and achieve their potential. As part of achieving these Corporate Priorities, the Council is taking action to help eradicate violence against women and girls and launched a 10-year Violence Against Women and Girls Strategy in November 2016. The Strategy builds on existing work in Haringey and recognises that both women and men can be victims of abuse.
- 4.2 We recognise that there are occasions where staff could have been better supported through existing Human Resources' policies. The need to develop a specific policy to consolidate existing policies into a domestic abuse specific

policy is a recommendation in two [Domestic Homicide Reviews](#) held into deaths in Haringey.

5. Alternative options considered

- 5.1 The option to not implement a policy and rely solely on existing human resources' policies was considered as the Council has developed guidance for managers to deal with incidents where a member of staff is verbally abused or threatened or physically assaulted in the course of their duties. However, whilst strategies outlined in the [Violence at Work Policy](#) will apply to most situations of non-intimate partner or wider family violence and abuse in the workplace, managers must consider additional factors if these incidents involve domestic violence abuse or wider forms of VAWG

6. Background information

- 6.1 Haringey Council takes the safety of its workforce (permanent/temporary employees, agency workers and contractors) very seriously. Haringey Council managers have a duty to respond appropriately to concerns about the safety or wellbeing of employees and other workers.
- 6.2 Given the size of the organisation, it is statistically likely that within teams, service areas and directorates that there are staff experiencing or who have experienced different forms of domestic abuse in its broadest definition.
- 6.3 Support for employees and workers experiencing all forms of abuse is an important element of the Council's commitment to tackling all forms of violence and abuse. It promotes an effective, confidential and empathetic response to staff who experience violence and abuse in their personal or family relationships. The Council has a legal responsibility to provide all staff with a safe and effective working environment.
- 6.4 This policy recognises that within the workforce, there are those who have experienced violence in their personal or professional lives and those who may be perpetrators of violence. Violence and Abuse has a negative impact on our workforce. It impacts upon the individuals affected as well as the wider workforce morale, productivity and performance. By adopting this policy, Haringey Council aims to address this through a coordinated approach.

7. Contribution to strategic outcomes

- 7.1. The Policy is directly linked to the Borough Plan, in particular:
- Priority 1: *'Best start in life: the first few years of every child's life will give them the long-term foundations to thrive'*
 - Priority 2: *'Build strong communities where people look out and care for one another'*

➤ Priority 3: *'All residents will live free from fear of harm'*

7.2. The HR Policy is a key element of fulfilment of the Priority Objective d)
Levels of Violence against women and girls will be significantly reduced

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1. Comments of the Chief Finance Officer and financial implications (ref: CAPH40)

8.1.1. Not Applicable.

8.2. Procurement Comments

8.2.1 Not Applicable.

8.3. Comments of the Assistant Director of Corporate Governance and legal implications

8.3.1. Not Applicable.

8.4. Equalities and Community Cohesion Comments

8.4.1 Not Applicable

9. Use of Appendices

9.1 Domestic Violence & VAWG HR Policy

10. Local Government (Access to Information) Act 1985

10.1. Not applicable.

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**Domestic Violence and Abuse and
Violence Against Women and Girls
Policy**

2019

Document Control

| Version History | 8 |
|--|---|
| Summary of Change | Incorporating changes agreed |
| Contact (job title) | Dr Will Maimaris – Director of Public Health |
| Implementation date | 1 st January 2020 |
| Review Date | 1 st January 2021 |
| EqIA Date | N/A |
| Decision making body & date of approval | Approved by the Staffing and Remuneration Committee (23.07.18 and 16.12.19) |
| Classification | Public |

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1. Introduction

- 1.1 Haringey Council takes the safety of its workforce (permanent/temporary employees, agency workers and contractors) very seriously. Haringey Council managers have a duty to respond appropriately to concerns about the safety or wellbeing of employees and other workers.
- 1.2 This policy, together with guidance and training, forms part of Haringey's Violence Against Women and Girls 2016-2026 Strategy and sits under the governance of the Violence Against Women and Girls Strategic Group.
- 1.3 Given the size of the organisation, it is statistically likely that within teams, service areas and directorates that there are staff experiencing or who have experienced different forms of domestic abuse in its broadest definition.
- 1.4 The term Violence Against Women and Girls is used throughout this document to reflect the disproportionate numbers of women affected across all the strands¹ of VAWG but the policy and the accompanying guidance is clear that anyone can be a victim of abuse.
- 1.5 This policy should be read in conjunction with the guidance on responding to disclosures of domestic abuse and with the accompanying training for managers.

2. Scope

- 2.1 This policy applies to all staff, including permanent/temporary employees, contractors or agency staff working on behalf of Haringey. There are some Council policies and procedures referred to which do not apply to contractors or agency workers e.g. the disciplinary procedure and special leave policy. Managers should seek HR guidance.

3. Purpose

- 3.1 Haringey's [Borough Plan](#) Priorities make a clear public commitment to ensuring a safe borough with stronger communities and partnerships as well as enabling all adults and children to be healthy and achieve their potential. As part of achieving these Priorities, the Council is taking action to help eradicate violence against women and girls and launched a 10-year Violence Against Women and Girls Strategy in November 2016. The Strategy builds on existing work in Haringey and recognises that both women and men can be victims of abuse.
- 3.2 Haringey Council recognises that there are occasions where staff could have been better supported through existing Human Resources' policies. The need to develop a specific policy to consolidate existing policies into a domestic abuse specific policy is a recommendation in two [Domestic Homicide Reviews](#) held into deaths in Haringey.

¹ In Haringey's VAWG Strategy we include the following strands of violence and abuse: domestic violence and abuse, sexual violence abuse and exploitation, coercive and controlling behaviour, forced marriage, sexual harassment and bullying, female genital mutilation, stalking and harassment, trafficking and modern slavery and crimes committed in the name of 'honour' ('so-called 'honour based violence').

3.3 Haringey believes that:

- All forms of violence and abuse are unacceptable and should not be tolerated;
- Violence and abuse is about power and control of women's behaviour and sexual choices by partners or family members
- Abuse can take place regardless of gender, class, income levels, ethnicity, faith, ability, sexuality or age
- A coordinated community response, where agencies and the community work together, is the only effective way to prevent and respond to violence and abuse.
- The forms of violence against women and girls are not discrete strands – they are often connected in a continuum of abuse. Victims often experience more than one form of this violence at any one time, or during their experience of abuse.
- Violence and abuse is a workplace issue because we have a responsibility for the welfare and wellbeing of our workforce.

3.4 Support for employees and workers experiencing all forms of abuse is an important element of the Council's commitment to tackling all forms of violence and abuse. It promotes an effective, confidential and empathetic response to staff who experience violence and abuse in their personal or family relationships. The Council has a legal responsibility to provide all staff with a safe and effective working environment.

3.5 This policy ensures that both victims and perpetrators of domestic abuse are aware of the support that is available within the organisation. It also provides guidance to line managers when supporting staff who are affected by domestic abuse.

4. Definitions

4.1 Domestic Violence and Abuse

The Cross-Government definition (implemented in March 2013) of domestic abuse is *“any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.”*

The definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage.

4.2 Violence against Women and Girls

Violence against Women and Girls (VAWG) is both a form of discrimination and a violation of human rights. Haringey has adopted the United Nations Declaration on Elimination of Violence against Women, which defines violence against women as: *‘Any act of gender based violence that results in or is likely to result in physical, sexual or psychological harm or suffering to women [or girls], including threats of such acts, coercion or arbitrary deprivation of liberty’* (1993, Article 1)

The definition incorporates a wide range of abusive behaviours including physical, sexual, financial, emotional and psychological abuse.

As outlined above, Haringey's [VAWG Strategy](#) includes 9 strands: domestic violence and abuse, sexual violence, abuse and exploitation, sexual harassment and bullying, coercive and controlling behaviour, stalking and harassment, so-called 'honour' based violence, forced marriage, female genital mutilation and trafficking.

5. Impact of Violence and Abuse

5.1 The Impact of violence and abuse on the work place

This policy recognises that within the workforce, there are those who have experienced violence in their personal or professional lives and those who may be perpetrators of violence. Violence and Abuse has a negative impact on our workforce. It impacts upon the individuals affected as well as the wider workforce morale, productivity and performance. By adopting this policy, Haringey Council aims to address this through a coordinated approach.

5.2 The Impact of violence and abuse on the workforce

- Direct impact on productivity at work due to physical or psychological abuse.
- Absenteeism due to injuries such as chronic pain, vision or hearing loss and the psychological impacts of domestic violence such as anxiety, depression, post-traumatic stress disorder and or use of alcohol or drugs as a coping mechanism.
- Taking time off as a result of having to seek help from solicitors, doctors or specialist support agencies.
- Lateness as a result of the abuser trying to prevent a member of staff from going to work.
- Harassment in the workplace: perpetrators of domestic violence may target a victim at work. This can include numerous telephone calls, social media, emails, and the abuser turning up at the workplace or leaving unwelcome notes on the victim's car.

5.3 The Impact of violence and abuse on work colleagues

Domestic abuse also affects people close to the victim and this can include work colleagues. Other staff members may:

- Have to cover or fill in for affected colleagues.
- Try to shield the victim from unwanted communication (phone calls, emails or visits).
- Feel helpless and unsure about how to intervene.
- Feel distracted or disinterested from their own work.
- Experience a negative impact on their own mental health, especially if they are being abused themselves or have previous experience of being abused.
- Experience vicarious trauma.

6. General Principles

6.1 The responsibilities of employers, employees and others for the health and safety of persons at work are defined by the [Health and Safety at Work Act 1974](#). Under the Act and the [Workplace Health,](#)

[Safety and Welfare Policy Guidance](#), employers have a duty to ensure, as far as is reasonably practical, the health, safety and welfare of employees and others at work. The Council has developed guidance for managers to deal with incidents where a member of staff is verbally abused or threatened or physically assaulted in the course of their duties.

6.2 The strategies outlined in the [Violence at Work Policy](#) will apply to most situations of non-intimate partner or wider family violence and abuse in the workplace. However, managers may have to consider additional factors if these incidents involve domestic violence abuse or wider forms of VAWG. These incidents may involve violent partners, ex-partners or abusive family members visiting the workplace, abusive phone calls, emails or social media as well as intimidation or harassment of a member of staff by the alleged perpetrator. These issues could be addressed by the following measures:

- Improving security measures, including ensuring appropriate challenge to those without swipe ID cards and that access to buildings is open to authorised staff only.
- Ensuring reception or security staff are trained not to divulge information about staff, especially personal details such as addresses, telephone numbers or work patterns and alerting them (with the individual's consent) if the perpetrator(s) is known to come to the workplace.
- Offering temporary or permanent changes in workplace, work-times and patterns, helping to make the member of staff less at risk at work and on their journeys to and from work. This could include changes to the office layout to ensure that the staff member is not visible from reception points or from any ground floor windows.
- Offering changes in specific duties, such as answering phones or working in reception area, or, in exceptional circumstances, redeployment to another post (if at all possible).
- Agreeing what to tell colleagues and how they should respond if the abuser(s) rings or comes to the workplace (with the individual's consent to do so).
- Avoiding co-location for the partners who work together in the same workplace
- Making sure that the systems for recording staff whereabouts during the day are adequate and if the work requires visits outside the office, considering how risks can be minimised (e.g. changing duties, allowing another colleague to accompany them on certain journeys and ensuring safety planning is conducted for those who need to travel alone to external meetings).
- Recording any incidents of abuse in the workplace, including persistent phone calls e-mails or visits, to a member of staff by their abuser(s). Details of any witnesses to these incidents should also be noted. These records could be used if the member of staff wants to press charges or apply for an injunction against the alleged perpetrator.
- Managers may have to take into account whether the above measures are operationally appropriate. However, ensuring that staff are safe should be of primary consideration throughout this process and staff should not be made to feel guilty about any of these changes being made.

