



## **MELKSHAM TOWN COUNCIL**

# **Equality, Diversity & Inclusion Policy**

**JUNE 2024**

### **1. INTRODUCTION**

The Equality Act 2010 came into force in October 2010 and replaces and brings together the previous legislation such as the Sex Discrimination Act 1975, Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equal Pay Act 1970.

The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies to town and parish councils.

### **2. PUBLIC SECTOR EQUALITY DUTY**

Melksham Town Council has a duty to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

### **3. THE POLICY**

Melksham Town Council will commit to achieving equality of opportunity, valuing diversity in all aspects of its work; providing an inclusive and supportive environment for all by:

- ensuring that people are treated solely based on their abilities and potential, regardless of age, disability, gender reassignment, marriage and civil partnership, sex, pregnancy and maternity, race, religion, sexual orientation, socio-economic background, or any other inappropriate distinction;

- promoting diversity and equality and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds;
- challenging inequality and less favourable treatment wherever practicable; and
- promoting greater participation of under-represented groups by encouraging positive action to address inequality, promote an environment free of harassment and bullying on any grounds in relation to all staff, councillors, contractors and visitors attending the Council's offices or meetings.

#### **4. SCOPE**

The Equality Act 2010 s.4 introduced the term 'protected characteristics' to refer to groups that are protected under the Act, these are:

- **Age**

Individuals of any age or apparent age are protected from discrimination.

Melksham Town Council will ensure that people of all ages are treated with respect and dignity; ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and challenge discriminatory assumptions about younger and older people.

- **Disability**

This is a physical or mental impairment which has (or is likely to have) a substantial effect on a person's ability to carry out day-to-day activities for a period of a year or more. Certain medical conditions, such as cancer, Multiple Sclerosis and HIV are a disability from the outset, whatever their impact on day-to-day activities. Protection from discrimination covers a person who has had a disability in the past.

There is no unfavourable treatment if the 'discriminator' did not know or could not reasonably have known the person had a disability. More favourable treatment of disabled persons is not unlawful discrimination against non-disabled people.

Melksham Town Council has a duty to make 'reasonable adjustments' where a 'provision, criterion or practice' puts a disabled person at a substantial disadvantage compared to non-disabled persons. Then a duty arises on the Council to take such reasonable steps as are necessary to avoid the disadvantage at no charge to the employee.

Melksham Town Council will challenge discriminatory assumptions about disabled people; and seek to continue to improve access to information by ensuring availability of a hearing loop systems and alternative formatting of written documents.

- **Gender reassignment**

Gender reassignment is a protected characteristic that applies to a transgender person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex.

Melksham Town Council will challenge discriminatory assumptions about women and men; take positive action to redress the negative effects of discrimination against women and men; offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

- **Marriage and Civil Partnership**

Protection is given to people who have or share the characteristics of being married or being a civil partner.

Melksham Town Council will ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership; challenge discriminatory assumptions about the marriage or civil partnership of our employees; and ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

- **Pregnancy and Maternity**

This protected characteristic covers the course of a pregnancy and any illness suffered as a result of the pregnancy or because a woman is exercising or is seeking to exercise the right to compulsory, ordinary or additional maternity leave.

Melksham Town Council will ensure that Women are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity; challenge discriminatory assumptions about the pregnancy or maternity of our employees; and ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

- **Race**

Race includes colour, nationality, ethnic or national origins.

Melksham Town Council will challenge racism wherever it occurs; respond swiftly and sensitively to racist incidents; and actively promote race equality in the Town Council.

- **Religion or Belief**

Religion means any religion including lack of religion.

Belief is defined as any religious or philosophical belief including a lack of belief.

Melksham Town Council will ensure that religion or beliefs and related observances of councillors and employees are respected and accommodated wherever possible; and respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

- **Sexual Orientation**

The Act protects a person's sexual orientation towards:

- people of the same sex as him or her (i.e. a gay man or a lesbian);
- people of the opposite sex from him or her;
- people of both sexes.

