

Hutton Henry and Station Town Parish Council

Equality & Diversity Policy

July 2023

Legal Position

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

Introduction

Hutton Henry and Station Town Parish Council recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the Council’s position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation, or religion.

Our commitment

Hutton Henry and Station Town Parish Council is committed to ensuring that all members and staff adopt the principles set out in this policy and treat others with fairness, dignity, and respect.

Statement of policy

It is the policy of Hutton Henry and Station Town Parish Council to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, sexual orientation, or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

The Council recognises that adhering to the Equality Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisations and employees’ best interests. Hutton Henry and Station Town Parish Council recognises the great benefits in having a diverse workforce with different backgrounds, and we value people as individuals with diverse opinions, cultures, lifestyles, and circumstances.

Recruitment, training, and promotion for all individuals will be based on job requirements and the individual’s ability and merits.

All employees of the Council will be made aware of the provisions of this policy.

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Recruitment and promotion

- a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.
- b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this group, in which case this must be clearly stated.
- c) All job descriptions and person specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- d) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Employment

- a) Hutton Henry and Station Town Parish Council will not discriminate based on sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- b) Hutton Henry and Station Town Parish Council will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

- a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, sexual orientation, or religion.
- b) All employees will be encouraged to discuss their career prospects and training needs with the Council.

Grievances and victimisation

- a) Hutton Henry and Station Town Parish Council emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the council's Disciplinary Procedure.
- b) Any complaints of discrimination will be pursued through the council's Grievance Procedure.

Breaches of this policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance Procedure.

The policy will be monitored and reviewed annually. Other personnel policies will be reviewed against the values stated in this main Equality and Diversity policy to ensure that the council strives to remain an Equal Opportunities employer.