6.3 Confidentiality

Any information obtained in relation to violence and abuse shall be treated in the utmost confidence. Information should only be disclosed in very limited circumstances – this would include:

- Where individuals, service providers, service users, or colleagues could be at risk of significant harm the [Data Protection Act 1998](#) enables the lawful sharing of information although it is best practice to first seek the person's permission to disclose unless it may place anyone at further risk of harm.
- Where child or adult protection may be a concern, for example if a member of staff discloses that a child or a vulnerable adult is at risk from abuse (whether it is physical, sexual, emotional, psychological or neglect).

Where information needs to be disclosed, the staff member must be informed that the information may be disclosed as well as provided with information about where, to whom and why the information may be disclosed. As far as possible, information will only be shared on a need to know basis. Any unauthorised breaches could be subject to disciplinary action being taken for those employed by the Council and staff could potentially bring legal action against the local authority.

The consequences of breaching confidentiality could have serious effects for the person experiencing violence and abuse – statistically, the risk of serious harm and murder increase when an individual separates from their partner. It is vital, therefore, not to underestimate the danger or assume that the fear of abuse is exaggerated. It is also important to recognise that for a host of reasons a person may return to an abusive partner and the importance of maintaining a commitment to the provisions of the policy and a non - judgmental attitude is paramount.

6.4 Mechanisms of Support

The Council has a number of support mechanisms available for employees which includes:

- The availability of [Occupational Health and/or Employee Assistance Programme \(EAP\)](#) who can offer emotional support to help those employed by the Council to find a good work/life balance, help with financial or debt planning, or can offer counselling to help with periods of stress.
- Supporting the staff member to change their bank details if the employee has disclosed that their partner/ex-partner or family members have access to their finances or is exerting economic pressure upon them.
- Ability to request leave within the provisions of the [Special Leave Policy](#) (for those employed by the Council) to arrange appointments (with specialist support services, solicitors, schools etc.) during the normal working day. These requests should be treated sympathetically. The Special Leave Policy can be used by Managers to grant up to 10 days of special leave for staff living with abuse.
- Managers should also explore other measures supportively, such as temporary negotiated hours, where requested by employees experiencing domestic abuse.
- Managers should seek HR advice for those who are not Council employees (agency workers and contractors).

6.5 Where a member of staff is a perpetrator of abuse

The Council recognises that there may be staff, who are (alleged) perpetrators of abuse.

The Council may report the conduct of any employee, contractor or agency worker who is found to be a perpetrator of abuse to the Police, with the victims permission ONLY. Employees are subject to the Council's disciplinary procedures

All staff (including employees, temporary staff, agency workers, consultants, contract workers and anyone supplying a service) must adhere to the Code of Conduct. This includes all employees working on the Council's behalf, including Homes for Haringey, AMEY and others. All employees should be made aware that perpetrating any form of violence and abuse is a serious matter that could lead to criminal convictions.

Any allegation that an employee may be committing abuse, or has committed abuse, or is assisting a colleague to commit abuse, will be investigated as a case of potential gross misconduct under the council's disciplinary procedures.

Violence and abuse outside work (whether or not it leads to a criminal conviction) can also lead to disciplinary action against an employee because of its employment implications. This is because such conduct undermines the confidence the Council (as employer) has in the employee and may also bring the Council into disrepute. There will be an investigation of the facts as far as possible, a view taken, and consideration given as to whether the conduct is sufficiently serious to warrant instituting the disciplinary procedures for those employed by the Council.

Conduct outside of work may lead to disciplinary action being taken against a member of staff; as such conduct may undermine the confidence and trust the organisation has in them. However, the Council recognises that it has a role in encouraging and supporting perpetrators to address violent and abusive behaviour of all kinds. There may be the option of the perpetrator being willing to recognise, take responsibility and address their behaviour and go onto a 'Perpetrator Programme' if available.

In addition, such conduct will make certain job duties inappropriate and justify dismissal or redeployment. It will not be appropriate for a perpetrator of domestic abuse to be providing services to vulnerable adults and / or children.

Disciplinary action could result in the employee being dismissed or a change of duties or a transfer may need to be considered in such circumstances.

Similarly, proven harassment or intimidation of Council employees by their partner, ex-partner or family member who also works for the Council will be viewed seriously and will be considered as gross misconduct.

If any of these circumstances are brought to a manager's attention, advice from Human Resources should be sought in the first instance. Managers should seek HR advice for those who are not Council employees (agency workers and contractors).

7. Roles and Responsibilities

Below is a brief introduction and outline of the roles and responsibilities of employees/colleagues, line managers, Human Resources and senior managers. It does not replace the need for training and awareness about how to respond appropriately to disclosures or suspicions of violence and abuse.

7.1 Employees/Colleagues

Employees/staff members should understand the important role they can play in supporting their colleagues experiencing violence and abuse by:

- Having an awareness and understanding of the dynamics of abuse and how to respond sensitively and appropriately.
- Raising awareness within teams of what is violence and abuse in team meetings and undergoing training.
- Respecting an individual's confidentiality (unless there are concerns about children or vulnerable adults, as per section 6.3).
- Providing information on local or national sources of help to their colleague experiencing violence and abuse.
- Recognising their limitations and understanding that specialist support services are best placed to provide holistic support.
- Responding positively to the individual's need and any adjustments made.

