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# Humber, Ford & Stoke Prior Group Parish Council

## Equality and Diversity Policy

Adopted on 16 March 2016

Amended on May 2022

Amended May 2025

The Group Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity amongst our community.

To that end the purpose of this policy is to provide equality and fairness for all and not to discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex and sexual orientation.. We oppose all forms of unlawful and unfair discrimination.

### **As an employer**

Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

All employees, 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 organisation.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee 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.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually to ensure it is compliant with current equal opportunities legislation and utilises, as far as is practicable, Advisory Conciliation and Arbitration Service (ACAS) guidelines and best practice.

### **As a community leader and advocate**

We are committed to creating a socially inclusive and cohesive community by:

- Promoting equal opportunity and equal access to employment, services and information.
- Identifying and addressing the barriers that different groups face to participation in community life.
- Working towards ensuring fair and equitable resources.
- Respecting the diversity of our community.
- Working with others to ensure that the group parish is a safe place in which to live, work or visit.
- Listening and responding to the views of our communities through appropriate and widespread consultation and participation mechanisms, which are accessible to all.
- Ensuring the communications we produce and the events we hold positively reflect and promote the diversity of our communities and are made fully accessible.

### **As a service provider**

We are committed to ensuring that our services are accessible to all and responsive by:

- Ensuring our customers are aware of our services and that we deliver our services in ways that are sensitive to customers' needs.
- Ensuring that all those in the community are able to visit our offices, community halls and open spaces.
- Ensuring that the information we provide about our services is accessible to our community.
- Consulting and involving all sections of our community in the development and monitoring of our policies and services in ways which enable people to participate.

### **As a procurer of goods and services**

We are committed to ensuring that those contractors and others from whom we procure goods and who deliver our services share and implement our equality vision and values by:

- Demonstrating that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery for all, as appropriate to the nature of the contract concerned.

### **Complaints relating to this policy**

Any person other than an employee of the Council is entitled to make a complaint to the Council if it is felt that the standards defined in this policy have not been followed. The complainant should write to the Clerk ([clerk@hfspgroupparishcouncil.gov.uk](mailto:clerk@hfspgroupparishcouncil.gov.uk)) giving detailed reasons for their complaint and describing the evidence to support their complaint. Depending on the circumstances the Clerk will either lay the complaint before Council for resolution or if necessary engage an independent person to examine the complaint.

The complaint will be acknowledged within 5 working days and updates will be provided to the complainant on a regular basis until the complaint is resolved.

Employees of the Council should use the Grievance procedure to register complaints about breaches of this policy.