

### Monitoring and Responsibility

- The Chief Executive is responsible for monitoring the effectiveness of the Equal Opportunities Policy and for its implementation and supervision. All Directors and Board Members are expected to ensure all activities of the Association comply with the requirements of the policy and related procedures.

Any queries regarding this leaflet or the Residents' Service Charter should be addressed to the Chief Executive.

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Chair: Mrs O Baker

Chief Executive: Mr P F Lees BA (Hons) FCIH



equal opportunities policy

county  
palatine

Fair, honest, transparent...

**The following is an extract from the Association's Equal Opportunities Policy, a full copy of which can be obtained from the Association's Director of Housing Management.**

### **Equal Opportunities Statement**

- The Association offers equal opportunities both in the provision of housing and housing services, and in the employment of staff and is opposed to discrimination at any level.
- Our policy applies to all individuals or groups of people applying for housing, for employment or for contracts with the Association, who will be treated equally irrespective of race, colour, ethnic or national origin, appearance, religion, sex, gender, physical or other disability, medical condition or marital status.
- The Association's Board Members and Staff ensure commitment to equal opportunities in both their composition and method of operation, abiding by the Race Relations Act, the Sex Discrimination Act, the Disability Discrimination Act and implement the provisions of the Commission for Racial Equality's Code of Practice in Rented Housing.
- The Association establishes and maintains close relationships with local communities and other relevant bodies, in order to identify the needs of minority groups and thus enabling promotion of positive action initiatives.

### **Housing**

- County Palatine Housing Association will ensure that the widest cross-section of applicants are encouraged to apply for accommodation. The application and allocation process will be monitored at various stages to ensure that no individual is treated unfairly. The Lettings Policy will be regularly reviewed. The Association will ensure that all forms of harassment against or by tenants is discouraged, investigated and dealt with.

### **Contractors**

- When engaging consultants and contractors the Association will scrutinise their Equal Opportunities policies and procedures in order to ensure that they have the same commitment to equality of opportunity.

### **Training**

- The Association values its employees and has achieved the Investor in People Standard. Career development and training will be regularly reviewed via the Association's appraisal programme to ensure that all staff are given equal opportunity.

### **Employment**

- Terms and conditions will be reviewed periodically to ensure that they reflect best equal opportunities practice and staff will be trained on induction and thereafter at regular sessions to ensure that all staff understand the Association's commitment to equal opportunities.
- The Association's aim is to ensure that all job applicants receive equal treatment. Their selection and recruitment procedures are regularly reviewed and monitored. In accordance with its Disability Policy, all applicants with a disability who meet the minimum criteria will be interviewed.
- Any form of harassment of staff of a sexual or racist nature will be dealt with promptly and confidentially.

### **Board**

- The composition of the Board will, in accordance with the Association's Membership Policy, be reviewed annually and steps taken to redress any balance.