

## **Appendix F - Service Specification**

This specification describes  
The service required by the Council in the delivery of:

### **Mandatory anti-racism training in the Residential Services Directorate**

#### **Specification**

##### **1. AIM AND SCOPE**

The Council wishes to procure mandatory anti-racist training for staff and managers in the Resident Services Directorate in order to comply with its public sector equality duty and to implement the Resident Services Equality, Diversity and Inclusion plan.

##### **2. GENERAL DESCRIPTION OF THE SERVICE**

- A half-day (3 and a half hours) anti-racism training course for c.450 non-managerial staff;
- A one-day anti-racism training course for c.100 staff with managerial responsibilities;
- Detailed training content to be co-designed between the trainer and the Resident Services lead officer for Equality, Diversity and Inclusion.

##### **3. OUTLINE TRAINING CONTENT**

The training course provided should cover/ achieve the following as a minimum:

###### **3.1 Half-day anti-racism training course for non-managerial staff**

To ensure staff understand their duties and responsibilities under the Equality Act and in accordance with the Resident Services Equality, Diversity and Inclusion (EDI) plan;

- Covering the historical and social context of structural and institutional racism;
- The content of relevant legislation and in particular the Equality Act 2010 as it applies to the delivery of public services and employment;
- An understanding of the anti-racist objectives of the Resident Services EDI plan, including;
  - An explanation of racism as equal to power plus prejudice;

- An understanding of the concept of “white fragility.”

### **3.2 One-day anti-racism training course for managerial staff**

To ensure that staff with managerial responsibilities understand their particular duties and responsibilities under the Equality Act and in accordance with the Resident Services EDI plan;

- Covering the content of the course for non-managerial staff and also the specific responsibilities of managers under the Equality Act and the Resident Services EDI plan, including;
  - Recognising and responding effectively to conscious and unconscious bias;
  - Tackling racism in recruitment;
  - Tackling racism in day-to-day management of staff (including responding to complaints of racism).

## **4. TRAINING DELIVERY**

- Training to be delivered in person or online or hybrid. The Council will provide venues at the Civic Centre (6 Brixton Hill, London, SW2 1EG) for live online training. Online training should be delivered on Microsoft Teams or a compatible platform.
- Training to be delivered to groups of 15 (for non-managerial staff) and 10 (managers). The Council will arrange attendance of staff at the training. The trainer should keep a register of attendance and share it with the Council.
- The course should end with written (or online) questions for trainees to answer to enable them to demonstrate their understanding of the issues addressed on the course.
- Initial pilot training should be provided for three groups of staff and two groups of managers. The trainer must participate in a review of the content and delivery of the training following the completion of the pilot.
- The contract will be for the delivery of training to c500 staff, c.100 of whom are managers. The trainer should provide the Council a price for the delivery of 30 half day courses and 10 one day courses and also provide a unit cost price for additional individual courses (which may be required to “mop up” staff who have missed the training). The Council may wish to exercise an option to procure additional training.

## **5. TIMESCALE**

The training should be delivered to conclude by 31 March 2022.