



Equality Policy

Policy Statement & Aims

The Policy of Botus Fleming Parish Council is a commitment to ensure that everyone is treated equally¹. The Council recognises that discrimination and victimisation is unacceptable behaviour. No individual will be treated less favourably than another and everyone will have equal access to employment opportunities along with access to learning, development and training opportunities. The purpose of the Policy is to provide equality and fairness to all individuals and to eliminate unlawful discrimination.

The Council aims to ensure that no employee or job applicant receives less favourable treatment (directly or indirectly), in recruitment or employment on the grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation².

Special care is taken in respect to the needs of disabled persons³

All Employees and Councillors are responsible for ensuring that the Equal Opportunities Policy terms are fulfilled and that the Council is promoted in a positive fashion.

The Council will adhere to statutory requirements relating to any guidance or code of practice issued by the Equality & Human Rights Commission or any other statutory bodies.

The Policy will be monitored and reviewed regularly to ensure that practices and procedures are in line with current legislation and regulations.

1. Commitment as an Employer

1.1 To provide equal opportunities that;

- Treat one another with mutual respect in order to reflect the dignity of an individual
- Maintain a working environment which values staff, their experience and treats their views with respect
- Harassment, victimisation and discrimination (either direct or perceptive) is unacceptable and not tolerated, and any perpetrator will be subject to the appropriate disciplinary action
- Intimidation, bullying or harassment will not be tolerated*
- Breaches of the Equality Policy will be regarded as misconduct and may lead to disciplinary proceedings.

2. Responsibilities of the Council

2.1 To ensure that;

- Staff & Councillors are aware of the Policy arrangements and operate within the Policy conditions and take steps to avoid discrimination
- Grievances concerning discrimination are dealt with fairly and as quickly as possible
- Proper records are maintained
- Awareness training is provided for employees and Councillors to ensure all understand the key role of Policy implementation and personal responsibility of it's success

3. Responsibilities as a Service Provider

3.1 Accessibility and actions

- To ensure that services provided by, or through Contract provision on behalf of the Council are accessible to all individuals equally and without discrimination
- All service users, Agencies, other Councils or voluntary groups shall be treated with respect and dignity to promote equal opportunities
- Contractors / Agencies must comply with the Parish Council's equal opportunities policy

4. How will the aims be achieved?

4.1 The Parish Council will comply with relevant Legislation relating to Equality and Discrimination by ensuring that as either an Employer or Service Provider it will:-

- Ensure all are aware of their rights and responsibilities reflecting equality of treatment to one another
- Treating any unacceptable behaviour through disciplinary action
- Provision of training, where appropriate, to staff, Councillors or service providers to ensure that all are aware of Equal Opportunities, can take personal responsibility and can work within the Policy
- Ensure that no individual is disadvantaged or treated less favourably than others

5. Equal Opportunities monitoring

5.1 Complaints from staff concerning discrimination will be dealt with in accordance with the Parish Council's Grievance procedures.

5.2 Complaints from members of the public concerning discrimination will be dealt with in accordance with the Parish Council's Complaints procedures.

5.3 The information collected for monitoring purposes relating to unfair treatment or discrimination of individuals will be treated as confidential and will not be used for any other purpose.

6. Rights of Disabled People

The Parish Council attaches particular importance to the needs of disabled people and will:-

- include disabled people in training & development programmes
- make reasonable adjustment for the provision of special equipment or reduced working hours for employees who become disabled or maintain disabled people in employment

7. Grievances & Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Grievance or Harassment procedure.

Discrimination and victimisation will be treated as disciplinary offences and will be dealt with under the Grievance & Disciplinary procedure.

See Grievance & Disciplinary procedure review⁴

8. Equal Opportunities Training

The Parish Council will ensure that staff and Councillors are appraised on Equality issues, and Equality information will be included in an induction programme and will be included in the recruitment and selection process.

Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and Councillors will be given access to relevant training.

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Legislation referred to in the text

¹ The Equality Act 2010 (The Equality Framework for Local Government 2020 obligations under the Equality Act 2010)

² Equal Opportunities www.equalityhumanrights.com/en/advice-and-guidance/equality-and-human-rights-resources-for-advisers/

³ Equality Act 2010 Part 2 Chapter 1 Section 6

⁴ See Grievance & Disciplinary procedures (updated from original 2017 document)

