

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0	Complete revision	Katherine Hyett - Clerk	F&GP 28.07.26 Council 11.08.26	Every 2 years	FC/110826/10	11.08.28

Burwell Parish Council

Equity, Diversity and Inclusion Policy

1. Introduction

Burwell Parish Council is committed to upholding the principles set out in the Equality Act 2010 and reflected in NALC model policies, including fairness, transparency, and accountability in governance and service delivery.

This policy supports the Council's obligations through:

- Its Code of Conduct
- Standing Orders
- Employment practices
- Decision-making and community engagement

2. Policy Aim

The Council aims to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between people from different backgrounds
- Ensure inclusive and accessible services, facilities and decision-making

3. Scope

This policy applies to:

- Councillors
- Employees
- Volunteers
- Contractors acting on behalf of the Council
- All Council activities, including services, facilities, and consultation responses

4. Legal Context

In line with the Public Sector Equality Duty, the Council must have due regard to:

- Removing or minimising disadvantages
- Meeting different needs
- Encouraging participation in public life

Protected characteristics are defined under the Equality Act 2010 as:

- ☐ Age
- ☐ Disability
- ☐ Gender reassignment
- ☐ Marriage and civil partnership
- ☐ Pregnancy and maternity
- ☐ Race
- ☐ Religion or belief

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- ☐ Sex
- ☐ Sexual orientation

5. Roles and Responsibilities (NALC-aligned structure)

Full Council

- Approves and reviews this policy
- Ensures equality considerations are embedded in decision-making

Councillors

- Uphold the Code of Conduct
- Consider equality and inclusion in all decisions
- Engage respectfully with all members of the community

Clerk (Proper Officer)

- Advises the Council on legal and policy requirements
- Implements this policy in operational matters
- Ensures inclusive practices in administration and communication

Employees, Volunteers and Representatives

- Deliver services in line with this policy
- Actively promote fairness and inclusion
- The Council expects contractors and suppliers acting on its behalf to comply with the Equality Act 2010 and this policy where applicable.

6. Employment Practices

In line with NALC employment good practice, the Council will:

6.1 Recruitment

- Use objective and non-discriminatory criteria
- Advertise vacancies openly where appropriate
- Provide reasonable adjustments

6.2 Employment Conditions

- Treat all staff fairly and consistently
- Promote a safe and inclusive working environment
- Not tolerate harassment or bullying

6.3 Training

- Provide equality and inclusion awareness where appropriate
- Support councillors and staff in fulfilling their roles responsibly

7. Service Delivery and Facilities

The Council will:

7.1 Accessibility

- Ensure facilities (parks, halls, sports areas, play areas) are as accessible as reasonably practicable
- Consider mobility, sensory and cognitive needs

7.2 Communication

- Use clear and accessible language

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- Provide alternative formats where reasonably requested

7.3 Inclusive Use of Facilities

- Promote equitable access regardless of background or circumstances
- Consider affordability, cultural appropriateness, and safety

8. Consultation, Representation and Decision-Making

The Council recognises its role in representing the community and responding to external consultations.

8.1 Engagement

- Seek to reach a wide cross-section of residents
- Consider barriers such as disability, age, digital access and language

8.2 Consultation Responses

When responding to consultations (e.g. planning, transport, housing, active travel, highways), the Council will:

- Consider equality impacts
- Reflect diverse community needs
- Avoid reinforcing inequalities

This includes but is not limited to:

- Promoting accessible, inclusive and safe environments
- Considering impacts on vulnerable groups
- Promoting accessible and safe movement for all users including pedestrians, cyclists, horse riders and mobility aid users/scooters
- Ensuring routes are inclusive (e.g. step-free, well-lit, safe crossings)
- Considering housing proposals that promote accessibility and meet a range of community needs.
- Encouraging accessibility standards and adaptable homes
- Encouraging participation across all groups

9. Complaints and Standards

- Complaints about discrimination will be handled in line with the Council's Complaints Procedure
- Allegations involving councillors will be handled under the Code of Conduct framework
- The Council will act proportionately and fairly

10. Monitoring and Review

- This policy will be reviewed every 3 years or earlier if legislation or best practice changes
- The Council will periodically review complaints, employment matters, accessibility issues and community feedback to identify any equality-related concerns.

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Appendix A: Equality Impact Consideration (EIC) Checklist

(To be included in reports, agendas, and consultation responses where relevant. The checklist should be used where a proposal is likely to have a significant impact on residents, staff, facilities or service delivery.)

Burwell Parish Council Equality Impact Consideration

Title of proposal / decision:

Date:

Lead Officer / Councillor:

1. Relevance

Does this proposal affect:

- ☐ Service delivery
- ☐ Community facilities
- ☐ Planning / development
- ☐ Transport / active travel
- ☐ Housing
- ☐ Other (specify)

2. Potential Impact on Groups

Could this proposal disproportionately affect:

Group	Yes	No	Notes
Older people	☐	☐	
Children / young people	☐	☐	
Disabled people	☐	☐	
People on low incomes	☐	☐	
Ethnic or cultural groups	☐	☐	
Gender / sex	☐	☐	
Other (specify)	☐	☐	

3. Accessibility

- Are there barriers to access (physical, financial, digital, or social)?
- Can reasonable adjustments be made?

Notes:

4. Opportunities to Promote Inclusion

- Does this proposal improve access or participation?
- Can it be adapted to better support inclusion?

Notes:

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5. Mitigation

- What steps can be taken to reduce negative impacts?

Notes:

6. Conclusion

- ☐ No significant equality impact
- ☐ Positive impact identified
- ☐ Potential negative impact (mitigation required)