

EPPING TOWN COUNCIL

EQUALITY POLICY

Epping Town Council acknowledges its responsibilities under the Equality Act 2010 and the obligations of the Public Sector Equality Duty in Section 149. The Town Council has a legal duty to meet regulations of Data Protection legislation.

Epping Town Council embrace diversity and operate an equal opportunities approach to both the provision of services and the employment of staff.

Equality of opportunity

The aim of our policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Our working environment recognises and considers people's different needs, where all staff feel valued and opportunities are open to everyone.

Recruitment and selection

Employees making recruitment decisions will do so ensuring their decisions do not discriminate, either consciously or unconsciously.

Job requirements will be reflected in job descriptions and person specifications.

All vacancies will be advertised following a non-discriminatory approach using channels available to all.

All applicants will be considered solely on their ability to do the job.

At the start of each selection process, the Town Clerk will assess the documentation used to ensure it is not discriminatory.

Interview questions will be related to the requirements of the job and will not be discriminatory.

Where possible, shortlisting and interviewing will be conducted by more than one person, who will all be aware of Council's Equality Policy and their obligations under Equality legislation.

Promotion will be based on merit and will not be discriminatory.

During the recruitment process, information regarding race in terms of ethnic/national origin and sex of all applicants will be collected confidentially to enable us to assess the effectiveness of our operations in terms of fairness and equality.

Equality of opportunity will be available to all applicants and staff.

Delivery of services

Epping Town Council, will, in the exercise of their functions, take into account:

- The need to eliminate discrimination and harassment, victimisation and any conduct prohibited under the Equality Act 2010
- Advance equality of opportunity in all areas
- Foster good relationships between all sections of our community

Approved: March 2021 Date to be reviewed: Feb 2023 (unless legislation requires sooner)

Epping Town Council 2021