

GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the **Policy and Resources Committee** meeting held on **Monday 21st March 2016** in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

Present: Cllr Mrs S Hunt (Chairman)
Cllr Ms A Baker, Cllr R Evill,
Cllr P Harris, Cllr R Monksummers,
Cllr Mrs B Ridout, Cllr B Von Clemens
and Cllr D Walsh.

Apologies: Cllr Mrs V Potheary (Deputy Chairman).
Cllr D Griffin and Cllr D Milsted.

In attendance: Mrs C Ratcliffe, Office Manager/Deputy Clerk.

Members of the Public and Press: There were two members of the public present.
There were no members of the press.

104. To approve the minutes of the last meeting held on Monday, 15th February 2016.

Cllr Evill proposed that “**the minutes of the Policy and Resources Committee meeting held on Monday, 15th February 2016 should be approved and adopted as a correct record of that meeting**”. Cllr Mrs Ridout seconded, the majority were in favour with Cllr Harris abstaining as he was absent from the last meeting. **RESOLVED.**

105. Questions. There were no questions.

106. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, section 27 regarding disclosable pecuniary interests.

There were no disclosable pecuniary interests declared.

107. To receive working party reports, if available, for consideration and approval:

a) Gillingham Sports Land and Cycle Link

Cllr Milsted was not present at the meeting. Cllr Monksummers informed the meeting that Phase I of the project was now coming to an end. There is a ‘snagging list’ which is being addressed.

Policy and Resources Committee Meeting – Monday 21st March 2016 (continued):

107. To receive working party reports, if available, for consideration and approval (continued):

The Town Clerk is fully aware of the situation. Phase II of the project can now go ahead by seeking tenders for smaller prices of work; e.g. fencing. The football club has submitted all grant applications to the Football Association.

b) Health and Safety

Cllr Evill informed members that no meeting has taken place and there was nothing to report.

c) IT Working Party – replacement of projector and screen

Cllr Harris was present at the meeting and asked the Deputy Clerk to update members on the new equipment. Earlier in the day an answerphone message had been received by the supplier of the new touch screen to say that the equipment needed to be recalled and a replacement would be issued at no expense to the Town Council. The touch screen was installed with Windows 8.1. It is not certain whether the recall is due to advice from manufacturer or not. Further contact will be made with the supplier to ascertain the facts.

d) Hardings Park Project Team – update report

A report was circulated prior to the meeting. Please refer to Appendix A. The Chairman asked the Deputy Clerk to summarise the report.

Cllr Ms Baker summarised Appendix A1 regarding the preparations for the opening of the Adventure Play Area and the establishment of a 'Friends' Group' for Hardings Park and Gillingham's Play Areas.

Cllr Monksummers commented that it made complete sense to establish a 'Friends' Group' for play areas.

Cllr Ms Baker proposed that **"to hold a launch event in conjunction with RiversMeet on Sunday 15th May 2016 and to proceed 'in principle' with plans to establish a 'Friend's Group' for play areas and the governance structure to be presented to Full Council for consideration and approval"**. Cllr Monksummers seconded and the vote was unanimous. **RESOLVED.**

Members considered the report from the Youth Worker, Mr Richard Watson, regarding the Youth Outreach project which was linked to the Hardings Park project via grant funding from Dorset Legacy Inspired 2012. Please refer to Appendix A2.

Cllr Walsh and Cllr Von Clemens informed members that the outreach project was not linked to the bid being made by Gillingham Youth Foundation (GYF) to DCC to secure the Youth Centre building as a Community Asset. Cllr Walsh thanked Cllr Von Clemens for all his work with setting up GYF.

Cllr Monksummers was concerned that no money had been drawn down from the grant monies held by the Town Council to help with this outreach work. Both Cllr Walsh and Cllr Von Clemens suggested that possibly the outreach work was currently being funded by DCC, which would cease at the end of the academic year.

Cllr Von Clemens asked the Deputy Clerk to ask Mr Watson for clarification on the cost of outreach work and for further information regarding the hire of room for free at RiversMeet leisure centre. There were no recommendations contained within the report from Mr Watson.

The Chairman suggested that the budget recommendations contained within the Harding Park update report (Appendix A), were taken en bloc.

Cllr Harris queried why budget no. 8.06 – for an Additional CCTV camera (General Reserve), was being used to finance the removal of the electric meter at the pavilion. The Deputy Clerk explained that the removal of the meter at the pavilion was required in conjunction with providing a meter and meter box further up the site for

Policy and Resources Committee Meeting – Monday 21st March 2016 (continued):

107. To receive working party reports, if available, for consideration and approval (continued):

a new CCTV column and camera. It would be possible to trench an electricity supply from the pavilion to the car park. The pavilion will be dismantled in the near future. The lighting columns in the car park belong to RiversMeet leisure centre and are not strong enough to hold CCTV equipment.

Cllr Harris proposed that **“the budget recommendations contained within the Hardings Park update report dated March 2016 and circulated with the agenda should be approved”**. Cllr Ms Baker seconded and the vote was unanimous.

