

# COLTISHALL PARISH COUNCIL EQUAL OPPORTUNITIES POLICY

## Document Control

**Adopted by the Council On:** 5th December 2023

**Next Review date:** December 2026

## 1. Background

The Equality Act 2010 applies to all organisations that provide a service to the public or a section of the public.

## 2. Council's commitment

Coltishall Parish Council aims to ensure that its services and activities meet the varied needs and expectations of the local people and that everyone has equal access to all services regardless of age, gender, sex and sexual orientation, disability, marital status, ethnicity, religious belief or any other individual characteristics which may limit a person's opportunity in life.

The Council will endeavour to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a characteristic and those who do not
- Foster good relations between people who share a characteristic and those who do not.

In order to promote equality of access to services the Council will aim to ensure the following:

- The services provided are in response to the needs of the whole community
- The Council will monitor views and take into account parishioner views
- The information on services and activities is widely available to ensure maximum awareness of provisions
- That in advertising and publicity the Council will be presented as an authority committed to promoting equality of access to employment and services
- That staff will be consulted and their contribution valued in the information and promotion of equality of access to Council services
- That staff will be trained and supported in carrying out their duties in line with implementing equal opportunities policies.

## 3. Monitoring

The Parish Clerk will establish appropriate systems to monitor the service delivery on the basis of age, gender, sex and sexual orientation, disability, marital status, ethnicity, religious belief or any other individual characteristics to ensure that they act fairly and without discrimination.

## 4. Employment

It is the policy of Coltishall Parish Council to afford equal treatment to all its employees and prospective employees. The aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, sex or sexual orientation, marital status, physical or other handicap.

Whilst the main responsibility for providing equal opportunity rests with the Council, individual employees also have responsibilities. The elimination of discriminatory practices depends upon the co-operation of all employees. In particular employees should:

- Co-operate with measures introduced to make sure there is equality of opportunity and no discrimination
- Ensure that they do not discriminate against colleagues
- Draw the Parish Clerk's attention to discriminatory acts or practices
- Not victimise individuals on the grounds that they have made a complaint or provided information about discrimination
- Not harass, abuse, bully or intimidate employees.

Where employees commit such acts in the course of their employment it will be considered a disciplinary matter and the appropriate action taken.