

# Lincolnshire Parent Carer Council

## EQUAL OPPORTUNITIES

### 1) Introduction

The Equal Opportunities Policy is the responsibility of Lincolnshire Parent Carer Council (LPCC), everybody working for the LPCC and those attending LPCC meetings and events including those held by a third party.

1.1 All representatives will be given equal opportunities in their role within LPCC regardless of gender, age, race, disabilities, caring responsibilities, ethnic origin, sexual orientation, religious beliefs and / or trade union membership.

1.2 All persons will be treated with dignity and respect in an environment free from discrimination, harassment and victimisation. Any complaints of this nature will be fully investigated and treated with the strictest confidence.

1.3 Any individual found to be responsible for such behaviour, following a thorough investigation, will be asked to terminate their role as a representative of the LPCC immediately.

1.4 All representatives and volunteers attending LPCC meetings and events and representing LPCC at multi agency meetings will be made aware of this policy.

1.5 The policy will be regularly reviewed and updated to ensure it conforms to all relevant legislation.

### 2) Policy Aims

2.1 To select, recruit, develop and promote the very best people through objective assessment based solely upon suitability for the role.

2.2 Ensure that all LPCC representatives and volunteers receive fair and equal treatment

2.3 Create a balanced team of representatives reflecting the diversity of the local working population.

2.4 Cultivating a working environment that is free from harassment.

### 3) Definitions

3.1 Direct Discrimination: To treat someone less favourably on the basis of race, gender or disability; i.e. not to recruit, refuse opportunities, discipline, dismissal, action short of dismissal

3.2 Indirect Discrimination: Fewer females / ethnic minorities / disabled persons are able to fulfil a requirement of the LPCC representative's role than other members of society, and the requirement cannot be justified

3.3 Harassment: Creating a threatening, hostile or intimidating environment based upon sex or race of the victim. The decision as to whether actions constitute harassment lies with the person who is being subjected to this behaviour and one single incident is sufficient to constitute a charge.

3.4 The LPCC's responsibility

LPCC is directly responsible for the actions of all its representatives, as well as for their protection from harassment and discrimination. As such, the LPCC takes an active role in protecting those for whom it is responsible.

## **4. IMPLEMENTING THE POLICY**

### **4.1 Recruitment and Selection**

- a) All positions are open to all individuals who have the required level of skill, knowledge and / or experience.
- b) All expressions of interest are to be LPCC approved and placed in publications which have a diverse circulation.
- c) All nominees should receive a copy of the equal opportunities policy and procedures, as well as a full role description to enable them to assess their suitability for the position.

### **4.2 Training**

- a) Appropriate training on and off the job will be accessible to all representatives. All representatives will be encouraged to take advantage of all relevant training opportunities.
- b) Where an individual is returning as a representative to the LPCC following a prolonged absence, additional training and support will be offered.
- c) Where a position changes due to technology and / or reorganisation, appropriate training and support will be offered to the affected individuals.
- d) All induction trainees will be made aware of the LPCC's equal opportunities policy and procedure.

### **4.3 Health and Safety**

- a) Discrimination, intimidation and harassment can seriously compromise the health and safety of representatives when on LPCC business. As such it is the responsibility of all representatives who are aware of such activity to bring it to the attention of the LPCC's chairperson, quickly and discreetly (although the LPCC accepts that this may not always be easy for the victim). All reported incidents will be treated in confidence by LPCC chairperson.
- b) The LPCC chairperson will work with representatives who are disabled to ensure their Health and Safety when on LPCC business, through conducting thorough objective assessments of the safety of their working environment and where appropriate offering alterations/ adaptations to the position, or examining the possibility of alternative work options.

#### **4.5 Terms and Conditions**

All individuals within a post will receive the same terms and conditions.

#### **4.7 Discipline and Termination of representation on the LPCC**

Race, gender, age and disability will have no bearing upon any disciplinary actions taken by the LPCC.

### **5. HOW THE PROCEDURE WORKS**

- 5.1 If you have a grievance relating to Equal Opportunities the Staff Handbook - grievances - explains what actions you should take.
- 5.2 If you are accused of behaviour which is in breach of the LPCC's equal opportunities policy and procedure, the LPCC chairperson will initially conduct an informal investigation to determine if there is a case worth investigating. Should the initial, informal investigation find that action needs to be taken, the Representative will be asked to leave the LPCC with immediate effect.