



# Equality & Diversity Policy

Date of adoption	Full Council, 30 <sup>th</sup> January 2019 Minute number 19/01(347)
Reviewed	14 <sup>th</sup> February 2024 Minute number 24/02(405) 22 <sup>nd</sup> October 2025
Next Review Date	As required
To be reviewed by	Policy & Resources Committee

# EQUALITY AND DIVERSITY POLICY

## PURPOSE

The purpose of this policy is to ensure equal opportunities for everyone who encounters Newton Abbot Town Council, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken).

## INTRODUCTION

The Council is committed to achieving equality of opportunity and valuing diversity in all areas of its work. Striving to ensure that the Council's environment is free of harassment and bullying and that everyone is treated with dignity and respect. The Council will not discriminate against or harass anyone in the provision of its services or functions.

The Council welcomes and celebrates diversity, accepting that the majority view is not always right and will strive to build equality of opportunity into the work of the Council. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

## LEGAL POSITION

The Equality Act 2010<sup>1</sup> provides legal protection from discrimination in the workplace and in wider society. The 2010 Act makes it unlawful to discriminate directly or indirectly against an individual on the grounds of 'protected characteristics':

### Protected Characteristics

- Age
- Disability<sup>2</sup>
- Sex
- Gender reassignment
- Pregnancy and maternity
- Race
- Sexual orientation
- Religion or belief
- Marriage and civil partnership

Types of unlawful discrimination are listed in appendix A, at the end of this policy.

It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult

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<sup>1</sup> [Equality Act 2010 \(legislation.gov.uk\)](http://legislation.gov.uk)

<sup>2</sup> Neurodiversity including ADHD, autism, dyslexia and dyspraxia. Attention deficit hyperactivity disorder (ADHD), autism, dyslexia and dyspraxia are forms of neurodivergence – there are others too. Being neurodivergent will often amount to a disability under the Equality Act 2010, even if the person does not consider themselves to be disabled.

for disabled people to make use of services. In addition, the Council has an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

The public sector equality duty<sup>3</sup> is a duty on public authorities to consider or think about how their policies or decisions affect people who are protected under the Equality Act. All public authorities, including local councils, must comply with the public sector equality duty and take steps to:

- eliminate discrimination, harassment and victimisation.
- advance equal opportunities for all.
- foster good relations between all individuals.

## **RECRUITMENT**

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

## **COUNCIL AS AN EMPLOYER**

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The Council has adopted a Dignity At Work Policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with. Members of the public who believe they have been treated by the Council in relation to equality and diversity matters, may raise concerns through the Council's Complaints Procedure.

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

The council's commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from within the local community. The Council will provide training to raise awareness of all staff engaged to work at the

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<sup>3</sup> <https://www.legislation.gov.uk/uksi/2011/2260/contents/made>

Council to help them understand their rights and responsibilities under the Dignity At Work policy and what they can do to help create an environment free of bullying and harassment.

Breaches of the Equality and Diversity Policy would be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to make a formal complaint through the Council's Grievance Procedure.

## **EMPLOYEE RESPONSIBILITY**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **COUNCIL AS A SERVICE PROVIDER**

The council will, to the best of its ability, provide functions and services that all members of the public can access. Making reasonable adjustments where practicable. The council will not discriminate unlawfully against those using or seeking to use the services provided by the council and is committed to ensuring that its services are accessible to all and responsive by:

- Ensuring delivery of services in ways that are sensitive to everyone's needs.
- Ensuring that all employees, contractors and partners have the information they need to provide equality of opportunity and that this is reflected in their conduct. The Council will require, where legally possible, partners and contractors to have equal opportunities policies, and will seek sufficient information and evidence that compliance with equalities legislation is genuine.
- Ensuring that the community can access Newton's Place, the Museum and attend events. Whenever practical, monitor the use of services to identify the reasons for the lack of use and to take action to remedy the situation within the resources available.
- Ensuring that the information provided about Council services is accessible to the community.
- Consulting and involving all sections of our community in the development and monitoring of Council policies and services in ways which enable people to participate.

## **GRIEVANCES**

If you consider that you may have been unlawfully discriminated against, you should use the Council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the Dignity At Work Policy.

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council. You should report any bullying or harassment by suppliers, visitors or others to the Council who will take appropriate action.

## **MONITORING & REVIEW**

This policy will be monitored annually by the council to judge its effectiveness and will be updated in accordance with changes in legislation.

The Council will monitor equality data (such as workforce demographics and service user access) annually and report findings to the Policy & Resources Committee to identify and address potential inequalities.

## APPENDIX A

### Types of unlawful discrimination

**Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

**Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

**Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

**Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

**Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

**Third-party harassment** occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

**Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a person with disabilities at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the person with disabilities to overcome the disadvantage.