

**CYNGOR CYMUNED
MANORDEIFI
COMMUNITY COUNCIL**

EQUALITY & DIVERSITY POLICY

Version control			
Current version number		V1	
Date of last review		30/9/23	
Date of next review		September 2025	
Amendment history			
Version no.	Date/Minute	Summary of amendments	Author
V1 (draft)	30/9/23	Creation of policy	JK (Clerk)
V1	10/10/23 7d (iii)	Approved by Council	

Introduction

Manordeifi Community Council is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation (known as protected characteristics).

It is unlawful to discriminate against a person because of a protected characteristic and this policy aims to ensure that no one associated with the council receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

The council has a duty to make reasonable adjustments to ensure that a person with a disability is not put at a disadvantage.

This policy applies to councillors, employees and members of the public accessing council services.

The council has clear procedures that enable service users, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

Breaches of the equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

The council as an employer

All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The council as a whole has responsibility for implementing and monitoring the Equality and Diversity Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

Commitments as an employer:

- To create an environment in which individual differences and the contributions of staff are recognised and valued.
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

The council as a service provider

Any one in contact with the council is entitled to be treated with dignity and respect. We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

The council and its members

Manordeifi Community Council will ensure that all applications to serve on the council (whether via election or co-option) will be treated equally.

The council will make reasonable adjustments where necessary, so that any obstacles a person faces as an elected member relating to a protected characteristic, are removed, reduced or prevented.

Manordeifi Community Council will maintain a working/meeting environment that is inclusive, free of discrimination, harassment and bullying, where individuals are treated with dignity and respect.

The council will encourage members to highlight discrimination and challenge unacceptable language and behaviour.

The council will publicise council vacancies widely within the community.

Review

This policy will be reviewed every two years, or upon changes in legislation.