108. Finance:

a) To approve cheques for payment for March 2016.

A list of cheques for payment had been circulated prior to the meeting.

Cllr Von Clemens queried cheque no. 16146 for a name badge £9.74. It was explained by the Deputy Clerk that the name badge was for a member of Town Council staff. The badge is made and supplied by North Dorset District Council.

The Deputy Clerk offered an explanation for cheque no. 16135 and 16136 Sydenhams £763.15 and £243.37 respectively. These invoices were for replacement small tools and saw blades and the hire of specialist equipment. The grounds staff have been busy repairing property in the cemetery and dismantling old play equipment at Hardings Park.

The Deputy Clerk informed the meeting that an invoice had been received after the list of cheques had been prepared by the Town Clerk. The Deputy Clerk requested that cheque no. 16148, Mr B Humphrey £75, for the binding of an old cemetery ledger was added to the list of payments.

Cllr Monksummers proposed **“that the cheques for payment for the month of March 2016 to the gross value of £33,313.60, including cheque no. 16148, should be approved for payment”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

b) To receive requests for grant funding from Budget no. 2.30 - Small Grants Contingency FY 2016/17 (current balance £3,358.40) as follows:

- **Sturminster Newton Area Youth Support Group - £1,000**
- **Gillingham School re 500th anniversary - donation.**

Sturminster Newton Area Youth Support Group – A request had been received for £1,000 for the Gillingham DOE Open Award Centre. Cllr Von Clemens had scrutinised the application prior to the meeting and considered the request worthy of the Town Council's support as it will benefit 147 young people living in Gillingham who are currently participating in the Duke of Edinburgh Award Scheme from Bronze Award through to Gold Award.

Cllr Von Clemens proposed that **“the application for a grant of £1,000 was awarded to Sturminster Newton Area Youth Support Group on behalf of Gillingham DOE Open Award Centre and financed from budget no. 2.30 Small Grants Contingency FY 2016/17”**. Cllr Mrs Ridout seconded and the vote was unanimous.

Gillingham School 500th Anniversary – a request for a donation towards the cost of a sculpture at the school designed by John Maine RA had been received from Gillingham School. The school has raised £32,000 towards this piece of art work costing £47,000. The visual arts project would commemorate the school's heritage and create a legacy for future generations. It would provide a space for future students and visiting artists-in-residence to exhibit their own sculptural work and create an on-going showcase and platform for the visual arts in this rural location.

Policy and Resources Committee Meeting – Monday 21st March 2016 (continued):

108. Finance (continued):

The Chairman, Cllr Mrs Hunt, who is also a governor at the school, presented this request.

Cllr Von Clemens had scrutinised the application and commented that the sculpture would be of little benefit to the wider community as it would not be on public display and only accessible at certain times (being within the confines the school premises).

Proposal

Cllr Mrs Ridout proposed that **“a grant of £500 was awarded to Gillingham School towards the cost of the sculpture”**. Note: there was no seconder for this proposal. Proposal failed.

Amended Proposal

Cllr Monksummers proposed that **“a grant to Gillingham School towards the cost of providing a piece of sculpture as part of an on-going visual arts project was rejected as it would not benefit the wider community”**. Cllr Evill seconded and the vote was unanimous.

109. To receive nominations for Mayor and Deputy Mayor for the Council Year 2016/17 and refer to the Full Council on 29th March 2016, as follows:

The Deputy Town Clerk informed members that the following nomination had been received for Mayor for the Council Year 2016/17:

Town Mayor

Cllr Barry Von Clemens, proposed by Cllr Mrs Anne Beckley, seconded by Cllr Mike Gould

The Deputy Town Clerk informed members that the following nominations have been received for Deputy Mayor for the Council Year 2016/17:

Deputy Mayor

Cllr Mrs Belinda Ridout, proposed by Cllr Mrs Su Hunt, seconded by Cllr Mrs Val Potheary
Cllr Mr Mike Gould, proposed by Cllr Mrs Anne Beckley, seconded by Cllr Barry Von Clemens

Cllr Walsh proposed that **“the nominations be placed on the Agenda for Full Council to be held on Tuesday 29th March 2016”**. Cllr Monksummers seconded and the vote was unanimous.

