

Equality, Diversity and Inclusion Policy

¹Statement of Intent

Llanferres Community Council is committed to encouraging equality, diversity and inclusion amongst its staff and members, and eliminating unlawful discrimination against all.

It seeks to create, maintain and promote a community in which each person is treated fairly and equally. The Council is committed to a policy of equal opportunities in employment and service delivery.

The aim is for staff and members to be truly representative of all sections of society and for everyone to feel respected and able to give their best.

The Council is committed to treating all employees equally. An employee will not be treated less favourably because of the company they keep, or because of the employee's family background. The Council treats all employees according to their skills and abilities. No treatment will be based on irrelevant characteristics of the employee, whether they are proven or perceived. This policy does not form part of Staffs' Contract of Employment and the Council may amend it at any time

The Council - in providing services and/or facilities - is also committed against unlawful discrimination.

Purpose

This policy's purpose is to:

1. ²Provide equality, fairness and respect for all employees and members, whether temporary, part-time or full-time.
2. ³Not to unlawfully discriminate against and protect the characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation.
3. ⁴Oppose and avoid all forms of unlawful discrimination. This includes in:
pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, selection for employment, promotion, training or other developmental opportunities.

⁵Commitments

Llanferres Community Council is committed to:

1. Encouraging equality, diversity and inclusion in the workplace.
2. Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination.
3. Promoting dignity and respect for all where individual differences and the contributions of staff and members are recognised and valued.
4. Training staff and members about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include conducting themselves to help the council provide equal opportunities in employment and the prevention of bullying, harassment, victimisation and unlawful discrimination.

¹ Equalities Act 2010 s 1 (1 & 2), 2 (A) (aa), 3 (ba), 3 (A)

² EA 2010 Part 5, chapter 1 s 39 and 58

³ EA 2010 Part 2, chapter 1 s 4

⁴ Employment Rights Act 1996

⁵ EA 2010 Part 2, chapter 2 s 13-27

5. Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by staff, members, suppliers, the public and any others during the council's work. Such acts by staff will be dealt with as misconduct under the council's grievance and/or disciplinary procedures, and appropriate action will be taken. Such acts by members will be dealt with under the Code of Conduct regulations with appropriate action being taken. Particularly serious complaints such as sexual harassment or sexual assault allegations may amount to an employment rights or a Code of Conduct matter and a criminal matter. In addition, harassment under the Protection from Harassment Act 1997 (which is not limited to circumstances where harassment relates to a protected characteristic) is a criminal offence.
6. Provide opportunities for training, development and progression to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the council.
7. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
8. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

⁶Disciplinary and Grievance Procedures

Details of the council's grievance and disciplinary policy is available on request from the Clerk. Use of the council's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

⁷Code of Conduct

The councils Code of Conduct is available on the website www.llanferrescommunitycouncil.org or on request from the Clerk.

Responsibilities

All persons at all levels have certain responsibilities. Good relations and practice and the achievement of an inclusive community depend on all members of the Council treating their fellow members/ users/ visitors with respect and dignity. Therefore, all persons are expected to:

1. Co-operate with measures to advance equality and diversity and to eliminate unlawful discrimination.
2. Treat all members of staff in a fair and non-discriminatory manner, respecting differences.
3. Not discriminating where such members might have power over others.
4. Not inciting or attempt to induce others to behave in discriminatory ways.
5. Not victimising or attempt to victimise anyone who has made complaints of discrimination, harassment, victimisation or abuse or who has provided information on discrimination.
6. Inform an appropriate person if a form of discrimination, harassment or victimisation is taking place.

Monitoring

Llanferres Community Council monitors equality, diversity and inclusion across all aspects of its activity. Where unfair practices are discovered, necessary action will be taken to remedy the disadvantage.

⁶ Employment Rights Act 1996 s 3

⁷ Llanferres CC Code of Conduct 2016