7.2 Line managers

Line managers have a key role to play in supporting their staff who are experiencing violence and abuse by:

- Adopting a sensitive and non-judgmental approach when dealing with staff who have experienced or are experiencing abuse.
- Ensuring that the staff member can request to have someone of the sex (or gender) of their choosing carry out any of the supporting procedures.
- Ensuring that the staff member is listened to and that any violence or abuse disclosed is taken seriously and responded to appropriately. Training and support is available to support line managers to use existing structures to support their staff better.
- Ensuring that any discussion about the staff member's situation takes place in a private space (including the offer of a discussion off-site) and that their confidentiality is respected as far as possible (explaining the limits of confidentiality).
- Understanding that the staff member may wish to have a trade union or workplace colleague to attend any discussion meetings with them.
- Understanding that the staff member may wish to disclose to a third party such as a colleague, specialist support service, trade union representative etc.
- Being aware of the specialist support services that are available in Haringey and how to refer to the services.
- Ensuring that they have undertaken the necessary training in order to best support their staff.
- Understanding that any support should be led by the staff member and referrals to support or wider disclosures should not be done without their consent (unless there safeguarding concerns).

- Recognising that they may become aware of violence and abuse through absence or sickness monitoring or poor work performance. Identifying that a staff member is experiencing difficulties at an early stage can help ensure appropriate help is provided. The focus should be on supporting rather than penalising or putting additional pressure on staff affected.
- Taking appropriate steps to ensure any files, including all electronic records, containing information about those experiencing abuse do not contain details of current addresses. Addresses may need to be held separately to ensure the abuser has no way of accessing them.
- Being aware that there may be staff who are perpetrators of domestic abuse and that confidentiality is of paramount importance as both victim and perpetrator may work for the Council.

7.3 Directors, Assistant Directors and Heads of Service

Directors, Operational Directors and Heads of Service have overall accountability for the health and wellbeing of the workforce under the Health and Safety at Work Act 1974. They can support the managers in their services by:

- Ensuring that all line managers within their service undertake appropriate training and know how to respond to violence and abuse.
- Acknowledge that within their service they may have managers who are victims and perpetrators and respond sensitively to any requests for discussion from employees bypassing their normal hierarchy.
- Ensure that the wellbeing of their workforce is a paramount consideration.
- Ensure there is zero tolerance to all forms of VAWG, including sexual harassment in the workplace

7.4 Human Resources (HR)

HR has responsibility to:

- Ensure that hiring managers ensure that new staff members are made aware of this policy and its implications.
- Remain vigilant, especially when involved in grievance or disciplinary proceedings, capability procedures or sickness procedures.
- Protect confidentiality in all instances (excepting the requirements of child protection or protection of vulnerable adults).
- Discuss and agree the specific steps that can be taken to help the workforce stay safe in the workplace.
- Support the affected staff member to remain productive in work (including homeworking, off site and office based) or if this is not safe to do so using Haringey's [special leave policies and procedures](#) where appropriate.

8. Links to other HR Policies/Procedure and Guidance

There are links to a range of HR policies and procedures, including but not limited to: [Disciplinary Procedure](#); [Sickness](#); [Grievance](#); [Leave Policy](#) and [Flexible Working policy](#).

9. Further Reading

DH and Safe Lives (undated) Responding to Colleagues experiencing domestic abuse: Practical guidance for line managers, human resources and employee assistance programmes, London: Department of Health.

Sharp, N., King, L. And Blacklock, N. (2010) *Domestic Violence Resource Manual for Employers*, London: Refuge and Respect

Report for: Staffing & Remuneration Committee, 26 November 2019

Item number:

Title: Implementing Trans Equality Policy

Report authorised by: Richard Grice – Director of Customers, Transformation and Resources

Lead Officer: Ian Morgan, Reward Strategy Manager

Ward(s) affected: N/A

**Report for Key/
Non Key Decision:**

1 Describe the issue under consideration

- 1.1 Policies are not statutes or straightjackets for the reaching of judgments. Rather, the purpose of policy is to enable employers to exercise discretion fairly and lawfully and to provide employees with a degree of certainty as to how that discretion will be exercised.
- 1.2 As part of the council's ongoing commitment to equality and diversity, it is recommended that we adopt a Trans Equality policy. Members are asked to consider the Trans Equality Policy (attached as Appendix 1) and Practice Notes (attached as Appendix 2).

2 Cabinet Member Introduction

Not applicable.

3 Recommendations

- 3.1 That the Committee approve the new Trans Equality Policy and Practice Notes ready for implementation with effect from 1st January 2020. Staff training on the policy will be incorporated into the council's wider diversity and inclusion training programme.
- 3.2 That the council's Director of Customers, Transformation and Resources be delegated the power to make minor changes to the policy and practice notes without the need to refer to Committee.

4 Reason for Decision

- 4.1 As part of the council's ongoing work to improve our equality and diversity, we have made a commitment to creating a workplace free from bullying, harassment and discrimination for everyone. As part of this commitment our new Dignity at Work policy was approved in May 2019, stating that 'We believe that everyone who works for, or with, the Council has the right to be treated with dignity, courtesy and respect at all times'. This includes providing support and understanding to those individuals who wish to take, or have taken, steps to present themselves in a gender different to their birth gender.
- 4.2 The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations. The Trans Equality Policy sets out our commitment, intent and principles for trans equality within the council, meeting out Public Sector Equality Duty.
- 4.3 The council has committed to be an inclusive employer, in order to benchmark ourselves against other organisations we undertake the Stonewall Workplace Equality Index each year since 2016. In response to our submission, Stonewall provides an action plan to improve diversity and inclusion within the Council. The recurring recommendation from Stonewall has been to implement a Trans Equality Policy.
- 4.4 Best practice across local government has been to implement a Trans Equality Policy which sets out the supports in place for trans staff, for example Homes for Haringey has had a Trans Equality Policy for the past five years.