110. To consider the following recommendation from the General Purposes Committee held on Monday, 7th March 2016:

- a) Cllr Von Clemens proposed that **“the Policy and Resources Committee is recommended to approve the expenditure for the construction of a tarred surface 10m x 10m at Gyllas Green (Downsview) complete with pitch markings (football, cricket, basketball - to accompany a previously agreed MUGA style goal end) for a total cost of £6,020 ex VAT to be financed from monies held in the NS&I for land management purposes FY 2016/17”**. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“the Policy and Resources Committee approves the expenditure for the construction of a tarred surface 10m x 10m at Gyllas Green (Downsview) complete with pitch markings (football, cricket, basketball - to accompany a previously agreed MUGA style goal end) for a total cost of £6,020 ex VAT to be financed from monies held in the NS&I for land management purposes FY 2016/17”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

- b) Cllr Von Clemens proposed that **“the Policy and Resources Committee is recommended to approve the expenditure of the installation of galvanised bow-top railing fencing (play spec) at Hyde Road Play Area for a total cost of £4,282.50 ex VAT and financed from budget no. 6.08 Major Projects FY 2016/17 held in the General Reserve 2015/16”**. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday 21st March 2016 (continued):

110. To consider the following recommendation from the General Purposes Committee held on Monday, 7th March 2016 (continued):

Cllr Von Clemens proposed that **“the Policy and Resources Committee approves the expenditure of the installation of galvanised bow-top railing fencing (play spec) at Hyde Road Play Area for a total cost of £4,282.50 ex VAT and financed from budget no. 6.08 Major Projects FY 2016/17 held in the General Reserve 2015/16”**. Cllr Monksummers seconded and the vote was unanimous.

- c) Cllr Von Clemens proposed that **“the Policy and Resources Committee is recommended to approve and adopt the proposed Public Seating and Donation Policy, with the installation fee of £150 shown on the application form, which will then be available on the Town Council’s web site”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

Cllr Monksummers commented that the Public Seating and Donation Policy was an excellent piece of work undertaken by the Estate Management Working Party.

Cllr Mrs Ridout proposed that **“the Policy and Resources Committee approves and adopts the proposed Public Seating and Donation Policy, with the installation fee of £150 shown on the application form, which will then be available on the Town Council’s web site”**. Cllr Von Clemens seconded and the vote was unanimous **RESOLVED.**

- d) Cllr Von Clemens proposed that **“the Policy and Resources Committee is recommended to approve and adopt the proposed Tree Planting and Donation Policy, with the possible inclusion of a Ginkgo tree, which will then be available on the Town Council’s web site”**. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

The Chairman informed members that the Tree Planting and Donation Policy had been revised to include: “Other specimen trees will be considered following professional advice regarding its suitability and proposed location.” Ginkgo trees could be considered but are not native trees and the NDDC tree officer had commented that whilst Ginkgo trees can survive in clay soils they do not like wet soil conditions, often associated with clay soils.

Cllr Ms Baker proposed that **“the Policy and Resources Committee approves and adopts the proposed Tree Planting and Donation Policy, with the revision to include other specimen trees subject to their suitability and proposed location, which will then be available on the Town Council’s web site”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

- e) Cllr Mrs Ridout proposed that **“the Policy and Resources Committee is recommended to approve expenditure for the purchase of 11 no. signs x £24 each = £264 for play areas to be funded from budget no. 8.02 General Reserve (land management and play areas) FY 2015/16”**. Cllr Mrs Beckley seconded and the vote was unanimous. **RESOLVED.**

Cllr Harris proposed that **“the Policy and Resources Committee approves expenditure for the purchase of 11 no. signs x £24 each = £264 for play areas to be funded from budget no. 8.02 General Reserve (land management and play areas) FY 2015/16”**. Cllr Ms Baker seconded and the vote was unanimous.

111. To consider a quotation for further tree work required on the larger public open spaces belonging to the Town Council to the value of £2,855 (ex VAT).

Cllr Von Clemens explained that this quotation had been considered by the Estate Management Working Party at their meeting on 14th March 2016. The working party had regarded the quotation as an extension of the current contract awarded recently for the tree works required on smaller areas of land owned by Gillingham Town Council.

Cllr Von Clemens proposed that **“that the quotation for tree work required on the larger public open spaces to the value of £2,855 was awarded to the current contractor and financed from budget no. 3.39 FY 2015/16”**. Cllr Mrs Ridout seconded and the vote was unanimous.

Policy and Resources Committee Meeting – Monday 21st March 2016 (continued):

112. To consider a request from the Allotments and Burial Provision Working Party regarding the purchase of a notice board for the Town Cemetery.

A report had been circulated to members prior to the meeting. Please refer to Appendix B.

Members discussed the provision of a notice board at the cemetery. It was concluded that more research was required.

Cllr Von Clemens proposed that **“the provision of a noticeboard for the cemetery was referred back to the Allotments and Burial Provision Working Party”**. Cllr Evill seconded and the vote was unanimous. **RESOLVED.**

113. To consider and approve a revised General Statement of Health and Safety dated 1st March 2016 for the letting of the Town Hall.

The General Statement of Health and Safety dated 1st March 2016 had been circulated to members prior to the meeting. Please refer to Appendix C. The revisions to the document applied to the numbers of people using the building, a name change and details of Registrar Staff Training.

Cllr Mrs Ridout proposed that **“the revised General Statement of Health and Safety dated 1st March 2016 should be approved and adopted”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

114. To consider the Equality and Diversity Policy for Gillingham Town Council dated 1st April 2016 and to agree publication.

This document was circulated to members prior to the meeting. Please refer to Appendix D.

