[[image depicting] UCU - University and College Union logo](http://www.ucu.org.uk/index.cfm?articleid=1680)

**Draft letter to public body on public sector equality duty**

**The letter should be sent to the person responsible for leading on the institution’s public sector equality duty.**

Dear

**Compliance with the s. 149 duty in the equality act 2010**

I am writing to request further information on how [public authority] intends to discharge the duty in s. 149 of the equality act 2010. S. 149 requires a public authority in the carrying out of all its functions to have due regard to the need to eliminate discrimination, to advance equality of opportunity and to foster good relations across the protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion and belief and sexual orientation.

Under the specific duties in England the authority needs to

* Publish information to show that it is complying with the s. 149 duty by 31 January 2012
* Publish one or more objectives to meet s. 149

Please can you inform [branch or equality officer] how you intend to meet this duty and also how you intend to involve the staff trade unions.

We look forward to hearing from you.

Yours sincerely,