Melksham Town Council will ensure to consider the needs of all sexual orientations.

It is important to note that carers are also protected through association to any of the 'protected characteristics' described above.

In addition, Melksham Town Council recognises that there is a range of other groups/people that may face additional disadvantage and discrimination and will be considered when making decisions. These are:

- people who are rurally isolated
- people on low incomes/in poverty
- single parents
- people with a military background and their families
- ex-offenders (except where there is a known risk to children or vulnerable adults)
- gender identity
- gender expression

- **Inclusion**

Melksham Town Council will be an inclusive Council.

Inclusion means that all people, regardless of their abilities, disabilities, or health care needs, have the right to be respected and appreciated as valuable members of their communities.

Inclusion refers to the behaviours and social norms that ensure people feel welcome.

Through maintaining an inclusive company culture, Melksham Town Council will make their staff feel important and encourage them to work in a way that maximises their true potential.

It will avoid marginalising its staff and create the same opportunities for them, regardless of factors such as their age, race or mental and physical abilities. Workplace inclusion supports the idea of creating a workplace that's safer and more respectful to all employees.

## **5. OBJECTIVES**

To improve delivery, information and access to services Melksham Town Council will:

- Ensure all councillors, employees, contractors and users of our services are informed about our Equality and Diversity Policy.
- Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners.
- Rectify any elements of our work which have the potential for discrimination and prejudice.

To promote equality and diversity with other partners Melksham Town Council will:

- Promote tolerance and respect between diverse groups and individuals.
- Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town.
- Challenge all forms of discrimination within the Town Council and the wider community.
- Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

## **6. RESPONSIBILITY AND LIABILITY**

All members of staff and councillors remain personally responsible for ensuring that they act within the law. The Chief Executive Officer is responsible for ensuring that staff perform their duties in a lawful manner and that staff and councillors are supported by appropriate equality and diversity training.

In certain circumstances, the Town Council could be vicariously liable for actions carried out by staff purportedly in the Town Council's name. Any member of staff or councillor may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally in respect of the Equality Act 2010.

Breaches of the Council's Equalities and Diversity Policy will be regarded as serious misconduct and could lead to disciplinary proceedings.

Councillors and employees are entitled to complain about discrimination or harassment or victimisation through the Chief Executive Officer or refer to the Council's Grievance Procedure as detailed in the Employee's Handbook.

## **7. RECRUITMENT**

Melksham Town Council is an equal opportunities employer and will ensure that within the framework of the law that the council's recruitment process for staff and the co-option of councillors is free from unlawful or unfair discrimination.

Any recruitment advertisement will be non-discriminatory and will avoid any gender or culturally specific language and include a statement of commitment to equal opportunities, welcoming applications from all sections of the community.

Application forms should ask whether the applicant has been convicted of a criminal offence and if so, to give details. Under the Rehabilitation of Offenders Act 1974 a conviction can become spent. If so, the applicant is not obliged to disclose it. Job applications should not ask for the applicant's age.

During the interview process, candidates will be asked a standard set of agreed questions to avoid potentially discriminatory questions. Personal questions relating to the candidate's age, sex, sexual orientation, race, marital status, nationality, religion or belief, disability, membership or non-membership of a trade union will not be asked.

## **8. EMPLOYMENT**

All employees whether full-time, part-time, fixed contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be based on aptitude and ability. 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.

## **9. RETIREMENT**

It is unlawful to terminate employment by retirement unless the employer can justify it, or the employee agrees to it.

## **10. REVIEW**

Future reviews will be done either bi-annually or when there are changes to current legislation, whichever is the sooner.

## **11. REFERENCES**

- Equality Act 2010. Further information available: [here](#)
- National Association of Local Councils (NALC). Web site: [here](#)  
Legal Topic Note no.79 Equality Act  
Being a Good Employer

Adopted by Full Council on Monday 22nd July 2024  
To be reviewed July 2026