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**Ketton Parish Council Equal Opportunity Policy**

Ketton Parish Council is committed to providing the highest quality of provision and service and recognises that the implementation of an effective Equal opportunities Policy is an integral part of such an approach.

STATEMENT

Ketton Parish Council, as a corporate body, has responsibilities as an employer, a service provider and a public authority. We aim to ensure that no Ketton Parish Councillor, employees, volunteers, organisation, job applicants or individuals to whom we provide services, will be discriminated against by the Council on any unfair grounds whatsoever.

The purpose of this policy is to provide equal opportunities to all, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. Ketton Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

All councillors, employees and volunteers of Ketton Parish Council will be treated fairly and equally. Selection of councillors, employees and volunteers for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All councillors, employees and volunteers will be helped and encouraged to develop their full potential and the talents to maximise the efficiency of the organisation.

COMMITMENT

Ketton Parish Council commits to uphold the principles and practices of equal opportunity and recognises that it is the duty of all councillors, employees and volunteers to accept their personal responsibility through the following commitments:

1. Recruitment and Development

Ketton Parish Council will actively promote equal opportunities throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable irrespective of whether they are voluntary, temporary, part time or full time.

Ketton Parish Council will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect discrimination.

Every effort will be made to ensure that advertisements are placed on the parish notice board and the website so that as wide a readership as possible has access to the vacancies.

Reasonable adjustments will be considered in order to meet the needs of employees, prospective employees, councillors and volunteers with disabilities.

The Parish Clerk will seek to ensure that all comply with these principles.

2. Protected Characteristics

The Council uphold and understand the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

The Council oppose all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

3. Communication

The principles in this Policy will be brought to the attention of all councillors and employees.

All are encouraged to bring to the attention of the Parish Clerk any act of discrimination they observe.

Any councillors and employees who are newly disabled are encouraged to bring this to the attention of the Clerk to enable a review of their treatment to be made. This review will include an assessment of physical features and arrangements to ensure that these do not place the disabled person at a substantial disadvantage. Where they do, reasonable adjustments will be considered.

4. Compliance

All councillors, employees and volunteers are expected to comply with this policy and to ensure that such conduct does not occur. Appropriate disciplinary action including summary dismissal for serious offences will be taken against any individual who violates this policy.

Unlawful discrimination may also be subject to criminal proceedings. All such cases will be dealt with under the Grievance and Disciplinary Procedure.

5. Monitoring

The effectiveness of the Equal Opportunities Policy will be monitored and reviewed on an annual basis by the Full Council.

**Adopted by the Ketton Parish Council**: June 19th 2019

**Meeting minutes reference: 2019/06/12**

**Review:** June 2020