

Rushmere St Andrew Parish Council – Internal Note

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EQUAL OPPORTUNITIES POLICY

1. Rushmere St Andrew Parish Council ('The Council') recognises that discrimination is unacceptable and has made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, councillor, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
3. The Council will ensure that the policy is circulated to any agencies responsible for recruitment, communicated to all private contractors, and a copy of the policy will be made available to all parish councillors and employees. It will be made known to all applicants for parish council vacancies and all applicants for employment.
4. The policy will be implemented in accordance with the appropriate statutory requirements and account will be taken of any relevant Codes of Practice and Standing Orders
5. The Council will maintain a neutral working environment in which no councillor, employee or worker feels under threat or intimidated.
6. The Council will endeavour through appropriate training to ensure that councillors or employees making selection and recruitment decisions will not unlawfully discriminate, whether consciously or unconsciously.
7. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
8. The Council will adopt a consistent, non-discriminatory approach to the advertising of vacancies and will not confine recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
9. All applicants who apply for membership of The Council via co-option or employment by The Council will receive fair treatment and will be considered solely on their ability for the respective position.
10. Interview questions will be related to the requirements of the job or councillor post and will not be of a discriminatory nature.
11. The Council will not disqualify any applicant for employment or position as a councillor because he/she is unable to complete an application form (where required) unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
12. Selection decisions will not be influenced by any perceived prejudices of other staff or councillors.

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