Cllr Monksummers proposed that **“the Equality and Diversity Policy for Gillingham Town Council dated 1st April 2016 should be approved and adopted”**. Cllr Ms Baker seconded and the vote was unanimous. **RESOVLED.**

115. Matters Pertinent.

Community Clean Event at Rolls Bridge – This event has been organised by the Estate Management Working Party and is an initiative to tidy up the River Stour corridor prior to Green Flag judging in May/June. Posters have been circulated and a press release sent to local media. All councillors encouraged to join the Community Clean event on Saturday 9th April from 10am till 12 noon.

Closure: The meeting closed at 8.50pm.

Minute no. 107 (d)

Hardings Park Project

Update – March 2016

Author: Hardings Park Project Team

1. The project to-date

Site Meetings:

3rd March – Met with Sutcliffe Play to re-design layout of the adventure play area. It was then decided to revisit the design of the proposed car park so that there was more space available for the play area.

7th March – met with SSE to determine the site of the meter box. The ground work for the meter box has been completed by GTC grounds staff.

8th March – met with Mike Coker (NDDC) to discuss re-design of car park. A better car park design has been agreed which will provide an additional 18 car park spaces. The design also suits the play area.

Planning Permission: An application for a wheeled sports facility (skate park), was submitted to NDDC Planning Department on 3rd March 2016 and is awaiting validation. The planning fee has been paid £192.50 (half fees).

Public Works Loan Application: A query was submitted to DAPTC but no response received after over a week of waiting. It is not clear whether or not the skate park will require planning permission or fall within permitted development. The Town Clerk has completed the application for a loan of £127k for DAPTC to check and then forward to Department for Communities and Local Government to agree. Once the submission has been agreed it will be passed to the Public Works Loan Board for loan approval.

Site Plans: Mike Coker is unable to provide CAD drawings to include all the components planned at Hardings Park: adventure play area, skate park and path, proposed new car park and multi use games area. On Mr Coker's suggestion, the Project Team have asked Maverick (skate park provider) to provide an overall CAD design for Hardings Park as they have already carried out a lot of site survey work. The cost for undertaking this work on behalf of the Town Council is £750.

Wheeled Sports Facility (skate park): Planning permission has been applied for but there is now an element of doubt as to whether or not this will be required. Unfortunately, it will be at least another two or three weeks before this is known. Maverick have asked for the Town Council to commit to the cost of CAD costs, design and site survey work undertaken by Dorset Land Survey as per their quotation for the construction of the skate park. An invoice for £14k has been received. Maverick have not received any official order from the Town Council to go ahead with the project as they understand a Public Works Loan needs to be secured. The design work has been necessary to apply for planning permission and these costs have been incurred on the understanding that they will be met by the Town Council regardless of whether or not the project goes ahead.

Adventure Play Park: GTC grounds staff have removed all the existing play equipment from the recreation ground and are in the process of “making good” prior to the installation of new equipment in April. This work has required 32 tonnes of top soil (£TBC) and 150m² of turf (£365.50).

Official Openings: Cllr Mrs Hunt and Cllr Ms Baker are working on ideas to officially open the adventure play park at the end of May. At the moment it is intended that each component of the project will be officially opened in turn (as each has a slightly different user group), with a grand event later in the year to celebrate the completion of the project. Further details to follow but it is hoped all councillors will be prepared to help with the launch events. Cllr Ms Baker is keen to set up a ‘Friends Group’ for the Hardings Park and possibly at a later stage to include all the play areas owned by the Town Council. Note: No additional funding available for these events.

Outdoor Table Tennis Facility: Still awaiting outcome of Sport England bid.

Coaching/Outreach work: Richard Watson is preparing a report (to be tabled). A cheque for £3367.15 has been received from the Youth Assembly who will be making an official presentation to the Town Council prior to Full Council on Tuesday, 29th March 2016.

Seating: Still awaiting outcome of bid to One Stop Carrier Bag Levy.

Electric Supply: The supply to the meter box will be connected on 21st March. GTC grounds staff have carried out all the necessary ground works and installed required ducting. It has now come to light that there will be a charge by British Gas (the electricity supplier) for removing the meter at the Pavilion. This work will cost £190 ex VAT. The supply at the pavilion will be disconnected on 23rd March.

CCTV: Progress with this can only be made once SSE have provided a supply to the meter box and British Gas have installed a meter.

2. Budget Approval

- That the cost of the planning application submission of £192.50 is taken from budget no. 8.12 - Contingency held in the General Reserve.
- That the costs of “making good” the recreation ground after removal of old play equipment totalling £TBC is taken from budget no.6.09 - Provision of Multi Play Equipment (Hardings Park).
- That the cost of providing a site CAD drawing for Hardings Park including all the planned facilities is undertaken by Maverick Industries at a cost of £750 ex VAT, is financed from budget no. 6.09 - Provision of Multi Play Equipment (Hardings Park).
- That the cost of providing CAD drawings, design and survey work carried out prior to the construction of the skate park as per quotation and totalling £14,000 is paid in advance of completion of the project, is financed from budget no.6.09 - Provision of Multi Play Equipment (Hardings Park).
- That the cost of removing the meter at the Pavilion is carried out by British Gas at a cost of £190 ex VAT is financed from budget no.8.06 - Additional Camera held in the General Reserve.

