



## **Llanwarne and District Group Parish Council**

### **LLANWARNE AND DISTRICT GROUP PARISH COUNCIL**

#### **Equality and Diversity Policy**

##### **Purpose**

Llanwarne and District Group Parish Council is committed to promoting equality of opportunity and equal treatment and this Policy aims to demonstrate that it will endeavour to ensure that every member of the public has equal access to its employment and development opportunities, to its services and to all its activities.

The Policy will act as a guide and frame of reference for the Parish Council's employees and Parish Councillors so that they can implement its equal opportunity objectives. As a result, employees and Parish Councillors will know what their responsibilities are.

The Policy will help the Parish Council to meet its legal and moral responsibilities to be fair, and members of the public will, through publicity of this Policy, have confidence in the Parish Council's objectives in terms of both employment and service provisions.

##### **Objectives**

This Policy is designed to ensure that equal opportunities exist in all Parish Council activities, defined as follows:

##### **Employment**

To ensure that no member of the public suffers discrimination and that everyone has equal access to employment within the Parish Council.

##### **Services**

To ensure that all services provided by, or on behalf of, the Parish Council are made available to all individuals and groups equally and without discrimination.

##### **Contracts**

To ensure that, within the limits of the law, all individuals, companies or organisations undertaking work, or providing goods or services for the Parish Council do not follow discriminatory practices. Councillors involved in drawing up specifications for competitive tendering should consider the specific needs of disadvantaged groups in service provision and ensure that, where the Parish Council is already offering services to meet such needs, they are included in the specifications.

**The Parish Council acknowledges that it has a role in the pursuit of opportunity for all and it seeks to work within the context of the Equality Act 2010.**

The Parish Council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and via the delivery of its services. In particular, the Council will work to combat discrimination and to ensure that prospective and present employees and those who may



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wish or wish to any of its services are not treated less favourably on the following grounds which are the identified Protected Characteristics as identified in the Equality Act.

### **The Protected Characteristics are:**

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity

Discrimination after employment may also be unlawful, e.g., refusing to give a reference for a reason related to one of the protected characteristics.

The Parish Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

### **Types of unlawful discrimination**

Discrimination can come in one of the following forms:

- Direct discrimination - treating someone with a protected characteristic less favourably than others.
- Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- Victimisation - treating someone unfairly because they've complained about discrimination or harassment.

### **Equal opportunities in employment**

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

Equal opportunities, fairness in the workplace and providing good quality services to the local community are all interlinked. It is recognised that individuals and groups continue to be unfairly discriminated against and it is the Parish Council's responsibility to promote good



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community relations, equality of opportunity and to tackle unlawful discrimination in all of its forms.

### **Employees & Recruitment**

The Parish Council shall provide an environment free from discrimination and harassment and it recognises the contribution made by staff from all backgrounds especially from those within the above Protected Groups.

The Parish Council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made **before** employment. An employer is not permitted to ask questions about a job applicant's health before offering work or, where not in a position to offer work, before including the applicant in a pool of applicants from whom the employer intends (when in a position to do so) to select a person to whom to offer work. If an employer does ask health questions before a job is offered and subsequently does not offer the person a job, the burden of proof will be on the employer to prove that there was no discrimination.

Advertisements for recruitment will not request applicants from a particular age range; neither will application form request dates of birth or other age-related details.

All application forms shall state that the Parish Council encourages applications from all, including and especially those from the Protected Groups.

In order not to discriminate against younger people, all application material will emphasise the importance of skills and potential, as well as experience.

The Parish Council will ensure that there is no age discrimination in relation to the dismissal of staff.

Any age discrimination shown to staff by other Staff Members, the Public or by the Council Members will be treated as a serious offence.

A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees. Person and job specifications shall be strictly limited to those requirements which are necessary for the effective performance of the job.

Information about job vacancies must be made available to all sections of the community (except in situations where, in line with relevant employment legislation, external advertising of vacancies is restricted).

### **Working practices**

The Parish 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



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variations to these standard working practices and will refuse such requests only if the Parish Council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Parish Council will comply with its obligations in relation to statutory requests for contract variations. The Parish Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

### **Equal opportunities monitoring**

The Parish Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs, and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process. The Parish Council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the Parish Council's privacy notices.

### **Training and Development Opportunities**

The Parish Council is committed to ensuring equality of opportunity in the development of both its staff and councillors.

All employees / members will be supported to undertake the training and development which they need to help them achieve and maintain a high standard of performance and will be given encouragement and support to achieve their full potential. This is in line with the Council's Training and Development Policy, which can be viewed on the website or at request.

Where employees / members with disabilities undertake training and development, appropriate arrangements will be made as necessary to ensure that all opportunities are equally accessible.

Policy Adopted: September 2025

Review Date: August 2027 or when legislation changes, whichever is sooner

### **Contact Details and Website**

Website: <https://llanwarnegroup-pc.gov.uk>

Clerks email: [clerk@llanwarnegroup-pc.gov.uk](mailto:clerk@llanwarnegroup-pc.gov.uk)