



Portishead Town Council Equality, Diversity and Inclusion Policy

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Section 1. Equality, Diversity and Inclusion Policy

Introduction

The aim of this policy is to communicate the commitment of Portishead Town Council, its Members and Officer(s) to meeting the Equality Act 2010 and the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective and which are accessible to all; and which meet different people's needs; the promotion of equality and diversity in relation to Portishead Town Council.

Portishead Town Council is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination.

The aim is for our council to be truly representative of all sections of society, and for each officer to feel respected and able to give their best. Portishead Town Council is committed against unlawful discrimination of the wider public.

Complaints

If you have reason to believe that concerns about Equality, Diversity and Inclusion have not been appropriately addressed by Portishead Town Council, you may make a formal complaint by contacting the Town Clerk at Portishead Town Council:

Email: clerk@portishead.gov.uk



Policy Statement

Portishead Town Council aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to the community in order to develop a culture that positively values diversity.

Purpose

Portishead Town Council is opposed to all forms of unlawful and unfair discrimination. All Town Council Members, its Officer(s) and members of the Public will be treated fairly and will not be unlawfully discriminated against because of the Equality Act 2010 protected characteristics of:

- Age
- Disability
- Gender reassignment
- Marital status or being in a civil partnership
- Pregnancy and maternity
- Race (this includes ethnic or national origins, colour or nationality)
- Religion or belief (this includes lack of belief)
- Sex
- Sexual orientation

Portishead Town Council recognises that supporting equality is of primary importance. This policy will help all those who are Council Members, its Officer(s) and members of the Public to develop sound and effective policies that impact on community. We will challenge discrimination and aim to provide equality and fairness to all in the community and expect all Members and Officers to be aware and understand the Equality Act 2010.

In addition, existing members of staff, job applicants or workers will be treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.

Scope

This Policy applies to all individuals involved in Portishead Town Council business and projects, including Councillors, Officers, Volunteers and Residents. Where the Town Council services are provided by external contractors or third parties on the specification set by the Town Council, these contractors or third parties are responsible for adhering to the Town Council's Equality and Diversity Policy, whilst providing services on behalf of the Town Council.

This policy applies to sub-contractors. The Town Council will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviours. However, if any issues become apparent with regards to diversity or equality in relation to any contractor or third party, these will be taken very seriously by the Town Council and raised in the strongest possible terms with the contractor or third party. We



expect our partner organisations, including for example, statutory organisations, suppliers, community groups, organisations, registered charities, and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Policy.

Commitments

Portishead Town Council is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

Everyone involved with Portishead Town Council is aware of the Equality, Diversity and Inclusion Policy and knows what to do and who to contact if they have a concern relating to equal opportunities.

Implementation

Portishead Town Council is committed to developing and maintaining its capability to implement this policy.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the implementation of equality, diversity and inclusion.
- Incorporation of equal opportunities into general practices.
- An Equality, Diversity and Inclusion Lead / Officer (see Appendix 1).
- Access to relevant legal and professional advice.
- Codes of conduct for Councillors, Officers and volunteers.
- Ensure compliance with this policy from other persons or organisations in their dealings with the Council.



Section 2. Supporting Information

The Definition of Equality

Equality can be described as ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

The Definition of Diversity

The practice or quality of including or involving people from a range of different social backgrounds, religions, varying disabilities, ethnic origins and of different sexual orientations and each sex .

Recording and Information Sharing

Local Government must comply with the Data Protection Act (DPA) and the General Data Protection Regulations UK (GDPR)UK.

Sharing information, with the right people, is central to good practice. However, information sharing must only ever be with those with a 'need to know'. The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern can make a report to an appropriate person within the same organisation.
- Case management meetings can take place to agree to co-ordinate actions by the organisation.



Section 3. Appendix

Appendix 1 - Example Role Description: Equality, Diversity and Inclusion Lead

The designated person, e.g. the Town Clerk, has primary responsibility for putting into place procedures to safeguard Equality, Diversity and Inclusion. Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment.
- Play a lead role in developing and establishing the Councils approach to equality, diversity and inclusion.
- Coordinate the dissemination of the Equality, Diversity and Inclusion Policy.
- Contribute to ensuring other policies are consistent with the organisation's commitment to equality, diversity and inclusion.
- Advise on training needs and the development of its training strategy.
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies.
- Create a central point of contact for internal and external individuals and agencies concerned about equality, diversity and inclusion within the Town Council.
- Represent the Council at external meetings related to equality, diversity and inclusion.