Minute no.107 (d)

Hardings Park

**Launch Event for Adventure Play Area
and to
Establish a Friends' Group**

Author: Cllr Anna Baker

1. Launch Event

With the Play equipment due to be installed during April and ready for use from the start of May the Hardings Park project team are keen to celebrate and announce the opening with a small event but not to detract from a Grand Opening/Civic Day when the whole project is concluded in October.

I have offered to help put together an event. As there is no budget set aside for this the proposal, it is proposed to hold a low key event inviting local play groups and nurseries, school PTAs and other children's clubs and organisations to contribute an activity/game, like: hook a duck or a tombola and perhaps ask the Town Band to attend. The Mayor would say a few words and possibly the Town Crier could be asked to MC the event.

Whilst the end of May is the time we were aiming for a launch event, we do not want to make the event too close to Party on the Rec which is on 5th June.

Riversmeet are holding an event on 15th May to launch their new café and soft play area/giant inflatable with a whole day event. It seems that as we are hoping to target a similar audience, though slightly wider demographic, it would be beneficial if both parties coordinated an event on the afternoon of the same day and hopefully draw a bigger crowd.

Whilst there is also potential benefit in holding our event separately, with only two other weekends in May between the two events already scheduled (RiversMeet café opening and Party at the Rec), we could risk crowding too many events into the same month.

2. Establishing a Friends Group

Having offered my assistance to the Hardings Park Team to help with further fundraising it has become apparent that one of the issues with fundraising has been accessing pots of money that are unavailable to the Town Council as a statutory body. In the light of this we have looked into the possibility of starting a 'Friends of Hardings Park/Gillingham playgrounds group' with a vision of providing a community group that can involve members of the community in looking after the play areas/play equipment and accessing funding otherwise unavailable to the council. This would also be able to function as a conduit to users and parents for consultation and development of future areas such as the Lodden lakes development and nurturing involvement in ownership and development of other existing play areas.

I am investigating how that group should be constituted and fall under the direction of the Town Council with aim to report back at the next appropriate meeting. Ideally, an outline plan will be ready for the launch event of the play equipment at Hardings Park. Cllr Nicky Purkis and Cllr Su Hunt are keen to support this group to develop and anyone else who would like to help. Cllr Donna Toye is also keen to help although due to personal circumstances she is unavailable to commit to anything for the next couple of months.

3. Recommendations

- To hold the launch event in conjunction with Riversmeet on 15th May 2016.
- To proceed 'in principle' with plans to establish a 'Friends' group' for play areas and the governance structure to be presented to Full Council for consideration.

Minute no. 107 (d)

Gillingham Youth and Community Centre

Harding's Lane Outreach Project – Project Update

Author: Richard Watson, Youth Worker

Gillingham youth and community centre (GYC) were offered the opportunity to be part of the Town council legacy fund bid back on the summer of 2015, the centre would contribute by offering outreach youth work that would support the bigger project that was looking to revamp that area of the town.

The aims for the detached project are highlighted below:

- The Youth Project Outreach Worker will work with young volunteers and specialist advisers to engage young people.
- Provide support and advice on health issues, healthy living, wellbeing via visiting the recreation ground and engaging young people in activities and games and building trust.
- Work will start once there is sufficient equipment installed on site to attract young people to the venue.

The youth team originally allocated two part time workers, Charli Hazell-Jackson and Michelle Watling to the project, Charli has since left the county for a new job in Exeter, this has left Michelle as the lead for the work, to date the following work has been undertaken:

- Meeting with Russ Holbert about project parameters - he mentioned skate rangers and membership (all of which the YP seem to be in favour of).
- Conversations with young people about finding a space to meet with them regularly (all seem positive).
- Approached the Alan Waistral, General Manager at Riversmeet.
- Charli Hazell-Jackson met with Alan Waistral about project outline.
- Prepared and sent a customised project outline.
- Rejected his first offer (politely).
- Previewed the area over several nights to see when it was best to meet up with the YP. Monday night looks good.
- Prepared rough draft fliers to promote the project.

The next stage of actions is:

- Arrange a second meeting with Alan Waistral to (hopefully take up FREE offer)
- Distribute flyers through young people at park.
- Get sweatshirts (labelled as outreach worker)
- Collate ideas around membership and identity
- Keep town council/management team briefed
- Explore further funds to keep project going?

The project continues and as highlighted a Monday night is proving to be the best night for young people, it has to be said that bad weather very much influences their attendance at the skate park. The aim of the team is to continue to deliver this project as per the agreement, but it needs to be highlighted that the restructure of the Youth Service is already having an impact on the team's ability to deliver all work; I will continue to explore ways in which the project can be sustainable.

