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| | RUGELEY TOWN COUNCIL | |
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Gender Equality Scheme

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| Date created | Date adopted | Date last reviewed | Next review date |
| December 2017 | January 2018 | January 2018 | May 2019 |

1. **General Statement of Policy**

1.1 The Council recognises its responsibilities under the Equality Act 2010. The Act was introduced in October 2010 to replace and simplify over 100 pieces of previous anti-discrimination Acts and regulations. On 5 April 2011, the public sector Equality Duty came into force in England, Scotland and Wales. The Duty replaced all pre-existing race, disability and gender equality duties.

1.2 The protected characteristics are:

Employees

Disability
Sex (gender)
Gender reassignment
Pregnancy and Maternity
Race
Religion and belief
Sexual orientation
Age
Marriage and civil partnership

Service Users

Disability
Sex (Gender)
Gender reassignment
Pregnancy and Maternity
Race
Religion and belief
Sexual orientation
Age

1.3 It is in the Council's best interests and those of the community to ensure that all of its resources are equally accessible throughout the community (both as employer and service provider).

1.4 To this end, within the framework of the law, the Council is committed whenever practicable to achieving and maintaining these aims.

1.5 Every possible step will be taken to ensure that individuals, both within the employment of the Council and those affected by its actions, are treated equally and that decisions are made within the spirit of equality for all.

2 **Information**

2.1 All employees of the Council and job applicants will be made aware of the provisions of this policy.

3. **Recruitment and Promotion**

3.1 Recruitment and promotion will be based on fair and justifiable job related criteria. Advertisements and job profiles will reflect clearly the specific needs of the position. Any bias, which could lead to unjustifiable discrimination either direct or indirect, will be eliminated.

3.2 All stages of the recruitment process will be conducted on an objective basis.

4. Training

- 4.1 All employees will be afforded suitable training relevant to the current and future needs of the individual and the Council. All employees will be given the opportunity to discuss their training needs with their Managers and appropriate training programmes will be organised in accordance with the Council's Training and Development Policy.
- 4.2 Training will be given to all concerned on equal opportunities issues; these will include the Policy Makers, Members, Line Managers and staff involved in the recruitment procedure and Trade Union Representatives. All employees and Members will be given a copy of the policy and kept up to date with any future changes.

5. Terms and Conditions of Service

- 5.1 The implementation of National and Local Conditions of Service will be applied fairly to all employees.

6. Policy Implementation

- 6.1 This will be the responsibility of the Senior Management Team and all relevant Officers.

7. Monitoring

- 7.1 Monitoring systems will be developed and maintained by the Town Clerk and periodic reports will be presented to the appropriate Committee.

8. Complaints Procedure

- 8.1 Internal and external job applicants who think that they have been unfairly treated during the recruitment and selection process should direct their complaints to the Town Clerk who will initiate and monitor appropriate action.
- 8.2 The provisions of this policy will be covered by the Council's established disciplinary and grievance procedures. Employees who feel that they have suffered any kind of harassment or that they have been discriminated against in relation to recruitment, promotion, or training opportunities on the grounds of sex (gender), race, religion or belief, marriage and civil partnership, age, pregnancy and maternity, gender reassignment or disability should pursue their complaint through the Council's grievance procedure. During this process employees still retain the right to apply to an Industrial Tribunal should their complaint continue.
- 8.3 Any employee who commits an act of discrimination or personal harassment will be liable to disciplinary action.