

**Pokesdown Community Forum**  
**Equal Opportunities Policy**

Pokesdown Community Forum recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of forum membership, voluntary employment and nomination of Committee roles, including recruitment and promotion, giving guidance and encouragement to all members at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, status, age, sexual orientation or religion. We are an apolitical forum who remain authentic to any/all political and government parties. We do, however, work closely with our Ward Councillors.

**Statement of policy**

(a) It is the policy of Pokesdown Community Forum to ensure that no member or committee position is given less favourable treatment on the grounds of sex, race, marital status, disability, age, vocation, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of community engagement and development.

(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant legal policies and practices, maximises the effective use of individuals in both the organisation's and members best interests.

Pokesdown Community Forum recognises the great benefits in having a diverse community workforce with different backgrounds, solely encouraged on individual ability and interest to improve the community of Pokesdown.

(c) The application of membership, experience, expertise and nomination to Committee roles is open to all in accordance to meeting all equal opportunities and is needs led from the community.

(d) All members of the organisation will be made aware of the provisions of this policy. This is carried out by regular public meetings and committee meetings.

**Recruitment and promotion**

(a) Advertisements for committee posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, vocation/job, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally and with our network of members; and also

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by using the Bournemouth Council of Voluntary Service.

(d) All descriptions and specifications for committee posts will include only requirements that are necessary and justifiable for the effective performance of the job as advocates for the community of Pokesdown who are living and/or working in this ward.

(e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### **Voluntary Employment**

(a) Pokesdown Community Forum will not discriminate on the basis of sex, race, marital status, disability, age, employment status, sexual orientation or religion in the allocation of duties between Members and Committee Officers employed at any level with comparable job descriptions.

(b) Pokesdown Community Forum will put in place any reasonable measures and/or adjustments within the meeting places/venues for any members/committee who become disabled and/or mobility is impaired during membership or for disabled appointees on the committee.

(c) All Members/committee officers will be welcomed with promotion with equal opportunities for all.

### **Training**

(a) Pokesdown Community Forum can access and encourages training provided from the voluntary sector. This will be provided with appropriate training regardless of sex, race, marital status, disability, age, vocation/job, sexual orientation or religion.

(b) All Members/ the Committee will be encouraged to discuss their vocational training needs with their Chair and Vice Chair of Pokesdown Community Forum.

### **Grievances and victimisation**

(a) Pokesdown Community Forum emphasises that discrimination is unacceptable conduct which may lead to complaint/grievance action under the organisation's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

This policy was read and adopted by the Pokesdown Community Forum on:

*12th March 2016*

and will be reviewed annually.

**Signed:**

Reviewed April 2017.

**Chair:**

**Vice Chair:**

**Secretary:**