

KIRKBY THORE PARISH COUNCIL

Equal Opportunities Policy

Kirkby Thore Parish Council recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no Kirkby Thore Parish Councillor, volunteer, organisation, job applicant or individual to whom we provide services, will be discriminated against by us on any unfair grounds whatsoever.

We aim to foster awareness of prejudices in all who work for and with Kirkby Thore Parish Council, and we aim to encourage the removal of such prejudices.

We also aim to ensure that Kirkby Thore Parish Councillors, volunteers and employees working with individuals and with organisations for which the Kirkby Thore Parish Council provides services do not suffer discrimination, and where this occurs, Kirkby Thore Parish Council commits itself to taking positive action against such discrimination.

Kirkby Thore Parish Council is committed to:

- addressing positively opportunities for full participation within the organisation
- adopting an effective system to monitor its practice with regard to ensuring equality of opportunity
- promoting good practice with regard to equality of opportunity for organisations and individuals involved in the work of Kirkby Thore Parish Council.

In particular Kirkby Thore Parish Council will:

- work to ensure that all its services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to have access to those services
- work to ensure that our terms and conditions of employment and volunteering reflect a range of needs and interests that encompass people who may otherwise be disadvantaged.

The policy of Kirkby Thore Parish Council is to ensure that no person receives less favourable consideration than others in the selection and appointment of employees or in the recruitment of volunteers.

Recruitment and promotion practices

Kirkby Thore Parish Council will ensure equality of opportunity for all job applicants and volunteers; it will ensure that:

- application forms are continually reviewed to ensure structure and content are not open to discrimination
- when recruiting, the Parish Council will develop personnel specifications which recognises the importance only of relevant experience or qualifications.
- acceptance of the Parish Councils Equal Opportunities Policy is a condition of employment.

Service provision

Kirkby Thore Parish Council will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effected by:

- consulting with groups and individuals with special requirements to identify how the Parish Council services may be improved to meet their needs
- ensuring that all individuals who represent the Kirkby Thore Parish Council are aware of understand and operate this Equal Opportunities Policy.

Employer's responsibilities

Kirkby Thore Parish Council:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy
- will ensure that all individuals within Kirkby Thore Parish Council, whether paid or unpaid, clearly understand and practise the principles contained in this Policy
- will not victimise anyone who has provided information about discrimination
- It shall be the responsibility of the Chairman to keep Kirkby Thore Parish Council fully up to date with developments or difficulties relating to the implementation of this Policy.

Employee's / Users responsibilities

All employees of Kirkby Thore Parish Council and users of its services:

- will be required to co-operate with measures introduced by the Parish Council to ensure and promote equal opportunities
- will neither practise any form of discrimination nor use discriminatory language
- will draw to the attention of the Parish Council any suspected acts of discrimination
- will not victimise anyone who has provided information about discrimination.

Review

This Equal Opportunities Policy will be reviewed by the Kirkby Thore Parish Council annually at the Annual General Meeting.

This policy has been agreed and approved by Kirkby Thore Parish Council.

Signed:



Chairman (Kirkby Thore Parish Council)

Dated: 13/5/2013