

One Wrexham Application Form

PUBLIC SECTOR ONLY

1. Full name / title of the organisation or group applying.

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2. Address

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3. Details of contact person

- Name
- Phone number
- Email
- Fax

4. Details as you want them to appear on Charter Certificate:

Name of organisation or group:

Name of signatory:

Position of signatory:

By signing this form you are granting your permission to include your organisations details on the database of groups that have adopted the One Wrexham Charter which will be published on the Councils Internet site.

Signed

Position

This section will help you to assess your current arrangements and will help us to process your application.

A key aim of the One Wrexham Charter is to develop and improve equality and community cohesion in Wrexham. The following section sets out a few simple and practical actions that underpin your commitment to the One Wrexham Charter. The requirements also reflect your duties under the relevant legislation.

Please supply copies of policies and documents where possible.	YES	NO	Planning to do so within next 12 months
Do you have in place an up to date **Equal Opportunities / Inclusion Policy or Statement that is less than 2 years old, that covers disability, gender, race, sexual orientation, religion and belief and age?			
Do you have in place a **Race Equality Scheme?			
Do you have in place a **Disability Equality Scheme?			
Do you have in place a **Gender Equality Scheme?			
Do you have someone in your organisation that has main responsibility for equality?			
Do you provide training on equality and diversity issues for staff at all levels, executive decision makers / members?			
Do you provide information about meetings, events or the services you provide in accessible formats (such as Braille, large print, on audio cassette or computer disk)?			
Do you provide interpretation or translation help for people whose first language is not English or Welsh?			
Do you have a system or **policy in place for dealing with complaints?			
Do you have a system in place for consulting and engage staff, or service users in decision making?			
Do you have in place arrangements for monitoring existing staff and job applicants by race, disability, gender, sexual orientation, religion or belief or age?			

If you do not all of the above elements in place at this time you do not need to delay your application.

However you will need to ensure that you are making progress to ensure that you retain the One Wrexham Charter award for the following year.