



Lytham Town Council Equality Policy

(Adopted: 25/03/2026, Review due: 25/03/2027)

1. Purpose

Lytham Town Council is committed to promoting equality, diversity, and inclusion in all its activities and services. This policy ensures that all individuals are treated fairly, with dignity and respect, and without unlawful discrimination, in accordance with the Equality Act 2010.

2. Legal Context

This policy is underpinned by the Equality Act 2010 and the Public Sector Equality Duty (Section 149 of the Equality Act 2010).

In exercising its functions, the Council will have due regard to the need to:

- Eliminate unlawful discrimination, harassment, and victimisation.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between diverse groups.

3. Scope

This policy applies to:

- All councillors
- The Clerk (as the Council's sole employee)
- Contractors, consultants, and volunteers
- Members of the public accessing Council services

It covers all Council activities, including decision-making, service delivery, procurement, and public engagement.

This policy also applies to services provided by the Council, including the management of allotments, where the Council will seek to ensure fair and equitable access and promote a respectful and inclusive environment for all tenants.

4. Rationale

As the tier of local government closest to the community, Lytham Town Council plays a vital role in ensuring that services, facilities, and decision-making processes are accessible and fair to all residents.

This policy provides a clear framework to ensure compliance with legal duties, support inclusive participation in civic life, reduce the risk of discrimination, and uphold high standards of governance, transparency, and accountability.

5. Policy Statement

The Council will:

- Prevent discrimination, harassment, and victimisation on the basis of protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Promote equality of opportunity and ensure fair access to services and participation.
- Foster an inclusive and respectful environment where diversity is valued.
- Make reasonable adjustments where practicable to ensure individuals are not disadvantaged.

6. Responsibilities

- **Councillors:** Share collective responsibility for promoting equality and ensuring decisions reflect equality considerations
- **Clerk:** Provide advice, implement this policy in day-to-day operations, and support inclusive practices
- **Contractors and Partners:** Expected to uphold equality principles in work undertaken on behalf of the Council.

NB: Given the Council's small staffing structure, all councillors play an active role in ensuring compliance with this policy.

7. Implementation

The Council will:

- Give due regard to equality considerations in decision-making, including budgeting, policies, and service delivery.
- Apply a proportionate approach to assessing the impact of decisions on different groups (see Appendix A)
- Take reasonable steps to ensure meetings, services, and communications are accessible.
- Consider practical improvements to accessibility, such as the use of amplification equipment at meetings where appropriate.
- Ensure information published on its website is clear and accessible, with alternative formats provided on request where practicable.
- Provide appropriate and proportionate equality awareness for councillors.
- Work, where possible, with suppliers and contractors who share its commitment to equality.

8. Public Engagement

The Council will seek to engage with a broad cross-section of the community and encourage participation in local decision-making, ensuring that all residents have the opportunity to be heard.

In line with the legal requirement to hold an **annual parish/town meeting**, all residents are invited to attend and contribute. The public is also encouraged to join our regular **pop-in** sessions and to be present at Council meetings, ensuring transparency and open access to local governance.

9. Monitoring and Review

The Council will monitor equality considerations through:

- Feedback from residents and meeting attendees
- Any complaints received
- Periodic review of accessibility at meetings and services

This policy will be reviewed annually or in response to changes in legislation or best practice.

10. Complaints

Any concerns or complaints relating to equality should be raised with the Clerk. All complaints will be taken seriously, investigated fairly, and addressed promptly in accordance with the Council's Complaints Procedure. This document may be found on our website at the location:

https://www.lythamtowncouncil.gov.uk/uploads/otherdocuments/files/LTC_Complaints_Handling_Policy_v1.pdf

11. Related Policies

This policy should be read alongside other Council policies, including the Code of Conduct and Complaints Procedure.

Version Control

Version	Date	Description of Change	Author
V1	19/03/2026	Initial Draft written	Clerk / RFO
V1	25/03/2026	Adopted by Council	Clerk / RFO

Appendix A - Equality Consideration Checklist

When making significant decisions, the Council will consider the following questions (as appropriate to the scale of the decision):

- Could this decision affect people differently based on protected characteristics?
- Are there any barriers to access or participation?
- Can reasonable adjustments be made to improve inclusion?
- Has the Council considered the needs of harder-to-reach or underrepresented groups?
- Is the impact likely to be positive, neutral, or negative in terms of equality?

This checklist will be applied proportionately and recorded where appropriate.