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## Hartlip Parish Council

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### Document Control

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### POLICY

The 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, volunteers, members, parishioners 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 and volunteers fairly and equally.
- challenge inequality and less favourable treatment wherever practicable
- promote greater participation of under-represented groups of staff, volunteers and parishioners by encouraging positive action to address inequality.
- promote an environment free of harassment and bullying on any grounds in relation to all staff.

### RESPONSIBILITY FOR IMPLEMENTATION

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

The Full Council is responsible for monitoring the implementation of all equal opportunities policies and procedures. The Parish Clerk has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures.

### 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 and contracted personnel perform their duties in a lawful manner and that proper training and support is provided accordingly.

## RELATED POLICIES

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

Equality and diversity awareness will be built into all planning and review processes.

## MONITORING AND EVALUATION

The HR Committee will monitor the implementation of the policy where staff are concerned and all associated equality action plans, reporting where necessarily to the Full Council.

## ACTION PLANNING

### 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.

### Training

All employees and councillors undertaking recruitment and selection will, if appropriate, be trained in equality issues. Line Managers with responsibility for staff will receive training if appropriate in equality and diversity matters, including the relevant law and their duties.

## COMPLAINTS

Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure. Staff who experience bullying or harassment should follow the procedure outlined in the Complaints Policy.

## EQUALITY AIMS

**Gender** - The Parish Council will promote a positive work life balance environment for staff volunteers' parishioners and members.

**Age** - The Parish Council will eliminate unlawful age discrimination and will review policies 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. 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 all 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.

**Religion** - The Parish Council includes people from diverse religious and cultural backgrounds and will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs.