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# Equality and Diversity Policy

## Policy Document

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Document Author:	Mrs J Richardson (Town Clerk)	
Version	Date:	28/02/2020
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# Document Control

## 1.1 Sign Off

Review, comment and final approval of this policy will be completed via full Hornsea Town Council meeting and an Audit trail of relevant approvals will be maintained.

## 1.2 Authorisation

Name	Title \ Role	Sign off date
Whoever on the full council actually signs off the document, In theory could be all 14 members.		

## 1.3 Quality Review

Name	Title \ Role	Sign off date
Whoever on the appropriate committee reviews this document		

## 1.4 Change History

Release	Date	Author	Description
V1.0	01/2020	Mrs J Richardson (Town Clerk)	Initial signed off version.
V1.1	28/02/2020	Mr P Malley (Councillor)	Putting existing policy onto full policy template. (For the avoidance of doubt, no amendments were made to the signed off policy.

## Table of Contents

<b>1. DOCUMENT CONTROL</b>	<b>2</b>
1.1 Sign Off	2
1.2 Authorisation	2
1.3 Quality Review	2
1.4 Change History	2
<b>2. INTRODUCTION</b>	<b>4</b>
<b>3. POLICY</b>	<b>4</b>
<b>4. ERROR RESOLUTION</b>	<b>7</b>
<b>5. POLICY CONTROLS</b>	<b>7</b>
5.1 Policy Compliance	7
5.2 Policy Review Criteria	7
5.3 Policy Review Period	7
<b>6. Appendix</b>	<b>7</b>

## **2. Introduction**

The Town Council is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Town 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 greater participation of under-represented groups of staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff.

## **3. Policy**

### **3.1 RESPONSIBILITY FOR IMPLEMENTATION**

The Town 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 Town 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 on the progress made in achieving equalities targets to the Full Council. The Town Clerk has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures.

### **3.2 RESPONSIBILITY AND LIABILITY**

All members of staff remain personally responsible for ensuring that they act within the law. The Town 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 Town Council could be vicariously liable for actions carried out by staff purportedly in the Town 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.

### **3.3 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.

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

### **3.4 MONITORING AND EVALUATION**

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

### **3.5 ACTION PLANNING**

#### **3.5.1 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. Areas of identified inequality will be addressed.

3.5.2 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.

### **3.6 Training**

Line Managers with responsibility for staff will receive training in equality and diversity matters, including the relevant law and their duties.

### **3.7 COMPLAINTS**

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

### **3.8 EQUALITY AIMS**

**Gender** - The Town Council will publish a Gender Equality Scheme in accordance with the Gender Equality Duty. Workforce targets will be maintained and reviewed. The Town Council will promote a positive work life balance environment and develop family friendly policies.

**Age** - The Town 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 Town 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 Town 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 Town 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 Town 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. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.

## **4. Error Resolution**

If at any time we (Hornsea Town Council) are found to be in breach of the relevant rules, we shall endeavour to resolve the issue immediately.

## **5. Policy Controls**

### **5.1 Policy Compliance**

It is the responsibility of the Town Council and Council employees to comply with this policy.

### **5.2 Policy Review Criteria**

The following events may trigger a review of the policy;

- Changes to internal processes that affect this policy;
- Changes in regulation or legislation;
- A specific incident which necessitates a review of the policy;
- A specified review date being met.

### **5.3 Policy Review Period**

The policy will be reviewed within 24 months of implementation unless an alternative review criteria has been met.

## **6. Appendix**