5 Alternative options considered

- 5.1 To not implement the Trans Equality Policy and have no guidance on how to support trans staff and their rights.

6 Background information

- 6.1 This policy applies to all staff, in particular trans staff and their line-managers.
- 6.2 The policy and procedure are based on best practice from Stonewall, Unison's Transgender Policy and various universities that are leading on work in this area.
- 6.3 The key pieces of information from the policy:
- 6.3.1 The policy articulates how the council will support trans staff, covering:
- Confidentiality, under the law
 - Changing employee personal data and information
 - Time off for medical appointments
 - Re-deployment

- pensions
- 6.3.2 The practice notes that sit alongside the policy covers the practical implementation of the policy, including: An action plan template for transitioning at work, which managers and employees should create together.
- How to change personal data.
 - How to communicate an employee's transition to their team.
 - Staffs roles and responsibility, from transitioning employee to senior managers.
- 6.3.3 The policy outlines the organisation's commitment to ensuring that transgender employees are treated with dignity and respect and are not disadvantaged in the workplace.
- 6.3.4 The policy sets out the steps the organisation takes to welcome and support transgender employees and prevent discrimination.
- 6.3.5 The practice notes include a glossary of terms that are current and available through Stonewall as of October 2019 the appendix.

7 Contribution to strategic outcomes

- 7.1 Contributes to the aims of the workforce strategy and Equalities Action Plan
- 7.2 Supports the objectives that were approved in the March 2018 cabinet report 'Haringey's commitment to being an LGBT+ inclusive borough'
- 7.3 Supports the council's Dignity at Work Policy that was approved in May 2019.

8 Staff Networks comments

The following comments were provided by Laura Wileman, LGBTQ+ Co-Chair:

- 8.1 Haringey prides itself on its diversity. As a council, it is vital that we offer support for all staff, no ifs or buts. Bringing in a policy – as many of our peers have – that provides guidance, confidence and dignity for a colleague who is transitioning or considering coming out, can only be a good thing at what is often a difficult and daunting time. The LGBTQ+ network supports and champions all members of our network – we want everyone to feel safe and able to be themselves at work. This policy has been brought forward by staff, for staff, following consultation with Haringey's equalities networks, particularly the LGBTQ+ network. We welcome it – it is equality in action. It is absolutely the right thing to do.

9 Employee Side Trade Union comments

The following comments were provided by Seán Fox, Employee Side Secretary:

- 9.1 We are submitting these comments to confirm that the Trade Unions have been fully consulted on the draft policy, this was carried out over a period of time and all Trade Unions were given the opportunity to make comment.
- 9.2 UNISON has provided feedback on the policy and also sought the views of our National Office and our own National Self Organised LGBT+ Committee both of who are supportive of the inclusive nature of the proposed policy.
- 9.3 UNISON has a long-standing commitment to a model which is not limited to the current statutory position as it has been our view for many years that this is lacking in its content, our submissions on the Gender Recognition Act reflected this view. In particular the position that associates recognition with medical intervention is one we reject, it is also important to note that the law essentially ignores persons who may identify as non-binary and other positions on the spectrum of identity.
- 9.4 UNISON welcomes therefore the decision of officers to not limit the policy to the current inadequate legal framework and rather to adopt the Stonewall terminology and glossary which we believe is helpful in ensuring a fully inclusive policy.
- 9.5 We recognise that this is an evolving area both within society and the legal framework but do not believe that the Council would be serving its transgender staff fairly by reducing the policy to such a limit would be a retrograde signal to those staff who may identify with the wider inclusive definition.
- 9.6 We would therefore urge the Council to adopt the full policy without further delay and to move forward with the necessary engagement with staff and management. This would send a strong signal to our workforce and particularly our potential work-force that Haringey is an open and inclusive employer. We would also highlight the fact that there is an increasing level of data indicating that younger people have much less binary views on gender identity and recognition and that the adoption of this policy would send a signal to our workforce and wider community that we are serious on this issue.

10 Statutory Officers' comments

10.1 Chief Finance Officer

This report proposes the adoption of a new Trans Equality Policy and Practice Notes. The cost of staff training on the policy will be incorporated into the council's wider diversity and inclusion training programme and will therefore be contained within existing HR budgets. There are no other financial implications arising from this report.

10.2 Assistant Director of Corporate Governance

The Assistant Director of Corporate Governance has been consulted in the preparation of this report. Legal Services has been involved in drafting the proposed Trans Equality Policy and Practice Notes and confirms that it complies with all relevant legislation.

11 Use of Appendices

Appendix 1 - Trans Equality Policy

Appendix 2 - Trans Equality Practice Notes

12 Local government (Access to Information) Act 1985

Not applicable.

Appendix 1 -Trans Equality Policy

November 2019

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1. Purpose

We believe that everyone who works for, or with, the council has the right to be treated with dignity, courtesy and respect at all times. The council aims to act in a sensitive

and supportive way by having helpful policies and practices in place to support trans and non-binary staff.

The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations.

We are working to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010;
- 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.

The Trans Equality Policy sets out our commitment, intent and principles for trans equality within the council. This policy sets out the rights of trans staff, these include but are not limited to:

- Changing of personal data
- Taking time off for medical appointments
- Applying for redeployment and other reasonable adjustments
- Using toilets and changing facilities that align with their gender identity

2. Terminology

Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

Trans covers, but is not limited to, people who:

- Are intending to undergo, are undergoing, or have undergone gender reassignment at any stage;
- Identify as having a gender which is different to, or not the same as, or does not sit comfortably with, the sex they were assigned at birth.
- Are planning to have or have had medical interventions which can include interventions such as hormones or surgery.
- Identify as having a gender which is different to, or not the same as, or does not sit comfortably with, the sex they were assigned at birth, but who aren't planning to undergo any medical intervention, or social transition.

