

# Ilmington Parish Council

## Equality, Diversity & Inclusion Policy

### 1. Purpose

Ilmington Parish Council ('the Council') is committed to encouraging equality, diversity and inclusion in employment, and eliminating unlawful discrimination. This policy is intended to assist the Council to put this commitment into practice.

The Council is committed to treating customers and members of the public fairly and preventing unlawful discrimination in the provision of goods, services and facilities.

### 2. The Law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' in the [Equality Act 2010](#).

These are age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

[Discrimination](#) includes:

- (a) Direct discrimination – less favourable treatment directly because of a protected characteristic.
- (b) Indirect discrimination – when everyone's treated the same but people with a protected characteristic are put at a disadvantage.
- (c) Harassment – unwanted or offensive behaviour related to a protected characteristic.
- (d) Associative discrimination – discrimination for association with another individual who has a protected characteristic.
- (e) Perceptive discrimination – discrimination based on a perception that a person has a protected characteristic when they don't in fact have that protected characteristic.
- (f) Victimisation – negative treatment as a result of being involved with a discrimination or harassment complaint.

Further information: [Councillors Workbook: Equality Diversity & Inclusion](#)

### 3. Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

## Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

## Working practices

The Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Council will comply with its obligations in relation to statutory requests for contract variations. The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

## Reasonable adjustments

The Council will consider and, where appropriate, put in place reasonable adjustments for disabled people. Reasonable adjustments are practical steps taken to remove or reduce any disadvantage caused by a physical feature, or by a provision, criterion or practice, where this would otherwise place a disabled person at a disadvantage compared with someone who is not disabled. Adjustments will be proportionate, appropriate to the circumstances, and designed to support equal access and fair treatment.

## Monitoring

As the Council employs a single member of staff, equalities monitoring is undertaken through fair employment practices, policy review, training, and decision making rather than statistical analysis.

### 4. Dignity at work

The council has a separate [Dignity At Work Policy](#) concerning issues of bullying and harassment, and how complaints of this type will be dealt with.

### 5. Public Sector Equality Duty

The Equality Act 2010 also places specific responsibilities on public bodies, including parish councils, through the [Public Sector Equality Duty](#).

A public authority must in the exercise of its functions have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

## 6. Equality of access to services

The Council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

In addition, the Council will think ahead and aim to address any barriers that may impede disabled people from accessing a service.

## 7. Training

The Council will provide training in equal opportunities and employment good practice to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Council will raise awareness of everyone engaged to work at the Council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

## 8. Responsibilities

Councillors and employees are required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Individuals can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## 9. Grievances

If an employee considers that they may have been unlawfully discriminated against, they should use the Council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the [Dignity At Work Policy](#).

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. Employees will not be penalised for raising a grievance, even if the grievance is not upheld, unless the complaint is both untrue and made in bad faith.

## 10. Monitoring and review

This policy supersedes the Equal Opportunities Policy adopted in 2015.

This is a non-contractual policy which will be reviewed every three years or when required in accordance with changes in the law or the Council's circumstances.

Policy adopted on ..... .