Equality, Inclusion and Diversity Policy Statement

Introduction

As part of the commitment made by Corsham Town Council to Equality of Opportunity it has adopted a policy statement covering its employment practices and procedures.

This document outlines the policy that must be strictly adhered to by every employee. All breaches of this policy will be investigated and, where appropriate, disciplinary procedures followed.

Equal Opportunities

Equal opportunities relates to treating people the same, although they may belong to certain groups. Equal opportunities in particular relates to a legal framework, which makes it illegal to discriminate against people because they belong to particular groups.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work.

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

General Statement of Policy

It is the Town Council's policy that no employee or prospective employee will receive less favourable treatment or is disadvantaged by any circumstances, conditions or requirements that cannot be justified.

The Policy Statement

Corsham Town Council recognises that people are discriminated against and will make every effort to ensure they will not unreasonably exclude any individual from access to any activities, goods, facilities or services, or any employment opportunities, that they offer.

As an employer committed to equality and diversity in all its practices, Corsham Town Council recognises that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexual orientation, disability, impairment (physical, sensory or learning), physical appearance, gender identity, marital or other life status, religious or political belief and other differences that cannot be justified.

Every employee is entitled to expect equality of opportunity in all aspects of their employment including its terms and conditions.

Every potential employee is entitled to expect the recruitment process to be free of all unreasonable barriers.

All employees of the Town Council shall be made aware of this policy and its implications for them.

What We Expect From Our Employees

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with the Town Council, its success relies on each employee playing their part.

Employees have a number of responsibilities, many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

a) Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided.

b) Those individuals responsible for other employees are not to discriminate when applying processess relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services.

c) No employee shall induce, or attempt to induce, other employees or trade unions or management to discriminate.

d) No employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.

e) No employee shall harass, abuse or intimidate another employee on any grounds.

Publicising and Advertising Vacancies

All recruitment material and processess, including advertisements, will be available, or be offered, in a variety of media that reflects the basic requirements of the post. This will include hard copies.

Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

Advertisements in printed media shall adhere to clear print guidelines.

Recruitment

Recruitment practice and procedures shall be as open and as barrier-free as possible.

Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description,such as the applicant's date of birth.

Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.

More than one person shall be involved in shortlisting and selection for interview.

No applicant shall be disadvantaged by an interview's timing, location or facilities.

Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

Training

The Town Council's policy of equality extends to training, covering its general training programme and training in disability awareness and equality and diversity.

Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained; in how training is provided, where it is provided and through what medium.

All new employees shall receive induction training within one month of starting work to give them a good understanding of the organisation and its policies and practices.

Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

Terms and Conditions of Employment

Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

Contracts and Terms and Conditions of Employment shall be made available in a variety of media and positive consideration will always be given to requests for them in other formats.

Monitoring

The Chief Executive is responsible for monitoring the effective implementation of the Equality, Inclusion and Diversity Policy, with overall responsibility for its implementation and supervision remaining with the Town Council.

David J Martin
Chief Executive January 2026

Original policy approved by the Finance and General Purposes Committee 11 April 2012
Next review date: November 2026

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