

LGBT CHARTER MARK

1. Background

The LGBT Charter Mark has been developed by the organisation LGBT Youth Scotland. It is a self-evaluation process that can help organisations meet their equality duties, engage effectively with Lesbian, Gay, Bisexual and Transgender communities, and demonstrate their commitment to LGBT equality. It also helps organisations to review their policies, practices and steps they are taking to meet legislative obligations in the context of LGBT equality.

2. Benefits of the Scheme

By achieving and thereafter displaying the LGBT Charter of Rights, organisations send a positive message to LGBT people that they are included, valued, supported and will be treated fairly when they access services. It also helps provide a clear statement to other organisations and service users that equality and diversity is at the heart of the work of the organisation. Displaying the Charter will reassure people that as a workplace, the organisation is a safe and supportive place for LGBT people.

3. LGBT Charter Mark – Foundation Level

Following discussion with staff from LGBT Youth Scotland and within the Equality Implementation Group it has been agreed that should we progress with the scheme then we would initially be working towards the 'Foundations Level'. This level is recommended for larger organisations, to signal their commitment to making progress and meet basic standards with regard to LGBT equality. The following table sets out the requirements:

1. Sign up	<ul style="list-style-type: none"> Identify a Champion (person to be link with LGBT Youth Scotland throughout the process) Sign up and baseline survey completed
2. Champion	<ul style="list-style-type: none"> Champion Group identified (minimum of 4 members including senior managers) Quarterly champion group meetings held to discuss progress and actions Action plan developed shortly after receiving LGBT Awareness training
3. Training	<ul style="list-style-type: none"> All Champions must receive LGBT training from LGBT Youth Scotland Staff must receive LGBT awareness training from LGBT Youth Scotland (min 3.5 hours) Staff to receive briefing, sharing key lessons learned from LGBT awareness training (70% of all staff)

4. Policy	<ul style="list-style-type: none"> • All policies must meet the standards set out in the Equality Act (2010) and Human Rights Act (1998) • All relevant policies should consider LGBT people and make specific reference where necessary • Tools developed to support staff to undertake equality impact assessment
5. Practice	<ul style="list-style-type: none"> • Undertake at least 1 campaign which directly address prejudice and discrimination • Undertake activities/mark commemorative days/weeks/months relevant to LGBT people (International Women’s day, LGBT History Month, Anti-bullying week, Trans day of Remembrance) • Make links and contacts with your nearest or most relevant LGBT organisations
6. Promotional Materials & Resources	<ul style="list-style-type: none"> • Website includes links to LGBT Youth Scotland and other relevant LGBT Organisations • Posters and marketing materials for LGBT Youth Scotland and other relevant LGBT organisations made available (for staff and Service users) • LGBT Charter of Rights is visibly displayed in your headquarters and online if possible • Staff, key partner and service users/stakeholders are made aware of your charter journey
7. Monitoring & Evaluation	<ul style="list-style-type: none"> • Develop a framework which supports safe, confidential and appropriate monitoring of sexual orientation and gender identity for staff and service-users • At least 1 part of your organisation must be signed up to undertake the bronze charter award prior to the point of charter evidence submission • Undertake equality and diversity workforce monitoring which is safe, confidential and appropriate • Undertake consultation which assess the needs of LGBT people in your service/area of work • Identify improvements and next steps in your charter journey

5. Fees

There is no fee for undertaking the LGBT Charter Mark. There are however some costs related to training. Costs are £550 per day or £400 per half day. It has been suggested that bespoke ‘train the trainer’ training could be delivered and this would be in the region of £1500 (plus travel expenses for LGBT Youth Scotland Staff who would be providing the training). SSSC are also considering undertaking the LGBT Charter and if so the training could be delivered to both groups at the same time, thereby reducing costs.

6. Time Commitment

It is estimated that it will take approximately 12 months to achieve the foundations charter mark award for the organisation. The work will be led by the Involvement and Equalities Team and could be supported by the Equality Implementation Group. Many of the actions required to achieve the charter are those which we have already committed to undertaking within the Equality Outcomes and Mainstreaming Report 2015-17.

7. Further information

Further information is available from the Involvement and Equalities Team, or on the LGBT Youth Scotland website <https://www.lgbtyouth.org.uk/charter-general>.