



**Policy statement:** Old Woughton Parish Council (referred to as The Council) will strive to provide fair & equal access to our services by all parishioners on the basis of need. The council will work with other agencies to ensure the needs of our community are represented at all times. This will be achieved through the adopting of good work practices & collective community leadership & The Council aims to actively ensure that all Members, employees & job applicants are treated equally. The Council will not discriminate on any grounds including, but not limited to, gender, disability, race, age, colour, ethnic origin, culture, religious belief, marital status, sexuality, HIV status & responsibility for dependents & The Council will aim to appoint, train, develop & promote on the basis of merit & ability. The Council will review the way it carries out its duties regularly in line with current legislation to ensure there is accessibility & equality for all parishioners to all services.

**Aims:**

- The Council is committed to making this policy work.
- The Council will ensure that there is equality of access to any & all Parish facilities/properties/land & services by ensuring regular access audits are completed & acting on any resulting conclusions that come from such audits.
- The Council will strive to build good community relations by engaging with the community & by promoting community participation & involvement in local projects, events, activities & discussions.
- The Council will work towards the promotion of eliminating discrimination within the Parish boundary by leading by example & showing due regard to equality in the decisions it makes, by providing fair employment with equal pay & having in place human resource policies & procedures.

**Responsibilities:**

Council members/employees have a moral & legal duty to promote/uphold non -discrimination on any grounds. Employees have a personal responsibility for the practical application of this policy which extends to everyone with whom they have contact.

Council members/employees must have due regard to the elimination of discrimination, the advancing of equal opportunities & the fostering of good community relations in all their work, decisions & reviews. Council members/employees have a duty to work to achieve the objectives outlined in this policy & develop the appropriate procedures & plans.

Members, employees, volunteers, temporary staff, contractors or partners should conduct themselves in such a way that perpetuates The Council's policy on equality & accessibility for all at all times when carrying out Council business & when it could be construed that their actions could reflect on the Council's reputation.

The Council will review this policy after any new legislation & every four years thereafter. The Council will produce an Annual Equality Statement informing local people what it is doing to meet its objectives. This will form part of the Chairman's Annual Report.



**Appendix A – for reference only not for publication**

**GLOSSARY OF TERMS**

**Advancing equality:** Under the Equality Act 2010, this involves having due regard to the need to remove or minimise disadvantages suffered by persons who share a relevant protected characteristic; meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and encourage persons who share a relevant protected characteristic to participate in public or in any other activity in which participation by such persons is disproportionately low.

**Age:** This refers to a person having a particular age (for example, 32 year olds) or being within an age group (for example, 18-30 year olds). This includes all ages, including children and young people.

**Assessing impact on equality:** This involves looking at equality information and the outcomes of any engagement in order to understand the impact or potential impact of your decisions on people with different protected characteristics.

**Civil partnership:** Legal recognition of a same-sex couple's relationship. Civil partners must be treated the same as married couples on a range of legal matters.

**Compliance notice:** The Equality and Human Rights Commission can, if a public authority does not comply with its general or specific duties, serve a compliance notice on that authority under section 32 of the Equality Act 2006.

**Direct discrimination:** This refers to less favourable treatment because of a person's protected characteristic.

**Disability:** A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Engagement:** A broad term, intended to cover the whole range of ways in which public authorities interact with their service users, employees and other stakeholders, over and above what they do in providing services or within a formal employment relationship.

**Equality Act 2006:** This legislation made provision for the establishment of the Equality and Human Rights Commission and the dissolution of the three legacy commissions for Disability, Race and Gender Equality. It sets out the Commission's powers and responsibilities (these were not repealed by the Equality Act 2010).

**Equality Act 2010:** This brings together the majority of existing equality legislation into one place so that it is easier to use.

**Equality information:** The information that you hold (or will collect) (is held (or collected)) about people with protected characteristics, and the impact of your decisions and policies on them.



**Equality objectives:** A requirement to prepare, set and publish objectives is one of the specific duties set out under the equality duty.

**Equality outcome:** The results that individuals or groups actually achieve and are able to benefit from. For example, equal pay between men and women.

**Ethnicity and belonging to an ethnic group:** The Equality Act 2010 defines “race” as including colour, nationality and ethnic or national origins. Everyone has an ethnic origin but the provisions of the Act only apply where a person belongs to an “ethnic group” as defined by the courts. This means that the person must belong to an ethnic group which regards itself and is regarded by others as a distinct and separate community because of certain characteristics. These characteristics usually distinguish the group from the surrounding community. There are two essential characteristics which an ethnic group must have: a long shared history and a cultural tradition of its own. In addition, an ethnic group may have one or more of the following characteristics: a common language; a common literature; a common religion or common geographical origin; or being a minority or an oppressed group. An ethnic group or national group could include members new to the group, for example, a person who marries into the group. It is also possible for a person to leave an ethnic group. The courts have confirmed that the following are protected ethnic groups: Sikhs, Jews, Romany Gypsies, Irish Travellers, Scottish Gypsies and Scottish Travellers.

