

# Clavering Parish Council Equality Policy

## A) STATEMENT OF POLICY

1. Clavering Parish Council (CPC) recognises that discrimination is unacceptable and although equality of opportunity has been a longstanding feature of the employment practices and procedure, CPC have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

## EQUAL OPPORTUNITIES POLICY

Clavering Parish Council acknowledges its responsibilities under the Equality Act 2010 and the obligations of the Public Sector Equality Duty in Section 149.

The Council is fully committed to recognising and embracing diversity in the local community and pursuing an equal opportunities approach in the employment of its staff and the way in which services are provided for the public.

2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of the nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

3. CPC will ensure that the policy is circulated to any agencies responsible for recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

6.CPC will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

## B) RECRUITMENT AND SELECTION

1. The recruitment and selection process are crucially important to any equal opportunities policy. CPC will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether or consciously or unconsciously in making these decisions.

2.Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

3.Job descriptions, where used, will be revised to ensure that they are in line with the equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

4.CPC will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

5.CPC will not confine the recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

6.All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

7.All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

8.Short listing and interviewing will be carried out by more than one person where possible.

9.Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

10. CPC will not disqualify any applicant because he/she is unable to

complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

11. Selection decisions will not be influenced by any perceived prejudices of other staff.

#### C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

#### D) MONITORING

1. CPC will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
  - a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
  - b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
  - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reasons for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford

greater equality of opportunities to all applicants and staff.

This policy was approved and adopted and by the Council in March 2020, and reviewed annually thereafter.