- Are non-binary – that is, they are not solely male or female. They may define themselves as both, neither or something entirely different. They may or may not have or plan to undertake any medical interventions.

3. Scope

This policy applies to all staff, in particular trans staff and their line-managers.

This policy should be read alongside the Trans Equality Practice Notes and Dignity at Work Policy.

4. General Principles

4.1 Demonstrating a sensitive approach

It is important to provide support to everyone, whether trans or not, to express their gender in the way they are most comfortable. Staff must think of, and refer to, people as being the gender that they self-identify as, listen to staff and politely ask how someone wishes to be referred to. This might mean using a different name for someone or using a different pronoun e.g. she, her, hers or they, them, theirs. A person might use different names and pronouns for different people or in different contexts or environments e.g. outside of work.

4.2 Respect

It is important to respect people's privacy and personal boundaries – they may not want to reveal information about their past and anything to do with their gender identity (past, present or future) and other personal questions. This is especially important in the context of someone's medical history.

4.3 Challenge

Staff are reminded that if you hear, or see transphobic abuse, harassment or bullying, such as derogatory jokes, name-calling, mis-pronouncing, intrusive questions, or unacceptable and/or unwanted behaviour, to challenge it and/or bring it to the attention of your manager or to a member of HR as soon as possible. This may need to be addressed through the Dignity at Work Policy.

4.4 Confidentiality

Staff must not tell others about a person's trans status unless permission has been obtained from them. It is a criminal offence to disclose this information without their

consent. The council assures staff that as far as is practically possible any documents kept that have a person's previous name and gender will be kept confidential.

5. Legislation

Gender reassignment is one of the nine protected characteristics covered by the Equality Act 2010. The Act protects a person from discrimination, harassment and victimisation if they are proposing to undergo, are undergoing or have undergone a process (or part of a process) of gender reassignment.

Information relating to the gender recognition process is regarded as protected, and it is a criminal offence to disclose such information without an individual's consent. An individual should never be asked if they have a GRC as it could be regarded as harassment.

6. Support for Trans staff

Staff may require support in order to express their gender in the way they are most comfortable with, this may include socially, culturally or medically transitioning.

Transitioning is the process people may go through to align their physical identity to their gender identity.

Staff can seek support from their line-manager or a member of HR and together they should agree an action plan for any changes needed while at work. This is likely to include (but not be limited to) a plan to change any employee records that will need updating, time off work that will be required for treatment; and the strategy for communicating with colleagues and others (if appropriate). Staff can also seek support from the Employee Assistance Program.

7. Employee Personal Data and Information

Employees can change their personal data and information at any point in their employment.

Records that hold personal details should be changed at a time agreed with the individual. Records will include all of the systems that may contain names, titles and other personal identifiers such as photographs on the organisation's website and Intranet.

The council will take all necessary steps to ensure that an individual's change of name, chosen pronoun and title is respected. Referring to a trans employee, directly or otherwise, by their previous name or an inappropriate pronoun or title may be considered as harassment and would be dealt with accordingly.

8. Time off for Medical Appointments

The Equality Act (2010) states it is discrimination to treat a trans person less favourably at work because they need time for any medical processes connected with gender reassignment, for example, due to recuperation, counselling or medical appointments. This includes all related treatments (e.g. hormone therapies, surgical procedures), and also extends to any rectification of related surgical procedures if these are required.

Planned time off for medical appointments should be arranged outside of working time wherever possible. If this is not possible, annual leave or flexi leave should be booked or with the prior agreement of the manager, the time can be taken and made up at a later stage.

9. Re-deployment

The council will support staff to continue within their role while transitioning. However, some people might request a period of redeployment during transition, or as a permanent change, to aid in their transition. Staff who are transitioning may request to be redeployed for a period of time or on a permanent basis. Redeployment will be dealt with under the Redeployment Policy.

The employee, their manager and HR should work to find a solution that meets the needs of both the employee and the service.

10. Pensions

Employees with a full Gender Recognition Certificate (GRC) can have their pension records changed by HMRC. Where this is the case, the employee will need to inform the local Department of Work and Pensions.

State pension age equalised at 65 in 2018, and transitioning should not have any impact on your pension. If you have any queries about pensions, you can contact the pensions manager for further information.

11. Links to Other Policies

Dignity at Work

If a trans employee experiences harassment based on their gender identity (transphobia) this would constitute gross misconduct and should be dealt with under the Dignity at Work Policy.

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| | | | |

Appendix 2 - Trans Equality Practice Notes
November 2019

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1. Introduction

The council celebrates and values the diversity of its staff and believes that the employment and inclusion of trans people at all levels of responsibility within our organisation will enrich the council and our work with the community. The council will treat all trans employees with respect and strive to provide a positive working environment.

The council is committed to welcoming and supporting trans employees and removing barriers to recruitment, promotion and retention. Providing a working environment that is free from discrimination, harassment or victimisation because of gender identity is an important part in ensuring everyone is respected, valued and treated with dignity at work.

The Public Sector Equality Duty requires public bodies and others carrying out public functions to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations.

We are working to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010;
- 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.

By supporting trans staff and creating an inclusive culture, we are not just making a difference to one individual – we are helping to change the way that trans staff are supported in the entire organisation. This will change the way that people engage with trans people in future and will help to create a friendlier and more efficient workplace and borough.

2. Scope

This policy applies to all staff, in particular trans staff and their line-managers.

This policy should be read alongside the Trans Equality Practice Notes and Dignity at Work Policy.

3. Confidentiality

The council will respect the confidentiality of all trans staff, applicants, members or residents' identities and will not reveal information relating to their trans status without the prior written agreement of the individual.

