



Cranford Memorial Village Hall

Equal Opportunities, Diversity and Inclusion Policy

INTRODUCTION

Cranford Memorial Village Hall is a charity, administered by an elected committee of unpaid volunteers. The Hall exists for any member of the village and the surrounding area to make use of via clubs, social groups, events and gatherings run by both the hall committee and by independent groups.

CRANFORD MEMORIAL VILLAGE HALL'S PURPOSE IS:

“To enhance the sense of community spirit across both our villages (Cranford St Andrews and Cranford St Johns) and the surrounding areas. We also have a sub-purpose to make sure we include younger people on the management committee so that good governance and use of the hall is easily passed between generations.”

To achieve this goal, we are committed to making sure that the range of people involved with the hall reflects the make-up of the local population. We are committed also to achieving this diversity and inclusion goal in an equal way irrespective of:

- Race
- Religion
- Disability
- Socio-economic status
- Gender
- Sexual orientation

Additionally the Equality Duty, at [section 149](#) of the Equality Act 2010, requires public bodies to consider the needs of different groups of individuals when carrying out their day to day work. It requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people when carrying out their activities.

This document sets out our policy for making sure that the activities which take place in Cranford Memorial Village Hall do not discriminate, exclude unfairly, or create unacceptable barriers to participation in either events or the management committee. The policy set out below applies to everyone associated with managing the Hall, organising activities in the Hall or taking part in events and classes run at the Hall and in its grounds.

OUR POLICY MEASURES.



1. No-one is excluded from the management committee due to Race, Religion, Disability, Socio-economic status, Gender, Sexual orientation
2. The management committee does not organise events in such a way that people of any Race, Religion, Disability, Socio-economic status, Gender or Sexual orientation cannot participate
3. The design features of the Memorial Hall itself incorporates the maximum possible access to facilities including toilets within the bounds of what the Charity can reasonably afford
4. Independent Organisers arrange events in ways that do not exclude people of any Race, Religion, Disability, Socio-economic status, Gender or Sexual orientation
5. People attending the events that are run in the Hall and its grounds do so in a way that does not cause people to be excluded or discriminated against because of a person's Race, Religion, Disability, Socio-economic status, Gender or Sexual orientation
6. Individuals or groups shall only be excluded from the village hall when their behaviours violate the terms of this policy or due to noncompliance with the terms of the contract for letting out the hall.
7. Where complaints are made concerning discrimination, unequal opportunities or exclusion
 - a. the Chair of the management committee will respond within 2 working days, conforming that an investigation is in progress and that the matter will be dealt with at the next meeting of the management committee
 - b. the matter will be discussed at the next meeting, or a special meeting will be called if this is more desirable
 - c. the complainant will be informed of actions agreed within 2 days of the meeting.

THE RESPONSIBILITIES OF THE CRANFORD MEMORIAL VILLAGE HALL MANAGEMENT COMMITTEE

1. To value and promote diversity in society as a means of broadening our user group and management committee
2. To not tolerate any behaviour, whether deliberate or through oversight, which excludes, or discriminates against any group or individual
3. To foster an environment in which all users of the Hall and the committee members are confident to raise concerns and have them dealt with quickly, sensitively and effectively.
4. To understand and monitor the various forms of behaviour and barriers that discrimination can take and understand the negative effect these can have on the reputation of the Village Hall and the community.
5. To enhance our reputation as a fair and responsible provider and organiser by monitoring and actioning where necessary, the application of this Policy, preventing any discriminatory practices which may limit the Village Hall's ability to achieve its' aims
6. Individual Committee members, have a responsibility to support the aims of the Policy, and to ensure that the principles of Diversity, inclusion and equality are applied in their own behaviour and dealings with others.
7. Make sure the committee addresses breaches of this policy at the next scheduled committee meeting.

COMPLAINTS PROCEDURE

If any user or committee member believes that they have been unfairly discriminated against they should make a complaint to the Chair of the Management Committee who will take up the allegation and conduct a thorough investigation.

A complaint relating to the Chair should be made to a Trustee (contact information can be obtained for the Management Committee Secretary).

The complaints procedure will be:

1. the Chair of the management committee will respond within 2 working days, confirming that an investigation is in progress and that the matter will be dealt with at the next meeting of the management committee
2. the matter will be discussed at the next meeting, or a special meeting will be called if this is more desirable
3. the complainant will be informed of actions agreed within 2 days of the meeting



4. the meeting will be minutes and the action and learning will be recorded

Alterations and Amendments to this Policy

This policy will be reviewed on an annual basis at the AGM and amended where appropriate.