

KIDWELLY TOWN COUNCIL

EQUAL OPPORTUNITIES POLICY

Introduction

Kidwelly Town Council is firmly committed to being an Equal Opportunities Organisation. Equal Opportunities means a fair chance to all to access and benefit from Council services and products, acknowledging, respecting and valuing people's differences. This policy will also serve to improve the standard of service delivery to our customers. The success of the policy depends upon the full support of every Member of the Council and on its employees. All Members and employees will be expected to reflect this policy in their day to day dealings with colleagues and clients.

Recruitment and Selection

We want the best possible people in terms of ability, attitude, enthusiasm and potential to work for Kidwelly Town Council and these are the only criteria we will use when looking to recruit, promote and train people. Kidwelly Town Council will seek to ensure that organisations contracting to provide services operate similar policies to the above.

Kidwelly Town Council will ensure that no criteria, condition or requirement which cannot be shown to be relevant to the performance of the job is applied in the recruitment and selection process.

Equal Opportunities Training

The Council will ensure that all employees are provided with training to develop their awareness of Equal Opportunities issues. Members have a responsibility to be fully acquainted with the Equal Opportunities Policy in order to actively promote it and to carry out any duties in appointment panels and at grievance and disciplinary interviews. Awareness of the Equal Opportunities Policy will be an integral part of the induction training programme for all new employees and will be incorporated into other training as necessary.

Career Development

Training and development opportunities will be equally available to all Council staff. This policy aims to ensure that individuals are appraised, selected and assessed solely on their merit to perform the duties of the post.

Practices and procedures used to appraise staff will regularly be monitored, co-ordinated and reviewed by the Council.

Work and the Family

Kidwelly Town Council is committed to “family friendly” working practices which enable staff to combine work and domestic responsibilities.

Monitoring

The Town Clerk will be responsible for monitoring the operational effectiveness of the Equal Opportunities Policy.

Discrimination

Discrimination is defined by law as being either direct or indirect:

Direct Discrimination

Treating a person less favourably on grounds of gender, ethnic origin, disability, age, religion, sexual orientation or previous convictions than others are or would be treated in the same or similar circumstances.

Indirect Discrimination

Applying, in any circumstances a requirement or condition which, although applied equally to all persons is such that a considerably smaller proportion of people covered by the grounds referred to above can comply with it and it cannot be shown that the requirements or conditions are justifiable.

Harassment

Harassment is described by the Equal Opportunities Code of Practice as:

“Unreciprocated and unwelcome comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee’s job security or create an intimidating working environment”. Harassment can be personal, sexual, racial, directed against lesbians or gay men, or people with disabilities.

Kidwelly Town Council will not tolerate any form of harassment and any allegations may be subject to the appropriate disciplinary procedures.

Grievance Procedure

If any employee considers that she/he is suffering from unequal treatment on the grounds of sex, age, marital status, creed, colour, sexual orientation, race, ethnic origin, religion or disability, she or he may make a complaint which will be dealt by the Establishment Committee of the Council.