

CRF
Summary review form

Summary of visit

The Folkestone Nepalese Centre signed up to the Breaking Barriers Project to discuss its practice and processes in terms of Equality, Diversity, Inclusion, and Belonging in the workplace and as an organisation.

The FNC wish to benchmark its current vision, values, strategies, recruitment, and retention and how they communicate their commitment to equality, diversity, and inclusion as a business with internal and external customers.

Prior to the EDI review meeting, research was completed by looking at the company website, its media sites, and communication. The website has recently been reviewed and updated and gave a clear impression of the community work the FNC does. It gives a synopsis of the vision and values and has an introduction to the staff and the board of trustees, with photos to identify each person, there is a diverse mix of trustees and their role within the organisation is clear.

The website gives a detailed overview of its community work, and the services it delivers, and advertises activities and events for the members and the community.

The FNC was established in October 2020, its objectives are to combat loneliness by promoting well-being for its members and local community through education, training, and recreational activities. To provide activities that are educational and enhance the skills of the FNC members and community.

To build relationships in and across communities by preserving the original Nepalese culture, tradition, ethos, and values of its communities.

An EDI review meeting took place on Monday 25th July 2022, the meeting with the Project Manager; Maha Rai was warm and friendly. In preparation for the review, Maha had access to all the company's policies, procedures, and relevant business information.

The FNC has a strategic business plan in place which has diversity built into its business goals, this is a focus of the manager, the partnering organisation, The Kent Volunteering Service, and the board of trustees of the charity. There is not a specific system in place which measures FNC's EDIB efforts, however, it is currently measured by the success of the organised community events and activities and who attends them. The information is collated and is used for future funding bids.

There is a suite of company policies and procedures in place, including an EDI policy that correlates with the legalities of the Equality Act 2010. There is zero tolerance for bullying and harassment and there is a process in place for addressing this.

The website communicates the organisation's commitment to inclusion and diversity; however, the media sites could be used more and may attract a younger and wider community audience.

There is a Facebook site that would benefit from regular posts advertising the community activities and events. A suggestion would be to 'showcase' the Folkestone Nepalese Centre via Instagram as this is a popular media site for most ages.

The partnering organisation and the local council advocate for FNC and communicate its services and activities.

There is five staff employed by the FNC, all with job descriptions clearly identifying roles and tasks, and when vacancies have been advertised there has been much interest and many applications. A process was used to

ensure the right people with the relevant skill set were recruited for the positions. It was not clear if the applicant's CVs were anonymised as part of the recruitment process, this is a recommendation if not as it will ensure no bias.

All employees receive a staff handbook that incorporates the policies and procedures, and the staff receives induction training. EDI is not included in this and is a recommendation to be considered for future recruitment and induction.

There is no formal EDI data collected for the recruitment and employment of staff. The recruitment strategy is dependent on project delivery and will be planned accordingly.

All staff have a job description, it is unsure if EDI performance objectives are included within it, although the ethos of the positions is to be inclusive to the diverse local communities. A recommendation would be to review the job descriptions and ensure EDI is embedded.

Equality, Diversity, and Inclusion are discussed at board meetings; however, it is not depicted on the agenda as EDI. Maha felt that this could be formalised and be in place going forward.

The FNC is mindful of its carbon footprint and buys from local suppliers and businesses within its vicinity.

There is a whiteboard in the community center which shows the events being delivered with the date and description of the activity and who is the delivery partner, they include working with United Response to enhance skills for volunteers, Tai chi for all ages, community days (games, bingo, quizzes, raffle) Movie afternoon and evenings, Nepalese handicraft, digital inclusion, gardening, stitch and chat, Veterans drop-in group and Indoor Golf lessons to name but a few.

There are projects being delivered in partnership with the University of Kent and the London Imperial Museum.

Maha attended the Equality, Diversity, Inclusion, and Belonging training delivered by Social Enterprise Kent as part of the Breaking Barriers Project on 21st July 2022.

The Folkestone Nepalese Centre is approached by many organisations and charities for partnership working.

During the review, the SWOB analysis was completed, and the information gathered can now be populated into the Action Plan which can be used to plan the recommendations from the review in a timely manner ensuring that SMART objectives are used.

Equality, Diversity and Inclusion Review

- Completed 25/07/2022

SWOB Analysis

- Completed with Maha Rai during the review. Maha can add to this and take the information and put it into the Action Plan to complete using SMART objectives.

EDIB Action Plan template

- Not completed at the review due to time constraints, however, the Action Plan will be completed by taking the recommendations, strengths, weaknesses, opportunities, and barriers and using them to populate the plan and ensure efficient time measures are in place for completion.

Recommendations

- Implement a system to record the EDI practices of the FNC

- Implement a system to record the EDI of staff for the recruitment process if applicable
- Include EDI training in the induction process for staff
- Include EDI on the meeting agendas in a formal status
- Consider if using other media platforms such as Facebook and Instagram would assist with advertising and reaching out to other communities locally and younger people in the community
- Review the recruitment process to ensure an inclusive process is in place in terms of redacting information prior to the interview panel having sight of the applications

Next Steps

- Complete the Action Plan with the recommendation from the review and be realistic with time when setting the goals for tasks to be completed

Website

- Consider if the free website support offered thought the project would be something The Folkestone Nepalese Centre would like to use.

Grant

- Consider how the grant funding could enhance the centre in terms of EDIB and apply for the grant funding up to the value of £1,000.00