

Castle Cary Town Council

Equal Opportunities Policy

Purpose: to define the Equal Opportunities Policy for Castle Cary Town Council, its Committees and Working Groups

Document Properties

File Name	CCTC Equal Opportunities Policy
Current version	V4.0
Last Changed Date	15th August 2025
Review date	22nd September 2027
Review Body	Marketing & Communications Committee
Council Approval Date	22 nd September 2025

Revision History

Version Number	Author	Issue date
V1.0 Original	J A Morison	October 2015
V2.0 reviewed at MCHR	J A Morison	24th July 2017
V3.0 Reviewed at MCC	J A Morison	19 th July 2021
V4.0 Reviewed at MCC	J A Morison	22 nd September 2025

Castle Cary Town Council

Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Town Council, its Members, staff, Clerk and Volunteers to the promotion of equality and diversity in relation to Castle Cary Town Council.

Castle Cary Town Council is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the below grounds. Decisions about recruitment and selection of staff will be made objectively and without unlawful discrimination.

Castle Cary Town Council recognises that the provision of equal opportunities in the community is good practice. This equal opportunity policy will help all those who are Council members or work for the Council to develop sound and effective policies that impact on the parish and surrounding areas. Castle Cary Town Council aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to the community to develop a culture that positively values diversity.

It is our policy to provide services, employment and volunteering opportunities to all irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

Equality Commitments

Castle Cary Town Council is committed to:

- Promoting equality of opportunity for all people
- Promoting a good and harmonious environment in which all people are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling our legal obligations under equality legislation and associated codes of practice

Castle Cary Town Council

- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative and positive action where appropriate

Implementation

The Chair has specific responsibility for the effective implementation of this policy

In order to implement this policy s/he shall:

- Communicate the policy to Councillors, the Clerk and staff, Volunteers and members of the public
- Incorporate equal opportunities into general practices
- Ensure that other people or organisations will comply with the policy in their dealings with the Council

Monitoring and Review

Castle Cary Town Council will establish information and monitoring systems (see table below) to assist the effective implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed at least annually and action taken as necessary.

In addition to our internal procedures, any person has the right to pursue complaints of discrimination under the following anti-discrimination legislation:

- Sex Discrimination (Gender Reassignment) Regulations and Gender Recognition Act 2004
- Civil Partnership Act 2004
- Disability Discrimination Acts 1995, 2006
- Disability Equality Duty 2006
- Equality Act 2006
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Rehabilitation of Offenders Act 1974
- Part Time Workers (Prevention of less Favourable Treatment) Regulations 2000
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Equal Pay Act 1970 (As amended)
- Race Relations Act 1976 (Amendment) Regulations 2003
- Race relations Code of practice 1983

Castle Cary Town Council

Equal Opportunities Annual Monitoring Sheet

Area		Method	Actions by whom	Date
Human Resources appointments	Staff & volunteers	The Council has an equal opportunities monitoring sheet provided on application Volunteers?	HR chair (PB), clerk (LD) and interviewing panels to implement reasonable adjustments.	
Accessibility	Market House - Assembly Room	Record any access issues reported	All to feedback to Pek as evidence for the lift.	
	Market House- Shambles	Ensure hirers are aware of the gate	Gate onto the Cobbles providing level access - Catrin to make hirers aware	
	Written materials are readable	Monitor newsletter & publicity Using flesch test https://www.thefirstworld.co.uk/readabilitytest	Test Catrin, Ange	
	Museum	Use font size 12 with a sans serif font	Catrin - Arial, Verdana, Helvetica Catrin	
		Volunteers to monitor accessibility and report to clerk dep clerk or marketing officer	Museum volunteers	

Judi Morison

August 2025

To be reviewed annually at the review of strategic objectives