

Dunnington Parish Council

DUNNINGTON PARISH COUNCIL EQUAL OPPORTUNITIES POLICY (STAFFING)

DATE OF ADOPTION – 11 October 2021

DATE OF REVIEW - APRIL 2022 (Annually Thereafter)

The Council has a duty to have regard for equal treatment of all in everything that it does – Equality Act 2010, Section 149.

INTRODUCTORY STATEMENT

Dunnington Parish Council aims to ensure that no job applicant or worker receives less favourable treatment on the grounds of race, colour, gender orientation, nationality, religion, ethnic or national origin, age, gender, gender reassignment or marital status, sexual orientation or disability. Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All workers will be given equal opportunity and access to training to enable them to progress both within and outside the organisation. The Council is committed to a programme of action to make this policy effective and will bring it to the attention of employees.

IMPLEMENTATION

In order to meet these aims Dunnington Parish Council will undertake the following:

1. Employment

- All workers and job applicants will be treated equally. There will be no discrimination on these grounds in the terms and conditions offered to workers or job applicants.
- All individuals will be selected and treated on the basis of their relevant merits, skills and abilities. This principle will apply to recruitment, promotion, training and development.
- Applicants will be invited to submit their CV and a covering letter to state why they are interested in the job. All letters and CV's will be assessed using the same scoring criteria for short listing/interviewing purposes. Interviews will be conducted objectively by three people. The Interview Panel will be composed of the Parish Council Chairman **or** Vice-Chairman plus two members of the Finance and Strategy Committee.
- The selection process will be reviewed, prior to any advertised vacancy, to ensure that the process is based upon skills, knowledge, experience and abilities which are appropriate to the particular job.
- An appropriate procedure will be put in place to deal with discipline and grievances and this will be reviewed regularly.

2. Training and Development

- Training opportunities will be made on a non-discriminatory basis.
- Annual appraisals of all staff will be undertaken **by a nominated parish councillor** together with a survey of skills interests and experience.
- A commitment to training and development will be incorporated into the annual budget and work planning.

3. Service Delivery

- Dunnington Parish Council will strive to ensure that the services it offers are accessible and follow equal opportunities principles.
- Dunnington Parish Council will review publications and written information, including its website, to reflect its commitment to equal opportunities and diversity.
- Reports and written material will be monitored and made available in other formats where possible to ensure accessibility. (e.g., large print on request).

4. Monitoring

- Monitoring will be central to this policy both in recruitment of staff and delivery of services.
- Appropriate records will be kept and reports will be made to the Council or its committees/sub-committees as appropriate.

5. Positive Action

- Should inequalities become apparent, positive action may be taken, in the best interests of the organisation, to redress the imbalance, wherever possible.
- Staff who feel that they have been discriminated against may use the Council's grievance procedure.
- All other users and stakeholders may use the Council's complaints procedure if they feel that they have been discriminated against.

The Model Equal Opportunities Policy template produced by the Yorkshire Local Councils Association in January 2020 for the purpose of its member councils and county associations and was used by Dunnington Parish Council.