



Leiston-cum-Sizewell Town Council

Helen Greengrass, Town Clerk and Responsible Financial Officer

Council Offices, Main Street, Leiston, Suffolk, IP16 4ER

Tel: 01728 830388 | Email: townclerk@leistontowncouncil.gov.uk

Equality, Diversity, and Inclusion (EDI) Policy

Approved	11 March 2025
Review Body	Full Council
Review Period Policy	NEW
Next Review	Annual
Signed	<i>Cllr Lesley Hill, Mayor</i>

Leiston-cum-Sizewell Town Council

Equality, Diversity, and Inclusion (EDI) Policy

EDI Lead: Town Clerk

1. Purpose and Commitment

Leiston-cum-Sizewell Town Council is committed to fostering a culture of equality, diversity, and inclusion (EDI) in all aspects of its work. We believe that every individual should be treated with dignity and respect, and we strive to eliminate discrimination while promoting equal opportunities for all, regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

This policy outlines our approach to ensuring inclusivity for employees, volunteers, elected members, and the public in all aspects of council operations, decision-making, and service delivery.

2. Scope

This policy applies to:

- Elected council members
- All staff (permanent, temporary, and contract employees)
- Volunteers working with or on behalf of the Town Council

- Members of the public engaging with the council or accessing council services
- Contractors and service providers working on behalf of the council

3. Our Commitments

As an Employer

- Provide a fair recruitment process, ensuring equal opportunities for all applicants.
- Offer a safe, inclusive workplace free from discrimination, bullying, and harassment.
- Promote training and professional development for all employees to enhance awareness and understanding of EDI principles.
- Implement reasonable adjustments to support employees with disabilities or other specific needs.

As a Service Provider

- Ensure that council services are accessible to all members of the community.
- Promote inclusive communication by offering information in different formats where possible.
- Consider the diverse needs of residents when making policy decisions.
- Work collaboratively with community groups to understand and address EDI concerns.

As a Community Leader

- Foster good relations between different community groups and encourage participation from underrepresented individuals.
- Challenge discriminatory behaviour and actively promote equality and inclusion in all public engagements.
- Ensure that council meetings and consultations are accessible and inclusive.

4. Reporting Concerns

The council takes all reports of discrimination, harassment, and exclusion seriously. Councillors, staff, volunteers, elected members, and the public are encouraged to report any concerns through the following channels:

For Staff and Volunteers

- **Informal Resolution:** If appropriate, employees and volunteers are encouraged to discuss concerns with their line manager or the designated EDI lead.
- **Formal Complaint:** If informal resolution is not possible, concerns should be reported in writing to the Town Clerk. The council will investigate complaints fairly and confidentially, following its grievance procedure.

For Elected Members

- Councillors should report concerns to the Town Clerk or the Mayor (Chair) of the Council.
- Any breaches of the Members' Code of Conduct will be referred to the appropriate standards committee.

For Members of the Public

- **Direct Complaint:** Concerns can be reported to the Town Clerk via email, phone, or in writing.
- **Anonymous Reporting:** If preferred, anonymous reports can be submitted by letter marked ‘Town Clerk – Private and Confidential’ and delivered to the town council office, Main Street, Leiston IP16 4ER.
- **Escalation:** If the issue is not resolved satisfactorily, complainants may escalate the matter to the Local Government Ombudsman or the Equality and Human Rights Commission (EHRC).

The council will ensure all complaints are handled promptly, fairly, and sensitively. No person will suffer any detriment for raising a legitimate concern in good faith.

5. Monitoring and Review

This policy will be reviewed annually to ensure it remains relevant and effective. Feedback from staff, volunteers, elected members, and the community will be sought to improve and develop EDI practices.

The Town Council remains dedicated to fostering a community where diversity is celebrated, equality is upheld, and inclusion is a shared responsibility.

6. Associated Policies

Councillor Code of Conduct
Complaints Policy
Standing Orders

XXXXX

Contact Details

Lead EDI Officer – Town Clerk

Tel: 01728 830388

Email; townclerk@leistontowncouncil.gov.uk

Address: Council Offices, Main Street, Leiston, IP16 4ER

Ends