

To be reviewed Annually



## **EQUALITY & DIVERSITY POLICY**

**Created:** 02.01.2026

Reviewed – 18.05.2026

Next review date – May 2027

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### **Introduction**

Denbigh Town Council is committed to being an equal opportunity organisation that values diversity within our workforce, customers, and community. We believe that everyone should be treated fairly and with respect, regardless of their religion, beliefs, age, gender, race, disability, or sexual orientation.

### **Commitment to Equality & Diversity**

This policy requires commitment from all elected members, employees, and volunteers to ensure its effective implementation. Copies of the policy are available upon request from the Town Clerk.

### **Our Responsibilities**

As an employer, we are dedicated to fostering an inclusive and respectful workplace where all individuals feel valued. To achieve this, we will:

- Ensure all Elected members, employees, and volunteers are informed of this policy upon commencement of employment.
- Maintain fair employment practices and keep proper records of employment decisions.
- Provide training on new and updated legislation.
- Treat all stakeholders with dignity, respect, and consideration.
- Enforce a zero-tolerance approach to harassment, bullying, and exclusion.

### **Responsibilities of Elected Members, Employees, and Volunteers**

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All elected members, employees, and volunteers must:

- Adhere to and uphold this policy in both spirit and action.
- Treat colleagues, customers, and stakeholders with respect at all times.
- Report any incidents of discrimination immediately to senior management.

### **Your Rights & Responsibilities**

All individuals interacting with Denbigh Town Council can expect:

- To be treated with respect, courtesy, and fairness.
- Not to be discriminated against based on religion, beliefs, age, gender, race, disability, or sexual orientation.
- To treat elected members, employees, and volunteers with the same level of respect.

### **Recruitment Practices**

- Job advertisements will include a statement on equal opportunity and diversity.
- Efforts will be made to reach all sections of the community when advertising vacancies.
- Selection criteria will be reviewed to ensure they are essential for job performance.
- Salaries will be set before applicants are considered.
- Recruitment decisions will be recorded, and selection processes will involve multiple decision-makers where possible.

### **Training and Promotion**

- All training and employment opportunities will be offered strictly on merit.
- We encourage underrepresented groups to apply for opportunities within the council.
- Barriers to employment and career progression will be identified and removed wherever possible.
- Special provisions will be made to support disadvantaged or underrepresented groups.

### **Objectives of the Policy**

- No individual will receive less favourable treatment or be subject to discrimination.

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- All elected members, employees and volunteers will be supported to reach their full potential.
- We will recruit from all sections of the community to build a diverse workforce.
- Our workforce will reflect the diversity of the working population.

### **Feedback and Complaints**

- Discrimination complaints will be handled swiftly and constructively.
- We encourage individuals to report concerns without fear of retaliation.
- Complaints should be directed to the Town Clerk for resolution.

### **Legislation**

This policy aligns with the following legislation:

- Equal Pay Act 1970
- Human Rights Act 1998
- Civil Partnership Act 2004
- Gender Recognition Act 2004
- Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Asylum & Immigration Act 1996

### **Monitoring & Review**

- Feedback on this policy will be reviewed, and necessary updates will be made.
- The policy will be revised to reflect changes in legislation.
- A formal review will take place annually