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# For Information

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## Equal Opportunities Policy

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Adopted: 07/03/2023

Chairman: Cllr. S Houghton

Minute Ref.: 230307/7

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*Administered by Clerk and Responsible Financial Officer to  
Wiswell Parish Council.*

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# Equal Opportunities Policy

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## 1. Objectives of this policy.

Wiswell Parish Council's intention is to be 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, to its services and to all its activities.

## 2. Council members and employees.

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 Council.

Wiswell Parish Council will:

- Make every effort to create an environment where individuals are valued, listened to, and treated with respect.
- Maintain an environment that seeks out and values the insight, experience, contribution, and full participation of all Council members and staff.

Wiswell Parish Council believes that harassment and discrimination in any form is unacceptable, and offenders will be subject to disciplinary action.

## 3. Being a service provider.

Wiswell Parish 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.

All service users will be treated with respect. Actions, behaviour, and attitudes should consistently demonstrate respect for the dignity and worth of an individual.

Wiswell Parish Council will, wherever appropriate, work in partnership with other agencies in the Ribble Valley, including the county and borough council, voluntary groups and community organisations to promote equal opportunities.

Wiswell Parish Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of the Council, comply with this Council's stated policy on equal opportunities.

## 4. 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 or elected to the Council, appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

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## 5. The Policy in Action

### 5.1 Regarding Council members and employees.

Wiswell Parish Council aims to achieve the policy by:

- Ensuring its employees and members are made aware of their rights and responsibilities to each other and parishioners regarding equal opportunities issues.
- Providing a way in which individuals can communicate any concerns via a competent named person.
- Treating any unacceptable behaviour seriously.
- Ensuring everyone within the council realises they have a key role in implementing this policy and are expected to take personal responsibility in ensuring its success.
- Providing awareness training (where this is deemed necessary) for all employees and Councillors, ensuring opportunities to develop relevant competencies are available to implement the policy.

### 5.2 As a service provider.

Wiswell Parish Council aims to achieve its policy by:

- Providing training for all staff and councillors in equal opportunities awareness (where this is deemed necessary), 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 Council services. Where the Council's practice, policy or procedures are found to make access impossible or unreasonably difficult, we will take such steps as are reasonable in the circumstances to change these practices, policies, or procedures.
- Ensuring that, wherever practical, all buildings, premises and utilities owned or managed by the Council are accessible to all.
- Recognising the importance of communication in attaining equity and quality services, which are responsive to the needs of all parishioners, for example through the provision of information in large print on request.
- Complying with all relevant legislation relating to discrimination and equity.

## 6. Monitoring of Equal Opportunities

The clerk and Chair of Wiswell Parish Council will have responsibility for the implementation and monitoring of the policy as it applies to Wiswell Parish Council as an employer and service provider, involving other people as appropriate in the monitoring process.

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

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