Allotments and Burial Provision Working Party

Further information on the purchase of a

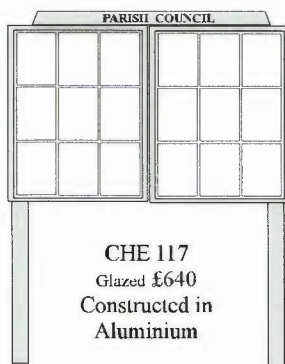
Notice Board for the Cemetery

The Allotment and Burials Working Party considered several different style notice boards and agreed that details of the following two notice boards should be submitted to the General Purposes Committee for consideration.

The General Purpose Committee requested further information regarding size and colour and recommended it should be considered at the next Policy and Resources meeting.

Members should be aware that the notice board will only need to be opened once or twice each year and will contain the cemetery map, fees, rules and regulations and details regarding memorial testing.

Option One



£640 + vat Plus £60 delivery = **£700.00 + vat**

Photos of this noticeboard were not available from the supplier.

This board is constructed in Aluminium and can be painted black, green or brown. The doors are glazed in clear glass. The squares denote the number of A4 sheets of paper the board can accommodate. In this case 9 each side.

Option Two



Free standing top hinged including posts 1524mm x 1016mm	£590.00 + vat
Header Panel	£ 35.00 + vat
Delivery	<u>£ 50.00</u>
Total	£675.00 +vat

Side hinged options are not available for the size we require but as this will only be opened once or twice a year, this will not cause a problem. The board can be painted black, green or brown.

Please note the notice boards that appear above are at the lower end of the market. Higher quality boards are available, but an increase will need to be added to the budget. Two examples are available, as follows:

Fusilier™

A0 (16 A4 Sheets) (1188 x 841mm) single door, powder-coat stainless steel with white magnetic back panel

£1,186 + VAT Delivery £110 + VAT

Cast headboard

£375 +VAT

Hardware

- Durable stainless steel construction
- Tamper resistant stainless steel fixings
- Robust stainless steel locks
- Tough 4mm clear polycarbonate window
- Glazing can be easily replaced if damaged
- Magnetic back board - magnets included
- Vent holes to minimise condensation
- Powder-coat finish to standard colour
- Delivered in 6 weeks from approval of proofs

Recycled Plastic

A0 (16 A4 Sheets) (1188 x 841mm) single door, powder-coat stainless steel posts with white magnetic back panel

£1,004 + VAT Delivery £110 + VAT

Headboard

£124 + VAT

Hardware

- Synthetic wood construction
- Made from 100% recycled UK waste
- 100% recyclable at end of life
- Authentic wood grain effect plastic
- Requires no maintenance
- Completely rot proof
- Can be supplied with or without a header board
- Mounted to powder coated stainless steel posts
- Tamper resistant stainless steel fixings
- Robust stainless steel locks
- Tough 4mm clear polycarbonate window
- Glazing can be easily replaced if damaged
- Magnetic back board - magnets included
- Vent holes to minimise condensation
- Powder-coat finish to standard colour
- Delivered in 6 weeks from approval of proofs



Address	Gillingham Town Hall School Road Gillingham Dorset SP8 4QR
Telephone number:	01747 823588
Used As:	Council Offices and meeting rooms.
Date of assessment:	1 st March 2016
Name of assessor:	Julie Hawkins
Details of assessor:	Customer Services Officer Gillingham Town Council
Review Frequency:	Quarterly

Statement of Policy

The Gillingham Town Council

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

1st March 2016

The Gillingham Town Council, under the Health and Safety at Work Etc Act 1974 (HASAWA), is responsible for ensuring the Health, Safety and Welfare of any persons who may be affected by the activities of *The Gillingham Town Council*.

It is the policy of *The Gillingham Town Council* to strive to prevent accidental loss through personal injury, ill health and damage to equipment and property and to continually maintain a safe and healthy place of work. In particular, we will seek to ensure, "so far as is reasonably practicable" that:

- That the means of access to and exit from *The Gillingham Town Council* premises are maintained or are in a condition, which is safe, and without risk to the health of its contractors and staff.
- The environment in which the contractors and staff have access is maintained or is in a condition, which is safe, and without risk to health.
- All plant, equipment and methods of working are safe and without risk to health.
- Arrangements for the use, handling, storage and transport of articles and substances at work are adequate, so as to prevent risk to safety and health.
- All visitors are provided with the information, instruction, training supervision and equipment necessary to ensure their health, safety and welfare at work.
- Adequate facilities are provided for the welfare of all its contractors and staff so far as is practicable.

A formal and systematic procedure for the management of health and safety within the area of responsibility of the *The Gillingham Town Council* will be implemented and appropriately resourced. This will incorporate the necessary organisation, arrangements and monitoring procedures required to achieve the proper working standards of health and safety. The organisation will provide a Health and Safety representative to ensure these standards, by maintaining appropriate consultative arrangement and by meeting the aims of this policy.