If this information is shared with others without the consent of the individual, this will be treated as gross-misconduct and dealt with under the Dignity at Work Policy with the possible outcome being dismissal.

4. Practical Support for Trans Staff

4.1 Basic Principles

There are some basic principles that all staff, especially colleagues and managers of trans staff, should use to make sure that trans staff are treated with dignity and respect at all times.

- Listen to the person and ask them how they want to be treated and referred to.
- Use the name and pronoun that the person asks you to. If you are not sure what the right pronoun is, then simply ask them what pronouns to use and when they want to start using them. If you make a mistake with pronouns, correct yourself and move on. Do not make a big deal out of it.
- Respect trans staff. Never ask what their 'real' or 'birth' name is.
- Respect their privacy. Never tell others about a person's trans status. If someone has come out to you, that doesn't mean they are ready to come out to everyone.
- Educate yourself. If you notice any form of discrimination, report it. If someone is asking them inappropriate questions, tell them.

4.2 Rights of Trans Staff

Trans staff have the right to be treated with dignity and respect at all time. Trans staff may have specific needs in the workplace, these should be carried out in a sensitive and supportive manner.

Trans staff have the right to request any of the following adjustments, these adjustments include but are not limited to:

- Changing of personal data
- Taking time off for medical appointments
- Applying for redeployment and other adjustments

- Using toilets and changing facilities that align with their gender identity
- New uniform to be ordered, as appropriate.

4.3 Action Plan

We recognise that the process of transitioning is very personal and different for every individual. Therefore, we encourage the employee to write an individual action plan with their manager, a member of HR can assist if necessary, to plan and agree with them how to manage the process while at work. Staff can be supported by a Trade Union Rep or a workplace colleague at the meeting if they wish. Staff should follow the action plan template in appendix 2.

4.4 Documentation

Name on records

Employees are able to change their name on internal records to what they would prefer to be known as, this can be done by submitting a [Notification of Personal Changes](#) form.

A staff member does not need a gender recognition certificate (GRC) in order to change their name and title and it is unlawful to ask for one.

Gender on HR and payroll records

The SAP payroll system links to HMRC and therefore has to meet the requirements of HMRC with regards to gender as it is linked to the NI number and other personal details and entitlement to benefits. It therefore still operates under the rules of the Gender Recognition Act 2004 which only defines gender as male or female.

We fully recognise that the law is insufficient in its terminology but are still bound by what it contains. If the HMRC rules change then the SAP system will be updated accordingly with any new categories. We are therefore currently only able to change your gender on SAP when we receive your Gender Recognition Certificate.

4.5 Communication

Where a member of staff is transitioning, it may be necessary to communicate this to their team or people that they work with regularly. How and when this is communicated should be entirely individual led and agreed during the transition action.

It is good practice for a relevant manager to take responsibility for informing whoever needs to know, unless the individual going through the process would prefer to do this. Communicating this should be done face-to-face and never via email.

The manager should:

- Make it clear that the transitioning employee is valued and has management's full support in making the transition.
- Explain the Department's policy, guidance, and recommendations.
- Stress that on the transition day the transitioning employee will present themselves consistently with their gender identity and should be treated as such; for example, using the new name and new pronouns.
- Lead by example. Use the new name and pronouns in all official and unofficial communication.
- Make it clear that the process of transitioning should be viewed with respect, while maintaining dignity for the employee and that work will continue as before.
- If the use of educational material is part of the transition plan, announce it at this meeting and not before. This should be shared before the day of transition.

For further guidance, please seek support from a member of HR.

5 Roles and Responsibilities

All Staff

- Be treated with, and treat others with dignity, courtesy and respect at all times.
- Be aware of the Dignity at Work Policy.
- Be able to recognise and intervene if they witness harassment, victimisation or discrimination.
- Report instances of harassment, victimisation or discrimination under the Dignity at Work Policy.
- Be open to receiving feedback about our own behaviour calmly and respectfully

Employee

- Engage with manager and HR around the logistics of transitioning in the workplace
- Report any instances of harassment, victimisation or discrimination.

Manager

- Have a holistic approach to supporting employee's wellbeing.
- Proactively support the wellbeing of individuals and the wider team.
- Ensuring that colleagues are informed about the employee's transition in the way agree in the transition action plan.
- Maintain confidentiality at all times.

Senior Managers

- Take a leading role in embedding dignity at work, creating and sustaining an environment which fosters personal and professional respect.
- Respond to reports of harassment, victimisation or discrimination sympathetically, seriously and quickly.

HR

- Ensure that the policy is known to staff and line-managers.
- Act as champions for the policy.
- Ensure that managers are aware of their accountability.
- Maintain confidentiality, including securing paper documents and files.
- Change names, titles and pronouns on HR systems.

IT Department / Support Services

- Change names, titles and pronouns on email and other IT systems.

6 Support

Additional support can be sought from:

The Employee Assistance Programme

[The Employee Assistance Programme \(EAP\)](#) is an independent advisory service and can be contacted for free by phone or email.

Staff Networks

The Lesbian, Gay, Bisexual, Transgender and/or Queer or Questioning, Intersex, Asexual, Non-Binary (LGBTQ+) Network is a forum to provide support to the council's LGBTQ+ staff and to make Haringey Council a more inclusive workplace.

The Network is open to all employees of Haringey Council, whether LGBTQ+ or allies, and is inclusive of LGBTQ+ people with multiple identities.

