



Kimpton Parish Council

## **EQUALITY AND DIVERSITY POLICY**

Adopted: February 2017  
Review Date: May 2018

## **1. POLICY**

Kimpton Parish Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Parish Council will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part time staff fairly and equally
- challenge inequality and less favourable treatment wherever practicable
- promote an environment free of harassment and bullying on any grounds in relation to all staff.

## **2. RESPONSIBILITY FOR IMPLEMENTATION**

The Parish Council has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice. The Parish Clerk will oversee the implementation of this policy.

The Staffing Committee is responsible for monitoring the implementation of all equal opportunities policies and procedures and reporting to the Full Council.

The Parish Clerk has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures.

### **3. RESPONSIBILITY AND LIABILITY**

All members of staff remain personally responsible for ensuring that they act within the law. The Parish Clerk is responsible for ensuring that all staff perform their duties in a lawful manner and that proper training and support is provided accordingly. In certain circumstances the Parish Council could be vicariously liable for actions carried out by staff purportedly in the Parish Council's name. Any member of staff may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally.

### **4. RELATED POLICIES**

All Council policies and procedures will be reviewed to ensure that they comply with the Equality and Diversity policy.

Annual data monitoring and action plans will be developed and maintained as appropriate in relation to areas such as race, disability, age, gender, religion, sexual orientation and work-life balance. Appropriate objectives will be set. Equality and diversity awareness will be built into all planning and review processes.

All related policies, procedures and action plans will be implemented with the co-operation of and in consultation with staff.

## **5. MONITORING AND EVALUATION**

The Staffing Committee will monitor the implementation of the policy and all associated equality action plans, reporting annually to the Full Council.

## **6. ACTION PLANNING**

### **6.1 Staff Recruitment and selection procedures**

Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications. Annual data monitoring will be undertaken in relation to recruitment, selection, appraisal, promotion, pay, grading, disciplinary cases, grievances and harassment in respect of gender, age, disability and race/ethnicity. Areas of identified inequality will be addressed.

**6.2** Positive action measures will be put in place to support under-represented groups in specific areas, such as women seeking management posts and the employment of ethnic minorities and disabled staff.

### **6.3 Training**

All employees and councillors undertaking recruitment and selection will be trained in equality issues.

## **7. COMPLAINTS**

**7.1** Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure.

## **8. EQUALITY AIMS**

**Gender** - The Parish Council will publish a Gender Equality Scheme in accordance with the Gender Equality Duty. The Parish Council will promote a positive work life balance environment and develop family friendly policies.

**Age** - The Parish Council will eliminate unlawful age discrimination and will review policies (including retirement) to ensure that they comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality.

**Sexual Orientation** - The Parish Council will eliminate unlawful discrimination on grounds of sexual orientation. Policies will be reviewed to ensure that they comply fully with legislation on sexual orientation.

**Disability** - The Parish Council will remove barriers to participation by disabled people, wherever possible. Implementation will be monitored and targets reviewed in relation to increasing numbers of disabled staff. Staff who become disabled whilst working with the Council will be offered reasonable adjustments to enable them to continue working. Monitoring will be undertaken to identify any areas of inequality.

**Race/Ethnic Origin** - The Parish Council will encourage participation of black and minority ethnic groups in all its activities. All policies will be reviewed and amended as appropriate in line with the Race Relations (Amendment) Act 2000 and in accordance with the Race Policy and Action Plan. Monitoring will be undertaken to identify any areas of inequality.

**Religion** - The Parish Council will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.