

# CRAYKE PARISH COUNCIL

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## EQUALITY AND DIVERSITY POLICY

Adopted on: 17<sup>th</sup> November 2020

### Policy Statement

This Council is committed to pursuing an equal opportunities approach in the employment of its staff, its relationship with its councillors, and in the way in which services are provided for the public.

This Council recognises its statutory duties under legislation in terms of service provision and employment, and is committed to meet them by complying with this policy.

This Council is committed to promoting equal access to services, facilities and equality for all employees or job applicants irrespective of:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage or civil partnership
- Pregnancy or maternity

which are protected characteristics under the Equality Act 2010, and that this is managed in such a way that Council complies with Equal Opportunities legislation and Codes of Practice.

### Links with other Council Policies and Strategies

The Council's Equal Opportunities Policy is one of the most important policies and underpins all other corporate policies, procedures and strategies, therefore providing a strong foundation for Equality of Opportunity in the Council and the services it provides.

### Implementation

- 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.
- A standard application form will be used. Short listing and interviewing will be conducted objectively by at least two people using the same criteria.
- The selection process will be reviewed from time to time to ensure that it is based upon skills, knowledge 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.

### Training and Development

- Training opportunities will be made on a non-discriminatory basis.
- Annual appraisals of all staff will be undertaken 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.

## **Service Delivery**

- Council will strive to ensure that the services it offers are accessible and follow equal opportunities principles.
- Council is open to receiving any concerns, requests, or suggestions on improvements.
- 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 (e.g. large print on request).

## **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.

## **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.