

POLICY:	EQUAL OPPORTUNITIES POLICY
Policy number:	LTC / EOP / 23 / v.2
Available to:	All Staff, Councillors & Public (via website)
Supersedes Version:	Equal Opportunities Policy - June 2015
Approved by:	Full Council
Approval date:	13/03/23
Review due:	March 2026 / or updated with legislative change

1. Description

Ludlow Town Council is committed to being an effective Equal Opportunities organisation. This means that the Council will do everything in its power to ensure that everyone is treated fairly and with respect at all times. Respecting and celebrating diversity as a vital part of the strength of our community.

This applies to all areas of the Council's activities; including recruitment, employment, and provision of Council services.

2. Purpose of this policy

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

3. Scope

3.1 Employees

All employees whether full-time, part-time, fixed-term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Town Council.

3.2 Service Users

The Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination.

All service users will be treated with respect. Actions, behaviour, and attitudes will consistently demonstrate respect for the dignity and worth of an individual.

The Council will, wherever appropriate, work in partnership with other agencies in the area; including the relevant unitary, county, district, and borough councils, voluntary groups, and community organisations to promote equal opportunities.

The Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, the Council comply with this Council's stated policy on equal opportunities.

The Council will work with others to ensure that our community is a safe place in which to live, work or visit.

The Council will listen and respond to the views of our communities through appropriate and widespread consultation and participation mechanisms, which are accessible to all.

The Council will ensure the communications we produce and the events we hold positively reflect and promote the diversity of our communities and are fully accessible.

4. Procedure

4.1 Commitment by the Town Council

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing society on a whole.

Breaches of the Equal Opportunities Policies will be regarded as serious misconduct and could lead to disciplinary proceedings and should be reported to the Town Clerk/Mayor.

4.2 Rehabilitation of Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Ludlow Town Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

The Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation,

responsibilities for dependants, age, physical/mental disability or offending background.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

5. Legal

Under the Equality Act 2010, it is unlawful to discriminate against an individual on the following grounds, known as protected characteristics:

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

With reference to **the Rehabilitation of Offenders Act 1974**, failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

6. Other relevant policies

Dignity at Work Policy
Bullying & Harassment Policy
Employee Wellbeing Policy

Implications

Wards Affected (All)

Financial (as stated in report)

Health & Safety (None specified)

Law & Order (None specified)

Environmental Implications (None specified)