

## EQUALITY POLICY

### 1. INTRODUCTION

The Parish Council recognises that we have moral and legal responsibilities to be fair and are committed to promoting equality and tackling discrimination. This means treating people fairly, valuing difference and removing barriers that prevent people from participating fully in public life and reaching their full potential.

This Equality Policy outlines our legal responsibilities and the commitments we have made which help us to ensure equality is an integral part of the way we reach decisions, provide services, recruit staff and work with other organisations.

### 2. LEGAL POSITION

The Equality Act came into force from October 2010 and brings together all legal requirements on equality. Under the Act everyone has the right to be treated fairly at work or when using a service. It protects people from discrimination on the basis of certain characteristics:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation.**

The public sector **Equality Duty** came into force on 5th April 2011 and is a key measure under the **Equality Act 2010**. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

#### The Equality Duty Aims

The following Equality Duty aims apply to our process of decision making including how we recruit & select staff; how we develop, evaluate and review policy; how we design, deliver and evaluate services, and how we commission and procure from others.

- a) **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act
- b) **advance equality of opportunity** between people who share a protected characteristic and people who do not share it. This involves considering the need to:
  - remove or minimise disadvantages suffered by people due to their protected characteristics;
  - meet the needs of people with protected characteristics; and
  - encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
- c) **foster good relations** between people who share a protected characteristic and people who do not share it. This involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

### **3. PURPOSE**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). The Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

### **4. STAFF RECRUITMENT AND SELECTION**

All Parish Council employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

### **5. ELECTED MEMBERS**

- We will provide access to training and guidance to Elected Members so that they are aware of the Council's Equality Policy and their legal responsibilities and rights when exercising Council duties and functions.
- We will maintain a working/meeting environment that is inclusive, free of discrimination, harassment and bullying, where individuals are treated with dignity and respect.
- We will encourage elected members to highlight discrimination and challenge unacceptable language and behaviour.
- We will make reasonable adjustments where necessary, so that any obstacles a person faces as an elected member relating to a protected characteristic, are removed, reduced or prevented.
- We will publicise Council vacancies widely within the community.

### **6. COUNCIL DECISION MAKING AND SERVICES**

- We will ensure that we treat people with dignity and respect.
- We will consider the needs of all individuals in our day to day work. We will try to understand how different people will be affected by our activities so that our policies and services are appropriate and accessible to all and meet different people's needs.
- We recognise that people's needs may be different. We will take account of this when making decisions about policies or services and make reasonable adjustments where necessary.
- We will consider what information we have and what further information may be needed in order to give proper consideration to the Equality Duty.
- We will take a proportionate approach to the Equality Duty, it will be one of a number of factors that need to be considered in decision making. The weight given to the Equality Duty, compared to other factors, will depend on how much it affects

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discrimination, equality of opportunity and good relations and the extent of any disadvantage that needs to be addressed.

- We will aim to provide all information in Plain English and alternative formats on request such as:
  - Large print – the Parish Office printer can be used to print documents in a larger font
  - Audio – the Parish Council will use online programmes to convert text into audio files
  - Other written languages – the Parish Council will use online programmes to convert written English documents into the languages requested.

### **Working with Partners and Contractors**

- We recognise that we are responsible for ensuring that any third parties who exercise functions on our behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice.
- We will communicate our Equality Policy to partners and contractors.
- We will obtain commitment from contractors/partners that they will comply with the Equality Duty and our Equality Policy when carrying out work on our behalf.
- We will take equalities considerations into account when developing contract specifications and conditions.

### **Dealing with Complaints and Grievances Relating to Equality**

- Complaints and grievances about discrimination will be properly handled through the Parish Council's respective policies.
- Breaches of our Equality Policy by employees will be regarded as misconduct and could lead to disciplinary action under the Parish Council's Disciplinary Policy.

## **7. OUR COMMITMENT**

We are committed to ensuring equality, fairness, inclusion and good relations are at the heart of everything we do - be it employment, policy-making or service delivery.