



Equality and Diversity Policy

Document Details

	Date	By
Drafted	June 2019	Stacey Bellamy
Reviewed	August 2019	Policy Committee
Adopted	4 th September 2019	Full Council
Revision due	August 2020	

Our commitment to Equality and Diversity

Market Weighton Town Council is promoting and valuing diversity in every aspect of the work it carries out. We will strive to ensure that:

- We treat all individuals fairly, with dignity and respect
- The opportunities we provide are open to all
- We benefit from the skills, talents and experience offered by a diverse workforce reflecting all sections of our communities
- We build a working environment based on inclusiveness and merit

What is discrimination?

Market Weighton Town Council believes that discrimination can take one or more of the forms set out below:

Direct discrimination is treating one person less favourably than another in the same or similar circumstances or segregating them from others solely because they are, for example, a lesbian, a gay man or because they have a disability or illness. Refusing to employ someone who has the required skills because they are deaf or because they are pregnant would constitute such discrimination.

Indirect discrimination occurs where there is a requirement or condition which applies equally to everyone but which, in practice, has an adverse impact on particular group and cannot be justified. For example, an unnecessary physical or age requirement against women or disabled people. The setting of language tests, where language skills or fluency are not really needed for a job, is another example.

Abuse and/or harassment – discrimination also covers actions which amount to abuse and/or harassment of people or groups of people because, for example, they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man or have a disability or illness.

Victimisation occurs when a person is treated less favourably or is discriminated against because she/he has pursued or intends to pursue their rights in respect of an alleged discrimination.



Discrimination – Market Weighton Town Councils commitment.

We are opposed to all forms of discrimination on the grounds of all protected characteristics e.g. race, age, gender, sexual orientation, marital status, HIV status, disability, religion or belief, or the imposition of any condition or requirements that do not accord with the principles of fairness and natural justice.

We are committed to monitoring our employment practice through various means (workforce monitoring, perceptions surveys, etc.) to identify and address any issues related to equality and diversity and to eliminate any potentially discriminatory practices.

We will develop and promote specific policies or initiatives e.g. race equality and disability equality, through dedicated schemes and action plans with the aim of ensuring an environment free from discrimination or to improve the diversity of the workforce in any under-represented areas.

Scope

The policy applies to all those who carry out work on behalf of Market Weighton Town Council whether directly employed, elected or otherwise.

Recruitment, selection and induction

Our recruitment processes are designed to attract applications from all sections of society and to ensure fair treatment throughout the recruitment and selection process. These include:

- Carrying out diversity monitoring of all applicants for jobs and reviewing such information regularly to identify any diversity issues that should be addressed.
- Checking that job and candidate specifications are relevant and non-discriminatory.
- Ensuring that the wording and images used in job adverts reflect and appeal to all sections of society.
- Ensuring that jobs are advertised to reach the appropriate audiences without disadvantaging or excluding certain sections of society.
- Communicating our policy to recruitment and employment agencies.
- Short-listing only those people whose skills and qualifications most closely match the job specification, although all applicants with a disability who meet essential requirements for the job will be guaranteed an interview.

Using fair and consistent selection methods based on assessment of skills and competencies.

Keeping records of the recruitment and selection process, including interview notes and assessments.

Monitoring recruitment and selection to ensure equality of opportunity throughout the process and if necessary, taking steps to eliminate any potentially discriminatory practices.

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Offering effective induction and training to all recruits and making reasonable adjustments to the working environment or work arrangements to assist people with disabilities to secure their integration in the workforce.

Promotion and career development

Promotion and career development opportunities are open to all, unless there are justifiable reasons for ring-fencing access to jobs in specific circumstances, e.g. for staff at risk of redundancy due to organisational change.

In making decisions on promotions and career development, Market Weighton Town Council will make decisions based on assessment of talent and experience, rather than on assumptions based on race, age, gender, marital status, disability or other discriminatory grounds. Please refer to Staff Development Policy.

Miscellaneous

Office accommodation

Market Weighton Town Council will make every effort to ensure that premises used in relation to its work are accessible and inviting for all members of the community.

Purchasing

Market Weighton Town Council reserves the right not to purchase goods and services from agencies whose activities are contrary to the principles outlined in this policy.

Promotion of policy

Copies of this policy will be freely available to staff, volunteers and any other interested parties. A laminated copy of the Equal Opportunities Statement of Intent, together with a named contact for more information, will be placed in a prominent position in the Market Weighton Town Council offices.

Travel

Market Weighton Town Council recognises that not everyone has access to personal transport or is able to use it and will plan its services and activities with this in mind.

Implementation and monitoring

Monitoring of the Equality and Diversity policy and its implementation is the responsibility of the Policy Committee. The sub group will review the policy annually.

Induction for councillors and new staff will include a briefing on the Equality and Diversity policy.

A copy of the Equality and Diversity policy and Equality Action Plan will be given to all new staff, committee members, new members of Market Weighton Town Council and to any other member on request.

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Training will be provided for employees, members and volunteers on cultural awareness, disability awareness and other subjects that will develop equality and diversity.

Councillors

All councillors will affirm their commitment to Equality and Diversity by aiming to reflect a fair balance and representation of the local community and should endeavour to redress any imbalance of under-represented groups.

Related Documents

Staff Contracts of Employment
Harassment and Bullying Policy