



**Neuadd Y Dref Caerwys / Caerwys Town Hall**  
*Elusen Gofrestredig Rhif: 501027 / Registered Charity No: 501027*

## **EQUALITY, FAIRNESS AND DIVERSITY POLICY**

Caerwys Town Hall is committed to the 2010 Equality Act and 1998 Human Rights Act by developing an organisational culture that respects equality and human rights and welcomes and values difference in all aspects of its work. A commitment to equal opportunities and the fundamental rights of individuals is at the heart of our work.

### **Context & legislation**

It is within our ethos and values as an organisation to ensure that all staff, volunteers, families, funders and other stakeholders are confident that we will treat everyone with fairness, dignity and respect.

The Equality Act 2010 is a consolidating Act that defines nine protected characteristics: Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, and Sex and Sexual orientation.

The policy also reflects our commitment to the Human Rights Act 1998, the extension of the law on harassment and the Equality and Human Rights Commission's Codes of Practice for Employment, Equal Pay and Services, Public Functions and Associations.

Caerwys Town Hall is committed to a culture that does not tolerate victimisation, harassment or bullying.

### **Procedures**

#### **1. Committee of Trustees**

- 1.1 Trustees are responsible for ensuring that the organisation meets its legal responsibilities, including those relating to Equalities legislation.
- 1.2 Membership of the Caerwys Town Hall Committee of Trustees represents as wide a cross-section of the community as possible.
- 1.3 Trustees endeavour to ensure that the time, place and conduct of meetings enable all Trustees and potential Trustees and guests to have an equal opportunity to be involved.

## **2. Employment practices**

Caerwys town Hall does not currently employ staff but if they do at a future date, it will ensure it follows national guidance on recruitment procedures.

- 2.1 All job advertisements and job descriptions will state that we are committed to equality of opportunity.
- 2.2 All vacant posts will be advertised as widely as appropriate for the job to encourage applications from all sections of the community.
- 2.3 Monitoring forms will be separated from the application before short listing and used only after the selection process for monitoring purposes.

## **3. Service provision**

- 3.1 Caerwys Town Hall will keep in mind information about the population in the community/area in which it works, including hard to reach and disadvantaged groups.
- 3.2 The involvement of volunteers and service users is encouraged and their views on the services offered are taken into account when drafting strategic and operational plans and making policy decisions.

## **4. Access to services**

- 4.1 Caerwys Town Hall establishes positive links with a wide range of partner organisations in the area including those supporting hard to reach/disadvantaged groups.
- 4.2 Caerwys Town Hall publicises the availability of its services to all sections of the community by talks and presentations to groups and by providing user-friendly information about its services.
- 4.3 Caerwys Town Hall is sensitive to the communication needs of individuals and aims to meet them.
- 4.4 Every effort is made to select premises which are accessible and do not restrict the participation of anyone in the activities of the organisation.

## **5. Working with volunteers**

Caerwys Town Hall volunteers are a vital and invaluable resource.

- 5.1 All volunteers are expected to accept and work to the Equality, Fairness & Diversity policy.
- 5.2 Volunteers are welcomed from as wide a range of backgrounds as possible, taking into account the composition of the catchment area.
- 5.3 DBS checking is an essential part of the procedure for recruiting volunteers who have access to children or vulnerable adults.
- 5.4 The individuality and differences of volunteers are respected and the selection of volunteers will be based on the experience and skills of each individual.
- 5.5 Volunteers' expenses, if applicable, are paid promptly on receipt of relevant documentation.

## 6. Training

- 6.1 Trustees, staff and volunteers undertake equal opportunities awareness training as required.
- 6.2 Trustees will make sufficient training available within its budget for this expense. The individual needs of participants are taken into consideration in the design of courses and in the choice of venue.

Date approved:	Approved at Trustees' meeting held 24 <sup>th</sup> November 2025
Signed on behalf of Trustees: (please include printed name and role)	Carys Biddle Chair of Trustees
Date of review (at least annually):	No later than the end of November 2026