



# **CYNGOR TREF CAERWYS TOWN COUNCIL**

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## **EQUAL OPPORTUNITIES POLICY**

### **1. STATEMENT OF POLICY**

- 1.1** Caerwys Town Council seeks to employ a work force which reflects the diverse community at large, because it values the individual contribution of people irrespective of gender, sex, orientation, age, marital status, disability, race, colour, religion, ethnic or national origin and creed.
- 1.2** This Council will treat all of its employees with dignity and respect and will provide a working environment free from unlawful discrimination, harassment or victimisation.
- 1.3** This Council expects each individual employee to promote the spirit of its Equal Opportunities Policy. Each employee has a duty, both morally and legally, not to discriminate against other employees.
- 1.4** This Council will not tolerate acts which breach this policy and all instance of such behaviour, or alleged behaviour, will be taken seriously, be fully investigated and may be subject to this Council's disciplinary procedures.
- 1.5** This Council will provide services to its clients and members of the community without and any form of unlawful discrimination.
- 1.6** This Council is an equal opportunities employer, it recognises that, in the area of equal opportunities, effective policy and practice are a means of maximising the use of resources in the council and employees' best interests.
- 1.7** This policy consolidates this Council's approach to its statutory requirements set down in the Race relations Act (1976), Race relations (Amendment) Act 2000, Sex Discrimination Act (1975), Equal Pay Acts, Disability Discrimination Act 1995, Equality Act (2010) or Human Rights Act (1998) etc., and all other relevant employment legislation.
- 1.8** This Council recognises that a number that of groups can be disadvantaged because of factors such as race, colour ethnic or national origins, sex, marital status or disability. The aim of this policy is to ensure that no job applicant or employee received less favourable treatment on these statutory grounds, or other grounds irrelevant to the requirements of the post.
- 1.9** This Council Council's objective that this policy remains fully effective.

## **2. RECRUITMENT, PROMOTION AND RETENTION**

- 2.1** No job applicant or employee is to be disadvantaged by conditions or requirements, which cannot be shown to be justifiable.
- 2.2** Selection criteria are, and will continue to be scrutinised to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.
- 2.3** This Council will endeavour through its current training programme to ensure that employees making selection decisions do not discriminate.
- 2.4** Applicants shall be informed that this Council is an equal opportunities employer.
- 2.5** This Council will publicly advertise new posts both internally and externally at the same time. This will ensure that advertisements are aimed at as wide a group of suitably qualified and experienced people as possible. Advertising by word of mouth exclusively is not acceptable.
- 2.6** All employees will be given equal opportunities and where appropriate specific training to progress within this Council's service.
- 2.7** In the event of a redundancy situation this Council will not discriminate unfavourably in its selection of redundancy on the grounds outlined in paragraph 1.8.

## **3. TRAINING**

- 3.1** It is the policy of this Council that it will not discriminate in the provision of training.

## **4. DISABLED PEOPLE**

- 4.1** This Council recognises the potential additional needs of disabled people and the aim of this policy is to ensure that all people have equal opportunities available throughout its service'
- 4.2** This Council will adopt procedures, which will give disabled persons full and fair consideration for all vacancies. It will retain newly disabled employees wherever possible. Training will be provided wherever possible. It will give positive consideration to appropriate schemes of assistance provided by Government agencies, which could result in the engagement of a disabled person or in the retention the services of a newly disabled employee.
- 4.3** Disabled employees will be given full and fair opportunities for career development and, where appropriate, specific training to progress within this Council's service.
- 4.4** This Council will recognise the special needs of registered disabled persons faced with redundancy.

## **5. CONDITIONS OF SERVICE AND FACILITIES**

- 5.1** This Council will not discriminate in the interpretation of National and Local Conditions of Service.

5.2 This Council will not discriminate in the provision of facilities to staff.

## 6. **GRIEVANCE AND DISCIPLINE**

6.1 Any complaints of discrimination against employees will be pursued through the appropriate grievance procedure.

6.2 This Council's disciplinary procedure may be used in the case of a breach of policy.

## 7. **COMMUNICATION, REVIEW AND MONITORING OF POLICY**

7.1 The Clerk will have responsibility for bringing the policy to the attention of all the Council staff and for ensuring that policy remains effective.

7.2 This Council will from time to time undertake a broad assessment of its workforce derived from information available to it. All information will be collated and presented in the form of impersonal statistics.

7.3 The policy will be the subject of review from time to time, which will include a detailed study of a selected area of this Council's activities.

**This Policy was adopted by Caerwys Town Council, on the 19<sup>th</sup> October, 2021 - under Minute number: 7(D). 208/21 and will be reviewed in October each year; as per Council Minute book.**

2025