In seeking to achieve the objectives of the organisation:

- *The Gillingham Town Council* will appoint an internal Health and Safety Adviser, with the option to obtain external, independent safety advice and guidance when required.
- Health and Safety implications will be considered when planning projects or new procedures, in particular, in respect of construction, alteration and maintenance of buildings and the procurement and installation, or relocation, of equipment.
- A properly planned programme of risk assessment will be implemented and maintained.
- Accidents and incidents will be fully investigated and the details recorded, where appropriate.
- Systematic measurement and monitoring of Safety Processes will be implemented and maintained.

Every employee, while at work, has a personal responsibility to take reasonable care for the health and safety of her / himself and of other persons who may be affected by her / his acts or omissions at work (Section 7 of the Health and Safety at Work etc Act 1974). The Gillingham Town Council expects all staff to regard this duty as applicable to them and to be committed to the achievement of high standards of health and safety through co-operation with managers and colleagues.

Signed:		Print Name:	Sylvia J Dobie	Date:	24.04.15
Management Systems					

The Town Clerk and Proper Officer for Gillingham Town Council, **Mrs Sylvia Dobie**, has the overall responsibility for Health and Safety at Gillingham Town Hall and is responsible for complying with The Fire Safety Order.

In the absence of the Town Clerk, The Assistant Town Clerk, **Mrs Clare Ratcliff**, will ensure Health and Safety Standards are adhered to.

Three competent people have been appointed to carry out preventive and protective measures required by the Order. They are competent people with enough training and experience or knowledge and other qualities to be able to implement the measures properly. They are:

- **Mrs Julie Hawkins** – Customer Service Officer
- **Mrs Jill Ezzard** – Customer Services Officer

Mrs Hawkins and Mrs Ezzard have both received training in Health and Safety, they have a good knowledge of the layout of the building and the people that use it.

- **Mr Mick Taylor** has been appointed as a recognised service company to carry out the necessary maintenance and service of all equipment.

Mrs Hawkins and Mrs Ezzard are responsible for the daily and weekly checks detailed in the action section of this report.

Property Description

Gillingham Town Hall is conveniently situated close to the Town Centre next to Gillingham Police Station in School Road.

The main entrance into the Town Hall takes all visitors into the main reception area. On entering the building all visitors are required to sign the visitors' register. All visitors exit the building via the reception area and are required to sign out.

The Reception Area comprises of three computers, two telephones, one photocopier, office furniture and stationery. There is a public waiting area comprising of four chairs, one small table, a water cooler, public notice board and display unit containing tourist information brochures.

The Town Hall has two large meeting rooms which are licensed ceremony rooms for weddings.

The Civic Hall at the front of the building was formerly the Magistrates Court built in 1890. This is a large room with a high ceiling and a small raised stage. The room holds 60 people closely seated. There are four fire exits from this room as indicated on the plan.

The Jubilee Room at the rear of the building was built in 1980 and is a modern room which houses a screen and projector. The Jubilee Room exits into a small walled garden with access to the car park. There are four fire exits from this room as indicated on the plan.

The Store Cupboard is accessed via the Jubilee Room and contains the following electrical equipment:

1 x IT cabinet comprising of Cisco Switches Ports 1 to 24; 1 x Honeywell Control Panel for panic alarms; 1 x Shuttle X computer back up system; 1 x Maxtor Box; Telephone cabling boxes; Litter pickers; 1 x box Hi-Viz Jackets; 1 x box of gloves; Various stationery.

There are six small offices in the Town Hall as follows:

Office One is available to hire (see occupancy details in section below). It comprises of one desk, three chairs, one computer, one telephone. There is a Fire Exit from this office directly into the Police Yard.

Office two is used by The Registrar and by Housing Services (see occupancy details in section below). There are two fire safes, one computer, one printer, one telephone, one shredder, office furniture and stored stationery.

Office three is used solely by the Assistant Town Clerk and contains office furniture, a computer, telephone and stationary.

Office four is used solely by the Customer Services Officer and contains office furniture, a computer, telephone and stationary.

Office Five is used as a staff room and contains two chairs, one desk and storage for personal items.

The Town Clerk's Office is used solely by the Town Clerk and contains office furniture, a computer, telephone and stationary. Access to the **Boiler Room** is via the Town Clerks Office.

The **Food Preparation Room** is accessed via the Civic Hall or the rear corridor. The room comprises of a sink, cupboard containing cleaning products and kitchen units containing crockery.

The **Staff Kitchen** is accessed via the rear corridor and is for use by staff members only. The kitchen comprises a fridge, microwave, sink and kitchen units containing crockery.

All rooms have wheelchair access and there is a small car park to the side of the building with limited parking during the week.

<p>Occupancy</p> <p>Times premises in use: Monday to Friday 08.30 until 16.00 Weekends and evenings by prior arrangements.</p> <p>Max number at work at any time: Seven Office Staff using offices.</p> <p>Max number of people (employees and others): Civic Hall can hold a maximum of 60 people seated or 100 people standing for functions / meetings or combinations of both (standing or sitting). Jubilee Room can hold a maximum of 50 people</p>	<p>Size:</p> <p>Building Footprint: (metres) 409.46m square</p> <p>Number of floors: one</p> <p>Number of stairs: None</p>
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Fire Safety Systems

Fire Warning System:

The existing means of detection is a **Haes Systems Surveyor Excel Fire Detection System Repeater designed to EN 54 pt2 and pt4 1998** and will ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety.

