

# STOKESBY WITH HERRINGBY PARISH COUNCIL

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## EQUAL OPPORTUNITIES POLICY

### **Purpose**

Stokesby with Herringby Parish Council (hereinafter referred to as 'the Council') recognises that everyone has a contribution to make to our society and a right to equal regard. The Council will promote equality of opportunity for the Councillor, volunteer, organization, job applicant or individual to whom the Council provide services irrespective of disability, race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion or political belief, in so far as they comply with Equal Opportunity legislation and Codes of Practice, and that this is managed in such a way that the Council complies with Equal Opportunity legislation and Codes of Practice.

The Council aims to foster awareness of discrimination in all who work for and with the Council, and will encourage the removal of such discrimination. The Council aims to ensure that Parish Councillors, volunteers and staff working with individuals and with organisations for whom the Council provides services do not suffer discrimination, and where this occurs, the Council commits itself to taking positive action against such discrimination.

### **Stokesby with Herringby Parish Council is committed to:**

- addressing positively, opportunities for full participation within the organisation
- adopting an effective system to monitor its practice with regard to ensuring equality of opportunity
- promoting good practice with regard to equality of opportunity for organisations and individuals involved in the work of the Council.

### **In particular the Council will:**

- work to ensure that all its services are provided in a way that promotes awareness of the rights and needs of people who may otherwise be disadvantaged and enables all such people to have access to those services
- work to ensure that terms and conditions of employment and volunteering reflect a range of needs and interests that encompass people who may otherwise be disadvantaged. The Council is to ensure that no person receives less favourable consideration than others in the selection and appointment of staff or in the recruitment of volunteers.

### **Recruitment and promotion practices**

The Council will ensure equality of opportunity for all job applicants and volunteers; it will ensure that:

- application forms are continually reviewed to ensure structure and content are not open to discrimination
- when recruiting, the Council will develop personnel specifications which recognises the importance only of relevant experience or qualifications.
- acceptance of the Council's Equal Opportunities Policy is a condition of employment.

## **Service provision**

The Council will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effected by:

- consulting with groups and individuals with special requirements to identify how the Council services may be improved to meet their needs
- ensuring that all individuals who represent the Council are aware of, understand and operate this Equal Opportunities Policy.

## **Employer's responsibilities**

The Council:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy
- will ensure that all individuals within the Council, whether paid or unpaid, clearly understand and practise the principles contained in this Policy
- will not victimise anyone who has provided information about discrimination

## **Employee's / Users responsibilities**

All employees of the Council and users of its services:

- will be required to co-operate with measures introduced by the Council to ensure and promote equal opportunities
- will neither practise any form of discrimination nor use discriminatory language
- will draw to the attention of the Council any suspected acts of discrimination
- will not victimise anyone who has provided information about discrimination.

## **Complaints**

Any person who has a concern regarding the application of this policy or who wishes to raise a complaint should do so, in writing, to the Parish Clerk within 15 working days at the latest, of the alleged incident. An investigation will be conducted by a member of the Council who is independent of the concern or complaint, who will report to the Council. The decision of the Council will be final. The individual will receive written notification as to the outcome.

## **Key Contact**

Parish Clerk: [clerkstokesby@gmail.com](mailto:clerkstokesby@gmail.com) 01493 253041

Chairman of the Council: [rtyoungs37@gmail.com](mailto:rtyoungs37@gmail.com) 07930 428078

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