For further information, please contact: LGBTPlusNetwork@haringey.gov.uk

Trade Unions

- [UNISON \(external link\)](#)
- [Unite \(external link\)](#)
- [GMB \(external link\)](#)

7 Resources

- ACAS, [Supporting Trans Employees in the Workplace](#)
- Equality and Human Rights Commission;
- Government Equality Office;
- Gender Identity Research and Education Society (GIRES);
- Stonewall;
- Gendered Intelligence;
- Press for Change;
- The Gender Trust; and
- Government guidance on the recruitment and retention of transgender staff
- [All About Trans](#)
- [Gendered Intelligence](#)
- [Gender Identity Research and Education Society](#)
- [Mermaids](#)
- [trans*formation](#)

Appendix 1 - Glossary of Terms

We have used definitions within this policy that were current and available through Stonewall as of October 2019. We understand that definitions are ever changing and will work to update the Trans Equality Policy and Practice notes regularly in line with any updates available from Stonewall. Please do refer to [Stonewall](#) if actively using this policy for the latest terminology.

Ally

A (typically) straight and/or cis person who supports members of the LGBT community.

Cisgender or Cis

Someone whose gender identity is the same as the sex they were assigned at birth. Non-trans is also used by some people.

Coming out

When a person first tells someone/others about their identity as lesbian, gay, bi or trans.

Deadnaming

Calling someone by their birth name after they have changed their name. This term is often associated with trans people who have changed their name as part of their transition.

Gender

Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

Gender dysphoria

Used to describe when a person experiences discomfort or distress because there is a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the sex they were assigned at birth.

Gender expression

How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who does not confirm to societal expectations of gender may not, however, identify as trans.

Gender identity

A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

Gender reassignment

Another way of describing a person's transition. To undergo gender reassignment usually means to undergo some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender.

Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice. It is a term of much contention and is one that Stonewall's Trans Advisory Group feels should be reviewed.

Gender Recognition Certificate (GRC)

This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply.

You do not need a GRC to change your gender markers at work or to legally change your gender on other documents such as your passport.

Intersex

A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes do not fit with societal assumptions about what constitutes male or female.

Intersex people may identify as male, female or non-binary.

Stonewall works with intersex groups to provide its partners and stakeholders information and evidence about areas of disadvantage experienced by intersex people but does not, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

LGBT

The acronym for lesbian, gay, bi and trans.

Non-binary

An umbrella term for people whose gender identity doesn't sit comfortably with 'man' or 'woman'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

Outed

When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

Person with a trans history

Someone who identifies as male or female or a man or woman, but was assigned the opposite sex at birth. This is increasingly used by people to acknowledge a trans past.

Passing

If someone is regarded, at a glance, to be a cisgender man or cisgender woman. Cisgender refers to someone whose gender identity matches the sex they were 'assigned' at birth. This might include physical gender cues (hair or clothing) and/or behaviour which is historically or culturally associated with a particular gender.

Pronoun

Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

Queer

Queer is a term used by those wanting to reject specific labels of romantic orientation, sexual orientation and/or gender identity. It can also be a way of rejecting the perceived norms of the LGBT community (racism, sizeism, ableism etc). Although some LGBT people view the word as a slur, it was reclaimed in the late 80s by the queer community who have embraced it.

Questioning

The process of exploring your own sexual orientation and/or gender identity.

Sex

Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions. Sometimes the terms 'sex' and 'gender' are interchanged to mean 'male' or 'female'.

Trans

An umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, gender-variant, crossdresser, genderless, agender, nongender, third gender, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

Transgender man

A term used to describe someone who is assigned female at birth but identifies and lives as a man. This may be shortened to trans man, or FTM, an abbreviation for female-to-male.

Transgender woman

A term used to describe someone who is assigned male at birth but identifies and lives as a woman. This may be shortened to trans woman, or MTF, an abbreviation for male-to-female.

Transitioning

The steps a trans person may take to live in the gender with which they identify. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this.

Transitioning also might involve things such as telling friends and family, dressing differently and changing official documents.

Transphobia

The fear or dislike of someone based on the fact they are trans, including the denial/refusal to accept their gender identity.

Transsexual

This was used in the past as a more medical term (similarly to homosexual) to refer to someone whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth.

This term is still used by some although many people prefer the term trans or transgender.

Appendix 2 - Action Plan

Questions to ask:

Who needs to know?

| | Who will tell them? | When? | Date completed |
|---|---------------------|-------|----------------|
| Are there any temporary or permanent changes / reasonable adjustments to the role which should be considered to support the employee? Considerations should include security aspects such as lone working, night working. | | | |
| Is any time off required? If so how will this be managed? Consider flexible working methods, if appropriate) | | | |
| What will the employee's title and name be? What pronouns will be used? When will they start using these? Will there be any phasing? | | | |
| Are there any dress codes to be considered? Are new uniforms needed? | | | |
| If applicable, how will single sex working requirements be managed? | | | |
| When and how should colleagues be informed of the transition? | | | |
| Is there any guidance material which the employee wishes to share with managers and colleagues? | | | |
| Should the employee encounter unacceptable behaviour towards them (colleagues or service users) who should this be reported to? | | | |
| Are there any other actions not covered by above? | | | |
| Is there an agreed date for when this action plan will be disposed of in accordance with the requirements of the Data Protection Act 1998? | | | |
| Actions agreed | | | |
| Date of next meeting | | | |

| | | | |
|-------------------|--|--|--|
| Senior Manager | | | |
| HR Representative | | | |
| Line manager | | | |
| Team members | | | |
| Other colleagues | | | |
| Others (specify) | | | |

Changes to records

| | Who will do this? | When? | Date completed |
|---------------------------------|-------------------|-------|----------------|
| HR Records | | | |
| Name badge | | | |
| IT systems including email | | | |
| Website | | | |
| Voicemail | | | |
| Internet/intranet address entry | | | |
| Union membership | | | |
| Certificates/awards | | | |
| Personal file and related data | | | |
| Other: | | | |

Details of meetings

| Date | Comments | Actions | Date of next meeting |
|------|----------|---------|----------------------|
| | | | |
| | | | |

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