



Equality, Diversity and Inclusion

Mumbles Community Council

Table of Contents

1. Introduction
2. Purpose of the Policy
3. Legal Framework
4. Scope
5. Definitions
6. Responsibilities
 - 6.1 The Council
 - 6.2 Chief Officer / Senior Officers
 - 6.3 Line Managers
 - 6.4 Employees & Contractors
 - 6.5 Councillors
7. Commitments as an Employer
8. Commitments as a Service Provider
9. Protected Characteristics
10. Additional Commitments
11. Equal Pay
12. Training & Development
13. Monitoring, Review & Reporting
14. Breaches of Policy
15. Grievances & Complaints
16. Review Schedule

1. Introduction

Mumbles Community Council ("the Council") is committed to promoting equality, diversity and inclusion in all aspects of its work. As an equal opportunities employer and service provider, the Council aims to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations among people with different backgrounds, identities and experiences.

2. Purpose of the Policy

This policy ensures that:

- No job applicant, employee, volunteer, contractor or service user is treated less favourably based on a protected characteristic.
- All employment, governance and service delivery practices are fair, transparent and inclusive.
- Bullying, harassment, discrimination and victimisation are prevented, challenged and addressed.

3. Legal Framework

This policy supports compliance with:

- Equality Act 2010
- Public Sector Equality Duty (PSED)
- Human Rights Act 1998
- Employment Rights Act 1996
- Welsh Language (Wales) Measure 2011
- Local Government legislation and Codes of Conduct

4. Scope

The policy applies to:

- Councillors
- Employees
- Applicants for employment
- Volunteers, agency workers and contractors
- All users of Council services, facilities and activities

5. Definitions

- **Equality:** Removing barriers so everyone can access opportunities.
- **Diversity:** Recognising and valuing differences.
- **Inclusion:** Ensuring all individuals feel respected and able to participate.
- **Discrimination:** Unfair treatment because of a protected characteristic.
- **Reasonable Adjustments:** Changes to reduce barriers for disabled people.

6. Responsibilities

6.1 The Council

- Ensures compliance with equality legislation.
- Embeds equality in governance, decision-making and service planning.

6.2 Chief Officer / Senior Officers

- Implement the policy operationally.
- Ensure equality considerations are built into procedures and decisions.
- Provide training and guidance to staff.

6.3 Line Managers

- Apply employment practices fairly.
- Support staff in raising concerns and accessing adjustments.
- Promote a respectful and inclusive working environment.

6.4 Employees & Contractors

- Treat colleagues and service users with dignity and respect.
- Report discrimination, bullying or harassment.
- Cooperate with equality initiatives and required training.

6.5 Councillors

Councillors have a leadership role in upholding and promoting equality, diversity and inclusion. Councillors are expected to:

- Model respectful, inclusive behaviour in meetings, public settings and online.
- Comply with the Councillors' Code of Conduct, including the duty to treat others with respect.

- Ensure equality implications are considered in decision-making, in line with the Public Sector Equality Duty.
- Promote good relations within the community and challenge discriminatory or inappropriate behaviour.
- Treat officers, volunteers and the public with dignity and respect.
- Participate in mandatory equality and inclusion training.
- Support the Council's equality objectives across projects, services and community engagement.
- Champion accessibility and inclusivity in all Council activities.
- Avoid behaviour that undermines the Council's equality commitments or brings the Council into disrepute.
- Report breaches of this policy to the Chief Officer or Monitoring Officer when appropriate.

7. Commitments as an Employer

The Council will:

- Provide a workplace that is free from discrimination, harassment and victimisation.
- Value individual differences and contributions.
- Ensure recruitment, training, promotion and performance processes are fair.
- Provide reasonable adjustments for disabled employees and applicants.
- Offer training and development opportunities for all staff.

8. Commitments as a Service Provider

The Council will:

- Deliver services that are accessible to all.
- Assess and meet the needs of diverse service users.
- Provide clear routes for complaints and concerns about unfair treatment.
- Treat breaches of equality and inclusion as misconduct.

9. Protected Characteristics

The Council prohibits discrimination based on:

- Age
- Disability
- Race and ethnicity
- Sex
- Gender reassignment
- Sexual orientation
- Religion or belief
- Pregnancy and maternity
- Marriage or civil partnership

10. Additional Commitments

10.1 Socio-economic Inclusion

The Council recognises the impact of economic disadvantage and seeks to reduce barriers where possible.

10.2 Caring Responsibilities

Staff and service users with caring responsibilities will be supported appropriately.

10.3 Ex-Offenders

The Council will not treat individuals with criminal records unfairly. Each case will be considered on its merits, taking into account safeguarding requirements and the relevance of the offence to the role or duties being undertaken

11. Equal Pay

The Council is committed to equal pay for equal work and to monitoring pay structures to ensure fairness.

12. Training & Development

- Equality and inclusion training will be mandatory for staff and Councillors.
- Additional training will be offered where needed to support inclusive practice.

13. Monitoring, Review & Reporting

The Council will:

- Review this policy annually.
- Monitor diversity data where appropriate and lawful.
- Conduct Equality Impact Assessments where required.
- Report progress to the Personnel Committee.

14. Breaches of Policy

Breaches may result in disciplinary action, including for Councillors under the Code of Conduct and for employees under relevant HR policies.

15. Grievances & Complaints

- Employees may raise concerns under the Council's grievance procedure.
- Service users may use the Council's formal complaints process.

16. Review Schedule

This policy will be reviewed annually or sooner if legislation or operational needs require amendment.