

# WELLINGTON TOWN COUNCIL



## EQUAL OPPORTUNITIES POLICY

**Wellington Town Council is an Equal Opportunities Employer**

### **The Policy**

Wellington Town Council is committed to being an effective Equal Opportunities organisation. This means it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to employment opportunities, Council services and all Council activities.

### **As an Employer**

All Councillors and employees are required to treat one another with mutual respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual, irrespective of the position they have within the organisation.

Wellington Town Council is making every effort to create a workplace where individuals are valued, listened to and treated with respect.

The Council maintains a work environment that seeks out and values the insight, experience, contribution and full participation of all staff.

Harassment and discrimination in any form is unacceptable behaviour and offenders will be subject to disciplinary action.

### **As a Service Provider**

Wellington Town Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination.

Councillors and staff will ensure that all service users are treated with respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual. This requirement extends to volunteers work with or on behalf of the Council.

The Council will, wherever appropriate, work in partnership with other agencies in the area, including the County and District Councils, voluntary groups and community organisations to promote equal opportunities.

Contractors supplying goods and services or executing works for, or on behalf of, the Council must comply with Wellington Town Council's equal opportunities policy.

## **The Policy in Action**

### **As an Employer**

Wellington Town Council will achieve the aims of this policy by:-

- ensuring its employees are made aware of their rights and responsibilities to each other, the customer and the organisation regarding equal opportunities issues;
- providing responsive availability so individuals can communicate any concerns via competent named personnel;
- treating any unacceptable behaviour seriously;
- ensuring all Managers realise they have a key role in implementing this policy and are expected to take personal responsibility in ensuring its success;
- providing awareness training for all employees, Councillors and volunteers, ensuring opportunities to develop relevant competencies are available to implement the policy;
- meeting the commitments and living the aims of being a "Positive about Discrimination" employer.

### **As a Service Provider**

Wellington Town Council will achieve the aims of this policy by:-

- providing training for all staff in equal opportunities awareness and customer care, emphasising equality of treatment in service delivery;
- ensuring that no member of the public is disadvantaged, or treated less favourably than others, in terms of access to or benefit from Council services. Where the Council's practices, policies or procedures are found to impede equal opportunities all available measures as are reasonably possible will be taken to improve equality of opportunity in respect of the relevant practice, policy or procedure;

- ensuring that, wherever practical, all public buildings and premises owned or managed by the Council are accessible to all. Where this is impractical in the short-term, Wellington Town Council will provide reasonable alternative methods of access so that no member of the public is disadvantaged by physical barriers;
- recognising the importance of communication in acting inclusively and providing and quality services, responsive to the needs of all local people, for example through the provision of information in large print and on audio tape on request;
- complying with all relevant legislation relating to discrimination and equality.

### **Role of Councillors and Employees**

All Councillors and employees are responsible for implementing the Council's Equal Opportunities Policy. It is important that all individuals who are employed by the Council appreciate that they have a responsibility and a role to play in the provision of equal opportunities. This includes individuals working with the Council on a voluntary basis.

### **Monitoring of Equal Opportunities**

The Council's Staffing and Resources Committee will have responsibility for the implementation and monitoring of this policy in respect of employment issues. Where appropriate, staff will be involved in the monitoring process;

Various other Committees will have responsibility for implementing and monitoring the policy as it applies to Council services such as the approval of grants (Finance Committee), managing the Council's allotments (Allotments Committee). Where appropriate the Town Council, as a service provider, will involve local community and voluntary groups in the monitoring process;

Complaints from staff about discrimination or unfair treatment will be dealt with in line with the Council's Grievance Procedure;

Complaints from members of the public about discrimination or unfair treatment will be dealt with through the Council's Complaints Procedure.