



ENDERBY PARISH COUNCIL

Equality & Inclusion Policy

1. Statement of Intent

Enderby Parish Council is committed to improving services and opportunities for people from different sections of the community, whilst also promoting equality of opportunity for the communities we serve and for all who work for us.

As a service provider and employer, the Council is committed to promoting equality and tackling social exclusion and, as such, will integrate equality into all activities, having due regard to the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity and
- Promote good relations between all groups

The above also applies to the role the Council has as a procurer of goods and services.

The Council promotes equal opportunities to residents, employees, volunteers, service users and its service providers, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination. The Council is therefore committed to creating a socially inclusive and cohesive community by:

- Promoting equal opportunity and equal access to employment, services and information.
- Identifying and addressing the barriers that different groups face to participation in community life.
- Working towards ensuring fair and equitable resources.
- Respecting the diversity of our community.
- Working with others to ensure that Enderby is a safe place in which to live, work or visit.
- Listening and responding to the views of our communities through appropriate and widespread consultation and participation mechanisms, which are accessible to all.
- Ensuring the communications produced and events held positively reflect and promote the diversity of the communities and are made fully accessible.

2. Commitment to Service Users

It is the Council's aim to *"Put its Customers First"* when developing and delivering its services by engaging with residents and service users to ensure they get the services they need and can influence and shape the way the Council works. We will:

- Respect and value staff, service users, councillors, volunteers and partners so that they are treated with dignity and respect;
- Engage effectively with our communities so that people can influence decisions that affect their lives;
- Empower people in their communities to shape and tackle local issues;
- Ensure services are centred on meeting the needs of our customers;
- Promote fair pay and equal access to employment and learning and development opportunities; and
- Build a clear picture of local need based on what local people have told us and what we know about our service users.

The intention is that these equality priorities will enable the Council to meet its commitment. Emphasis will be given to the importance of listening and engaging with the community to develop and deliver services responsively. Priorities will guide Council decisions and ensure that changes made to the services continue to reflect the individual needs of the Council and its service users.

As part of the Council's community engagement priorities will be reviewed based on the information provided by service users.

The Council is committed to ensuring that its services are accessible to all and therefore the Council will respond by:

- Ensuring residents are aware of the Council's services and that their delivery is sensitive to the needs of residents'.
- Ensuring that all those in the community may visit the Council's meeting rooms and open spaces.
- Ensuring that information provided regarding the Council's services is accessible to the public on the Council's website <https://www.enderbyparish.org.uk/>, its [Facebook](#) pages and via [Twitter](#).
- Engaging with all sections of the community.

3. Responsibility and Commitment as an Employer

All employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of attitude 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 organisation.

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to our equal opportunities in the workplace is good management practice and makes sound business sense.

- Breaches of our Equality & Inclusion Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by all management.

Recruitment & Selection Procedures

The Council's aim is to ensure that there are no discriminatory barriers to the employment and promotion of members of any group.

- When a post becomes vacant, an accurate job description, either a new one or an existing one, will be reviewed and drawn up before the job is advertised. No unnecessary duties will be included to avoid the possibility of direct or indirect discrimination.
- Person Specifications will be written to cover only the qualities essential and desirable to the post. Unnecessary physical requirements will be discarded. The value of skills gained through non-traditional work will be considered. The competence gained through experience will be balanced against that gained through more formal routes.
- All vacancies will be advertised using whatever medium/media deemed relevant to reach all parts of the community. The advertisement will promote the Council's commitment to equality for all.
- Criminal offences will not, in themselves, be a reason for debarring an applicant from equal treatment in the recruitment and selection process where the offence is relevant to the duties of the individual as an employee.
- Short-listing will take place by a minimum of two Members and the Clerk. The process of short-listing candidates for interview will be based on a proper assessment of the requirements from the job description and person specification against the details of the individual application form.
- Reasons for rejecting or selecting candidates for interview will be recorded and kept by the Council for a minimum period of 6 months.
- When any form of testing is used as part of the recruitment procedure, steps will be taken to ensure that it is appropriate and an unbiased means for assessing the skills and attributes necessary for the job.
- Prior to interviewing, a common core of questions which are relevant to the job-related requirements will be prepared and issued to all interviewers.
- Interviews will be conducted by a minimum of three persons. The assessment of the successful candidate will be based against clearly identified requirements for the job as detailed in the job description and person specification.
- Questions will not be asked regarding marriage prospects, family arrangements, religion, sexual orientation, or a disabled person's impairment, unless permitted under appropriate legislation, or any other question which may lead to assumption or stereotyping.
- All persons involved in the selection interview will complete a standard interview form detailing reasons for rejection/selection. These will be kept for a minimum of 6 months.
- All unsuccessful applicants will be advised that should they so request, a confidential feedback of a written explanation as to reasons for their non-selection will be provided.

- Exit interviews will be conducted on all employees leaving the Council and their reasons for leaving will be detailed and recorded and kept for a minimum of 2 years.

Training and Development

The Council's induction course for new employees will include training on the Equality & Inclusion Policy. This will involve, at the very least, every new employee being given a copy of the Policy.

Pay, Grading and Conditions of Service

- Pay, grading and conditions of service relevant to all posts will provide consistency, transparency and equality.
- Jobs will be evaluated by the same analytical and non-discriminatory method.

Dealing With Harassment/Discrimination

The Council's aim is to reduce and prevent harassment and/or discrimination and ensure a safe and non-threatening environment for employees and the general public (refer to [Dignity at Work/Bullying and Harassment Policy](#)).

The Council aims to provide individuals who believe they have been subject to harassment and/or discrimination with a means to have that complaint addressed and to deal with those employees who are found to be in breach of the procedure of the Council's Dignity at Work/Bullying and Harassment Policy under its [Disciplinary Procedure](#).

- All complaints will be dealt with through the Council's [Complaints Procedure](#) and due regard will also be given to the Dignity at Work/Bullying and Harassment Policy.
- The procedure will take into account any complaint received on the grounds of gender, race, colour, ethnic or national origin, disability, marital status, caring responsibilities, trade union membership, age and sexual orientation.
- All employees will be made aware of the procedure.
- In proven cases of harassment and/or discrimination the employee(s) against whom the complaint was made, will be subject to the Council's disciplinary procedure.

Reasonable Adjustments

As an employer Enderby Parish Council will consult with its employees and make 'reasonable adjustments' to ensure that workplace requirements or practices do not disadvantage employees or potential employees with a disability.

4. Commitments as a Procurer of Goods and Services.

The Parish Council is committed to ensuring that those contractors and others from whom goods and services are procured share and implement the values within this policy by demonstrating that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery for all, as appropriate to the nature of the contract concerned.

5. Monitoring

The Council is responsible for the determination of the Policy of race relations, equality of employment and associated matters.

The responsibility for monitoring the effectiveness of such policies is designated to the Policy & Finance Committee.

The Council will:

- Ensure that the Policy is known to all employees and job applicants, and to the wider community via the Parish Council's website:
<https://www.enderbyparish.org.uk/>.
- Provide appropriate training and guidance to Members and employees, to ensure they understand their responsibilities under the law and under this Policy;
- Regularly review existing procedures and change them if they are found to be actually or potentially discriminatory.

6. The Law

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1977.