

Seascale Parish Council

EQUALITY & DIVERSITY POLICY

Policy Statement

Seascale Parish Council is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Seascale Parish Council aims to create a culture that respects and values each others' differences, promotes dignity, equality, and diversity, and encourages individuals to develop and maximise their true potential. We are committed wherever practicable to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

Purpose

The purpose of this policy is to provide equality and fairness for all in our employment and in the provision of services and not to discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, or age.

Seascale Parish Council opposes all forms of unlawful and unfair discrimination. All employees and volunteers, whether part-time, full-time, or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering, or any other benefit will be on the basis of skills and ability.

Principles

Seascale Parish Council's commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our employees and volunteers are recognised and valued.
- To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated.
- To ensure training, development and progression opportunities are available to all.
- To promote equality in the workplace, which it believes is good management practice and makes sound business sense.
- To regularly review all employment and volunteering practices and procedures to ensure that no job applicants, staff or volunteers are treated less favorably than others.
- To review services to ensure they are accessible and appropriate to all groups within society.
- To treat breaches of the equality policy seriously and to take disciplinary action when required.
- To provide information and training to all employees and volunteers so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it.
- To monitor and review the policy as and when required.

Procedures

Seascale Parish Council will act positively in using the Equality and Diversity Policy as a means of making public its commitment to provide equal opportunities to all present and future employees and volunteers. Seascale Parish Council encourages all employees to apply for suitable opportunities and to seek training for promotion or in particular skills.

The Equality and Diversity Policy forms part of all contracts of employment.

Training in Equality and Diversity is provided as required.

Any form of discrimination by an employee or volunteer is treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure.

Recruitment

Job descriptions and Person Specifications are prepared for all posts. The job description indicates the responsibilities and tasks to be undertaken by the job holder. The Person Specification describes the qualifications, skills and abilities required.

A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the specification are discriminatory on the grounds quoted in the Policy Statement.

Advertising

Seascale Parish Council will use a range of advertising methods in order to attract the widest pool of appropriate applicants. Vacancies for new and existing jobs will normally be advertised internally and externally.

All our advertising will:

- Contain the statement Seascale Parish Council is an 'Equal Opportunities Employer'.
- Ensure that we do not exclude, discriminate against, or discourage any particular group from applying nor make it difficult for anyone from such a group to apply.
- Refer to the job description and person specification in order to give information about the requirements of the job.
- Give clear instructions about obtaining the application pack.

Applications and short-listing

All applicants will be asked to submit a CV and covering letter with information essential and relevant to the appointment.

Applications will be short-listed on the basis of objective criteria and the extent to which candidates have shown, in their application, that they meet the required Person Specification, and can carry out tasks and responsibilities required of the post-holder.

Short-listed candidates will be invited to an interview. The Personnel Committee will be responsible for short-listing. Interviewing and selection of candidates will be clearly informed by the selection criteria and its consistent application.

Interviewing

All interviews will be carried out by the Personnel Committee.

The questions asked will seek to gather objective evidence in support of the job description and person specification. The same questions will be asked of all candidates applying for the job. Disabled candidates will be asked if they need support during the interview process or adjustments should they be offered the position. Notes will be taken and evidence gathered against the job description and person specification.

All candidates will be asked about their eligibility to work.

Selection

All candidates will be scored against the job description and person specification. The highest scoring applicant will be offered the position. Offers will be made to successful candidates, subject to satisfactory references.

All unsuccessful candidates will be informed of the result of their application and offered brief feedback.

Ex-Offenders

Seascale Parish Council will not discriminate against ex offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.

Induction and Training

All employees and volunteers will be required to follow an appropriate induction process to ensure they are equipped to do the job. All employees and volunteers will receive training on the Equality and Diversity policy if required.