

## **Equal Opportunities Policy**

Treverbyn Parish Council is committed to pursuing an equal opportunities approach towards councillors and in the employment of its staff and the way in which services are provided for the public.

Treverbyn Parish Council recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy

The Council is committed to promoting equal access to services and facilities and equal treatment to all persons irrespective of age, disability, gender, race, religious beliefs, sexual orientation, caste, pregnancy/maternity, marriage/civil partnership, all of which are protected characteristics under the Equality Act 2010 and is managed in such a way that Treverbyn Parish Council complies with Equal Opportunities legislation and Codes of Practice.

The Council's Equal Opportunities Policy is one of the most important policies and underpins all other corporate policies, procedures and strategies, therefore providing a strong foundation for Equality of Opportunity in the Council and the services it provides.

Treverbyn Parish Council is committed to equality of opportunity in the provision of services and access to its facilities. This commitment is achieved by:

- Recognising and accepting that particular individuals or groups are denied equality through direct or indirect discrimination either intentional or unintentional.
- Providing training for all Councillors and employees so that they have a good understanding of all diverse needs of different people.
- Delivering relevant services at the highest possible quality and accessibility.
- Ensuring that all Councillors and employees understand what their roles and responsibilities are in relation to equality in services provision.
- Providing clear information about services and facilities in different formats if requested, assessing and monitoring the impact of its services and identifying where improvements can be made.

## **Equality of opportunity in employment, training and organisational development.**

Treverbyn Parish Council is committed to providing equal opportunity. All Councillors and employees will have a part in achieving this and the Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities Policy.

No Councillor, employee or part-time employee should receive unfair or unlawful treatment due to age, disability, gender, race, religious beliefs, sexual orientation, caste, pregnancy/maternity, marriage/civil partnership. Treverbyn Parish Council will seek to identify and act upon all unlawful discrimination which denies individual opportunity on any criteria listed above. Councillors, employees, part-time employees of job applicants have the right to complain about unfair discrimination through the appropriate procedures:

- (i) Ensuring that recruitment and selection policies and procedures are equitable and fair.
- (ii) Only considering applicants for jobs on the basis of relevant experience, skills and abilities.
- (iii) Ensuring that all persons receive fair and equal treatment in relation to their employment, regardless if part-time, full time or employed on a temporary basis.
- (iv) Encouraging and supporting all persons to reach their full potential within the Council's resources.
- (v) Taking appropriate action against incidents of harassment, bullying or discrimination and offering support and advise to victims and witnesses of the incident.
- (vi) Taking disciplinary action against any person who discriminates against people involved with the workings of the Council.

Treverbyn Parish Council will endeavour to ensure that where reasonably practicable all contractors and suppliers carrying out work on behalf of the Council have the appropriate policies and working practices in place to ensure Equality of Opportunity and comply with the requisite equality legislation and guidance.

Treverbyn Parish Council will endeavour to ensure that this policy is embedded at strategic and service delivery levels of the Council. Whilst Full Council is ultimately responsible for the implementation of this policy, any ongoing reviews of the policy will be the responsibility of the Finance & General Purposes Committee, whilst any day-to-day implementation and monitoring would be the responsibility of the Staffing Committee. Councillors have overall responsibility for the direction and scrutiny of this policy and will ensure that the principles of fairness and equality guide the decision-making process. Any Breach of the Equal Opportunities Policy will be dealt through the disciplinary procedure. Serious offences will be treated as gross misconduct.

## **Complaints**

Any employee who has a concern regarding the application of this policy should make use of the Council's grievance procedure.

Employees wishing to raise a grievance alleging unlawful discrimination should discuss this firstly with the Clerk or Chairman. An appeal where necessary should be made to the Chairman of the Staffing Committee. An investigation will be then conducted by a senior officer of the Council and he/she will report back to the Staffing Committee where their decision and ruling will be final and a written outcome will be sent to the employee.

## **Training**

Councillors and employees will be provided with appropriate training regardless of age, disability, gender, race, religious beliefs, caste, sexual orientation, pregnancy/maternity, marriage/civil partnership.

Treverbyn Parish Council seeks to ensure that all Councillors and employees are developed by the provision of appropriate and accessible training provided that the training complies with the Council's Equalities policy.

In accordance with the Freedom of Information Act 2000, this policy will be posted on the Parish Council's website and copies are available for inspection at the Parish Office, Rockhill Business Park, Higher Bugle, St Austell PL26 8RA. Alternative formats of this document in large print (A3 format) , larger font or record on tape as a talking book can be made available on request from the Parish Office or by telephoning 01726 851001 or e mail [treverbyncouncil@gmail.com](mailto:treverbyncouncil@gmail.com).