



**Newquay**Council

**Corporate**Service

**Name of Policy:**

**Equality & Diversity Policy**

**Date of Inception:**

[Empty yellow box for date of inception]



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

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## **1.0 Policy Background**

- 1.1 This policy document outlines the Council's position on equality and diversity.

## **2.0 Policy Statement**

- 2.1 Newquay Town Council is committed to meeting the varied needs and circumstances of its residents and employees and to ensuring that services are equally appropriate to all without discrimination.
- 2.2 The Council's goal is to support the development of strong, secure, self-reliant, self-confident communities, free from unlawful discrimination.
- 2.3 In support of this commitment, the Council has adopted a policy statement for employment and service delivery. This policy underpins all corporate policies, procedures and strategies so that it is integral in the operations of Newquay Town Council and the conduct of Councillors, employees and partners.

## **3.0 Employment**

- 3.1 No Council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, marital status, sexual orientation, gender, trade union activity, HIV status, age, religious or political beliefs, disability or will be disadvantaged by conditions or requirements which cannot be justified.

## **4.0 Service Delivery**

- 4.1 The Town Council will ensure that its services, including the ones carried out in partnership with any other agency are available equally to all, regardless of race, gender, colour, nationality, ethnic origins, marital status, sexual orientation, disability, HIV status, age, religious or political beliefs, making sure that no one is disadvantaged by conditions which cannot be justified.

## **5.0 Legislation**

- 5.1 In developing this Policy, Newquay Town Council has taken into account all current appropriate legislation; the Equal Opportunities Commission (EOC) guidelines, the Commission for Racial Equality (CRE) Code of Practice, the Disability Rights Commission (DRC) guidelines.

## **6.0 Discrimination and Harassment**

- 6.1 Newquay Town Council will take action to ensure that all forms of discrimination are eradicated from its policies and practices.
- 6.2 Discrimination occurs when someone is treated less favourably because of his or her colour, disability, race, nationality, religion or beliefs, gender, sexual orientation, HIV status and age.
- 6.3 Legally, it is not necessary to prove that someone intended to discriminate: it is sufficient only to show that the outcome of an action was less favourable treatment. Less favourable treatment can take many forms – words, actions or failure to provide opportunities or services and can be perpetuated by individuals, groups or institutions.
- 6.4 Newquay Town Council recognises that harassment and discrimination of employees and service users is unacceptable and is working towards building an organisational culture that reinforces this belief. The Council is committed to addressing harassment of employees and service users, since it is a barrier to achieving its equalities objectives.

## **7.0 Equality in Employment**

- 7.1.1 Newquay Town Council recognises the value of a workforce in which people from differing backgrounds are encouraged to introduce fresh ideas and perceptions, enabling it to deliver high quality services to all members of the community.
- 7.1.2 To underpin its commitment to equality in employment, the Council:

- 7.1.2.1 Will ensure that all recruitment, selection and training procedures operate in a fair and non-discriminatory way, so that the best person to do the job is appointed
- 7.1.2.2 Will consult regularly with the Cornwall Association of Local Councils and other agencies to identify gaps in its employment policies and take action to remedy them
- 7.1.2.3 Will consider sympathetically any request for flexible working, job-share, travel arrangements, child and dependent care leave and will guarantee interviews for disabled people who meet the essential criteria for a job

## 8.0 Responsibilities

- 8.1 The accountabilities and responsibilities in relation to this policy can be summarised as follows:
  - 8.1.1 **Town Councillors will** take the lead in promoting equality, ensuring equality issues are given due consideration within their area of responsibility, in decision-making and in monitoring services.
  - 8.1.2 **The Town Clerk will** actively support and assist the equality work by:
    - 8.1.2.1 Monitoring the performance of the Town Council's services, agreeing the necessary action and maintaining a commitment to the Council's equality work
    - 8.1.2.2 Being pro-active in developing a service led approach to equality development
    - 8.1.2.3 Working within the framework of the agreed Commission for Racial Equality's standards
  - 8.1.3 **Other employees will** have responsibility for implementing the policy as an integral and core element of the work of the Town Council. Employees also support the Town Council in meeting the requirements of this policy; seek training

opportunities and personal development, as appropriate.

- 8.1.4 **Training will** be provided to employees and councillors; as identified from time to time in order to raise awareness of equality issues and to ensure compliance with this policy.

## **9.0 Conclusions**

- 9.1 This policy will be reviewed on a regular basis and updated as necessary. This is a framework within the Town Council and its employees can work towards making the policy a reality.
- 9.2 The Town Council has approved a complaints procedure, details of which can be found on the Town Councils website, [www.newquaycouncil.co.uk](http://www.newquaycouncil.co.uk) or obtained from the Town Clerk's Office at Newquay Town Council, Municipal Offices, Marcus Hill, Newquay TR7 1AF or email [office@newquaycouncil.co.uk](mailto:office@newquaycouncil.co.uk)
- 9.3 For further information about this policy or the work of Newquay Town Council, please contact the Town Clerk at the above address.

## **10.0 Alternative Formats**

- 10.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Clerk's Office.

## **11.0 Freedom of Information**

- 11.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.newquaycouncil.co.uk](http://www.newquaycouncil.co.uk).

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