



Carn Brea Parish Council

Equality and Diversity Policy

Adopted on:	10th December 2020
Minute Number:	20/12/19
Review Date:	15th December 2022
Minute Number:	22/12/19
Reviewed by the Staffing Committee:	4th July 2024
Approved:	18th July 2024
Minute Number:	24/07/11b

Introduction

Carn Brea Parish Council is committed to providing equality of treatment and opportunity and diversity amongst its employees and Councillors and eliminating all forms of unlawful discrimination within the Council.

1 Purpose

Carn Brea Parish Council recognises that supporting equality is of primary importance. This policy will help the Council to meet its duty under the Equality Act 2010.

2 Context

Discrimination means treating someone less favourably because of who they are. The Equality Act 2010 protects employees and Councillors from unlawful discrimination at Work.

It is against the law to discriminate against anyone because of:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

These are called 'protected characteristics'

Discrimination may be direct or indirect and includes harassment and victimisation.

Employees and Councillors are also protected from discrimination if:

- They are associated with someone who has a protected characteristic, for example a family member or friend
- They have complained about discrimination or supported someone else's claim

4. Purpose

The purpose of this Policy is to provide equal opportunities to all employees and Councillors, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). The Council opposes all forms of unlawful and unfair discrimination; be it direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

Whilst the emphasis of this policy is on the fair and equal treatment of employees and Councillors, the principle of creating an environment, which eliminates unlawful discrimination, applies equally to the treatment of visitors, suppliers and other people who have contact with the Council.

5. Scope

This policy applies to all employees, volunteers, contractors and Councillors of Carn Brea Parish Council.

Both employers and their employees can be held responsible and liable for their actions where they breach the Equality Act.

6. Policy Statement

Carn Brea Parish Council is committed to providing equality of opportunity and will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, to its services and to all its activities.

We oppose all forms of unlawful and unfair discrimination, whether it be direct or indirect, victimisation or harassment on the grounds of any protected characteristic defined in the Equality Act 2010.

No employee, prospective employee or Councillor should receive unfair or unlawful treatment due to their characteristics. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability.

7. Employment

The Council endeavours to afford equal treatment to all its employees and prospective employees.

No Council employee or job applicant will receive less favourable treatment or be discriminated against on the basis of any protected characteristics.

8. As an Employee

Every employee is entitled to a working environment that promotes dignity and respect to all. Refer to the Dignity at Work Policy to be used in conjunction with this policy where appropriate.

All employees are required to treat one another with mutual respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual, irrespective of the position they have within the organisation.

9. Carn Brea Parish Council's Duties

These include:

- Making every effort to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
- Ensuring equality of opportunity between persons who possess a protected characteristic and persons who don't possess it.
- Fostering good relations between persons who possess a relevant protected characteristic and persons who don't possess it.
- Creating a workplace where individuals are valued, listened to and treated with respect.
- Maintaining a work environment that makes the best possible use of the skills, talents and abilities of all employees.
- Treating unacceptable behaviour seriously.
- Ensuring that all recruitment, selection and training procedures operate in a fair and non-discriminatory way, so that the best person to do the job is appointed.
- Considering sympathetically any request for flexible working, job-share, travel arrangements, child and dependent care leave.

10. Role of Councillors and Employees

Whilst the main responsibility for providing equal opportunity rests with the Council, individual employees also have responsibility. The elimination of unlawful discriminatory practices depends upon the co-operation of everyone.

11. Adherence to the Policy

It is the responsibility of the Council for the implementation and monitoring of the policy.

Employees and Councillors must:

- Co-operate with measures introduced to ensure equal opportunities and the elimination of unlawful discrimination.
- Ensure that they do not unlawfully discriminate against anyone.
- Draw the Parish Clerk's attention to unlawful discriminatory acts and practices.
- Not persuade or attempt to persuade others to practice unlawful discrimination.
- Not victimise individuals on the grounds that they have made a complaint or provided information about unlawful discrimination.
- Not harass, abuse, bully or intimidate others.

A breach of this policy by employees will be considered a disciplinary matter, with resulting action ensuing.

A breach of this policy by a Councillor may be considered a breach of the Code of Conduct and could be referred to the Monitoring Officer to review the case.

12. Reasonable Adjustments

The Equality Act requires us to provide reasonable adjustments for disabled people, defined by the Act as those who have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

13. Complaints

Any employee who believes that they have been the subject of unlawful discrimination should make use of the Council's grievance policy and procedures.

Any prospective employee wishing to make a complaint of unlawful discrimination should do so in writing to the Clerk within 10 working days of the alleged incident. An independent investigation will be conducted, and the findings reported to the Staffing Committee whose ruling will be final. The individual will receive written notification of the outcome.

14. Alternative Formats

Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by emailing the Parish Clerk – clerk@carnbreaparishcouncil.gov.uk.

15. Key Contacts

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Chairman of the Staffing Committee
Details available from the Clerk