**Fostering good relations:** The Equality Act 2010 states that having due regard to the need to fostering good relations involves having due regard, in particular, to the need to tackle prejudice and promote understanding between people who share a protected characteristic and those who do not.

**Function:** The full range of a public authority’s activities, duties and powers.

**Gender:** The wider social roles and relationships that structure men’s and women’s lives. These change over time and vary between cultures.

**Gender reassignment:** This is the process of transitioning from one sex to another. See also trans, transgender, transsexual.

**General equality duty:** The requirement to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; advance equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

**Harassment:** Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

**Indirect discrimination:** This is when a provision, criterion or practice is applied in a way that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic, and is not a proportionate means of achieving a legitimate aim.



**Intervention:** The Equality and Human Rights Commission can intervene in legal proceedings in matters that are relevant to its functions by providing the Court with expert advice to help the Court reach its decision.

**Judicial review:** A claim to the High Court asking the Court to review the way a public authority or other body carrying out public functions made a decision.

**Listed authority:** A public authority covered by the specific duties and that is listed in Schedules 1 and 2 of the Equality Act 2010 (Specific Duties) Regulations 2011.

**Marriage:** A union between a man and a woman. This definition is set out in the Equality Act 2010.

**Maternity:** The period after giving birth. It is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding.

**Mitigation:** This is when measures are put in place that lessen the negative effects of a policy or policies on protected groups.

**Positive action:** Lawful actions that seeks to overcome or minimise disadvantages that people who share a protected characteristic have experienced, or to meet their different needs (for example, providing mentoring to encourage staff from under-represented groups to apply for promotion).

**Pregnancy:** The condition of being pregnant.

**Proportionality:** The weight given to equality should be proportionate to its relevance to a particular function. This may mean giving greater consideration and resources to functions or policies that have the most effect on the public or on employees.

**Protected characteristics:** The public sector equality duty covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

**Public authority:** The general equality duty applies to public authorities. For this purpose, a public authority is a body that is named (listed) or described in Schedule 19 of the Equality Act. It also applies to all other organisations that exercise public functions.

**Public functions:** The Equality Act 2010 defines a public function as a function that is of a public nature for the purposes of the Human Rights Act 1998.

**Race:** This is the protected characteristic of race. It refers to a group of people defined by their colour, nationality (including citizenship), ethnic or national origins.



**Reasonable adjustment:** Public authorities making adjustments to the way in which they carry out their functions so that disabled people are not disadvantaged by the way in which those functions are carried out.

**Relevance:** How far a function or policy affects people, as members of the public, & as employees of the authority. Some functions may be more relevant to people with certain protected characteristics than to others, & to one or more of the three aims of the general equality duty.

**Religion or belief:** Religion means any religion, including a reference to a lack of religion. **Belief** includes religious & philosophical beliefs including lack of belief (for example, Atheism).

**Section 23 agreement:** The Equality & Human Rights Commission can enter into a formal agreement with an organisation under section 23 of the Equality Act 2006 if it believes the organisation has committed an unlawful act or failed to comply with the general equality duty.

**Section 31 assessment:** Under section 31 of the Equality Act 2006 the Equality & Human Rights Commission can carry out a formal assessment to establish to what extent, or the manner in which, a public authority has complied with the equality duty.

**Sex:** Someone being male or female.

**Sexual orientation:** This is whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

**Specific duties:** Certain public authorities named or described (listed) in Schedule 1 or 2 of the Equality Act 2010 (Statutory Duties) Regulations 2011 are required to comply with certain specific duties. These duties are intended to assist authorities in complying with the general equality duty.

**Stakeholders:** People with an interest in a subject or an issue.

**Trans:** The terms 'trans people' & 'transgender people' are both often used as umbrella terms for people whose gender identity &/or gender expression differs from their birth sex, including transsexual people, transvestite/cross-dressing people androgynous/polygender people, & others who define as gender variant.

**Transgender:** An umbrella term for people whose gender identity &/or gender expression differs from their birth sex. They may or may not seek to undergo gender reassignment hormonal treatment/surgery. Often used interchangeably with trans.

**Transsexual:** A person who intends to undergo, is undergoing or has undergone gender reassignment (which may or may not involve hormone therapy or surgery). Transsexual people have the protected characteristic of gender reassignment under the Equality Act 2010.



REVIEW HISTORY

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