CAPEL PARISH COUNCIL

Equality, Diversity and Inclusion Policy

Fair treatment and equal access to Council services and employment

Status	Final	**Policy owner**	Parish Clerk
Adopted	November 2026	**Minute reference**	Item 18, 16/11/2026
Last reviewed	November 2026	**Next review**	November 2027
Review cycle	Annual	**Applies to**	Council, committees, staff and members

1. Our commitment

Capel Parish Council values diversity and is committed to equality in the services it provides, in the way it makes decisions, and in employment. We will not discriminate unlawfully against, or allow harassment or victimisation of, anyone because of a protected characteristic under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

2. The Public Sector Equality Duty

As a public authority the Council must, in carrying out its functions, have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations between people who share a protected characteristic and those who do not (Equality Act 2010, section 149). Reports to the Council on significant decisions and projects will say how this has been considered. Parish councils are not required to publish equality objectives, but we will keep this policy public.

3. What this means in practice

- **Services and facilities:** we make reasonable adjustments so disabled people can use our meetings, hall, play areas, allotments and website (including an accessibility statement for the website).
- **Meetings and consultation:** venues are accessible, papers can be provided in other formats on request, and consultation reaches people who are often not heard.
- **Employment and volunteering:** recruitment, pay, training and promotion are fair and based on merit. We consider flexible working and reasonable adjustments.
- **Procurement and grants:** suppliers and grant recipients are expected to comply with equality law.
- **Councillors** must follow the Code of Conduct, which requires them to promote equalities and not discriminate unlawfully, bully or harass.

4. Responsibilities

The Council is responsible for this policy. The Clerk makes sure it is applied, reports any issues, and arranges training. Everyone must act in line with it. Breaches by staff are dealt with under the Disciplinary Procedure and by councillors under the Code of Conduct.

5. Concerns and complaints

Raise concerns with the Clerk (or the Chair if it concerns the Clerk). Employees can use the Grievance and Dignity at Work sections of the Staff Handbook. Residents can use the Complaints Procedure.

6. Monitoring and review

The Clerk will review how the Council meets this policy at least annually, and sooner if the law changes.