



# BUDE-STRATTON TOWN COUNCIL EQUALITY & DIVERSITY POLICY

## Policy Monitoring & Updates

Date policy last updated	Updated by whom	Agreed review date
4 July 2019	Vicky Yaxley	

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Job Title: Resolutions Facilitator

Committee: Full Council

Date: 3<sup>rd</sup> October 2019

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## **Policy Aim**

Bude-Stratton Town Council (“the Council”) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination.

## **Policy**

The Council recognises its statutory duties under the Equalities Act 2010 in terms of service provision and employment and is committed to meet them by complying with this policy.

The Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the following protected characteristics defined in the Equality Act 2010:

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

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally.

Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop to their full potential and the resources of the workforce will be fully utilised to maximise the Council’s efficiency.

This policy covers all employees, Councillors, volunteers and contractors.

## **Recruitment & Selection**

Ensure that job advertisements are worded so as not to appear to favour or discourage applications from any group of people.

Avoid discriminatory questions during interview, for example, questions regarding marital status, family makeup or whether a candidate has any spent convictions, as the answers to

these questions will not affect a candidate's ability to do the job and should have no bearing on the recruitment decision.

When inviting a person with a disability to attend an interview, the Council will make special arrangements, so far as is possible, for them, discuss any disability objectively and only ask questions if relevant to the post applied for.

Ensure that during the decision making process, no candidate is discriminated against because of their: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

### **During Employment**

Ensure that all employees are treated equally and given access to training, promotion and development opportunities regardless of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

For disabled employees, reasonable adjustments must be made such as the necessity for fixed break times to allow medication to be administered or special access arrangements for people with limited mobility.

Employees will also avoid unfairly discriminating against fellow employees, job applicants or service users and they will be required to cooperate in the implementation of this policy and any associated procedures.

### **Policy Breaches**

Any breach of this policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment and victimisation, will be treated as gross misconduct.

### **Complaints**

Any employee who has a concern regarding the application of this policy should make use of the Council's grievance procedure.

### **Monitoring of the policy**

The Council will follow changes to legislation and Codes of Practice regarding Equal Opportunities and amend its policy accordingly.

**Keith Cornwell**

**Town Clerk**