

t: 020 7637 1865 e: nalc@nalc.gov.uk w: www.nalc.gov.uk a: 109 Great Russell Street, London WC1B 3LD

HOW TO PROMOTE EQUALITY AND DIVERSITY

Equality and diversity should actively be promoted and celebrated in the workplace due to the benefits that it can bring to the council in serving the community. It is also essential for staff to have an understanding of the legal framework around equal opportunities in order to avoid unlawful discrimination and to help ensure that the work environment is one where individuals feel they are treated fairly and with respect.



- Be aware of the legislation around discrimination, harassement and victimisation and what these terms mean.
- •It is unlawful to discriminate directly or indirectly in recruitment or employment because of certain protected characteristics as outlined in the Equality Act (age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or because someone is married or in a civil partnerships).

Apply

- Apply the principles of equality and diversity in your day to day role and help to create an inclusive environment where differences are recognised and valued.
- When recruiting, limit person specifications to those that are necessary for the effective performance of the role and assess candidates objectively.
- Ensure that training and development is available to all.
- Regularly review practices and procedures to maintain fairness and ensure that a commitment to equality and diversity is reflected.

Consider

- Consider how you can make reasonable adjustments for employees with a disability.
- Remember that it is unlawful to fail to make reasonable adjustments to overcome barriers or services caused by disability.
- •Reasonable adjustments may also be required for candidates applying for positions.
- Ensure that disability and personal or home commitments do not provide the basis of employment decisions except when necessary.



w: www.nalc.gov.uk a: 109 Great Russell Street, London WC1B 3LD

The benefits of quality and diversity

Embracing equal opportunities and being a diverse and inclusive place to work can bring many benefits to the council including:

- Increased creativity
- Better decision making
- Faster problem solving
- Retention of employees
- Attraction of top talent
- Higher employee wellbeing
- Enhanced employee engagement

Responsibility

of Local Councils

Staff and councillors are responsible to ensure the council meets its commitment to promoting equality and diversity and avoiding unlawful discrimination.

Employees can be held personally liable. If an employee believes they have been discriminated against they should report this under the grievance procedure.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the HR Services Partnership – a company that provides HR advice and guidance to local (town and parish) councils. For more information about their services, contact them on 01403 240 205.

© NALC 2019