There is a fire alarm in the adjoining building occupied by Dorset Police which will ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety.

Detectors manufactured by FPS (Fire Protection Services Plc) are the recommended type are situated in the following locations:

Reception Area (2); Waiting Area (1); Civic Hall (2); Food Preparation Area (1); Office 1 (1); Office 2 (1); Office 3 (1); Office 4 (1); Rear Corridor (3); Jubilee Room (2); Staff Kitchen (1); Town Clerk's Office (1); Boiler Room (1); Rear Lobby (1).

The means of warning can be clearly heard and understood by everyone throughout the whole building when initiated from a single point.

The fire-detection and warning system is electrically powered, but has a back-up power supply.

ESCAPE LIGHTING

The emergency lighting equipment is tested every six months and maintained by Mr Mick Taylor an electrical contractor who is competent to do so.

The premises are used during periods of darkness and adequate lighting is provided to safely use escape routes.

There is a back-up power supplies for all emergency lighting.

OTHER FIRE SAFETY SYSTEMS

The necessary procedures are in place to maintain any facilities that has been provided for the safety of people in the building or for the use of fire fighters.

An evacuation chair is located in the Office 5 and staff have received training on how to use it.

How a Fire Could Start

Ignition Sources

Regular checks are carried out and wherever possible potential ignition sources are replaced by a safer alternative.

Naked Flames – people using the Town Hall must sign a lettings agreement which states, *there shall be NO SMOKING OR NAKED FLAMES throughout the building*. There are no portable heating appliance or naked flames used for heating the building

Ignition hazards and combustibles are separated to ensure sufficient clear space between lights and combustibles.

Smoking is prohibited throughout the building.

Electrical and mechanical and gas equipment is installed, used, maintained and protected in accordance with the manufacturer's instructions.

Contractors carrying out work on gas fittings which involves exposing pipes that contain or have contained flammable gas are required to provide Gillingham Town Council with a risk assessment stating that they will not use any source of ignition such as blow-lamps or hot-air guns.

Precautions will be taken to avoid **arson**. Combustible rubbish will not be left directly outside of the building.

The Town Council will reduce the risks caused by **materials and substances which burn** by following the rules below:

How a Fire Could Start - continued

Reduce stocks of flammable materials, liquids and gases. Keep remaining stock in dedicated storerooms or storage areas where the public are not allowed to go, and keep the minimum required for the operation of the business.

Ensure flammable materials, liquids and gases, are kept to a minimum, and are stored properly with adequate separation distances between them.

Keep areas containing flammable gases ventilated.

Do not keep flammable solids, liquids and gases together.

Remove, or treat large areas of highly combustible wall and ceiling linings, e.g. polystyrene or carpet tiles, to reduce the rate of flame spread across the surface.

Develop a formal system for the control of combustible waste by ensuring that waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of, particularly at the end of the day.

Take action to avoid storage areas being vulnerable to arson or vandalism.

Gillingham Town Council will remove or reduce sources of oxygen by following the rules below:

Closing all doors, windows and other openings not required for ventilation, particularly out of working hours.

Shutting down ventilation systems which are not essential to the function of the premises.

Not storing oxidising materials near or with any heat source or flammable materials.

Controlling the use and storage of oxygen cylinders, ensuring that they are not leaking, are not used to 'sweeten' the atmosphere, and that where they are located is adequately ventilated.

PEOPLE AFFECTED BY FIRE

Members of staff are aware of their particular responsibility in the event of a fire. Staff meetings are held every Monday morning where members of staff can raise any health and safety matters. Bookings for each week are discussed at the staff meeting and any vulnerable people are identified at this time. Each person is required to sign the visitors' book upon arrival and room hirers are responsible for ensuring that all people present are aware of the fire procedures. Instruction cards are available in The Civic Hall and Jubilee Room. Weekly users of the Town Hall are listed below:

Monday	Council Committee Meetings	7.30 – 9.30pm Jubilee Room	GTC Council Service
Tuesday	Housing Services	9.00-1.00pm Office 2	NDDC Council Service
Tuesday	First Choice	9.30 – 12.30pm Jubilee Room	
Tuesday	Lip Reading * Vulnerable People in attendance	2.00-4.00pm Civic Hall	Private Booking
Wednesday	Housing Benefits	9.00-1.00pm Office 1	NDDC Council Service
Wednesday	Registrar	9.00-1.00pm Office 2	DCC Council Service
Wednesday	Singing for the Brain * Vulnerable People in attendance	2.00-4.00pm Civic Hall	Alzheimer's Society
Thursday	Building Control	2.30-4.30pm Office 1	NDDC Council Service
Friday	Job Club * Vulnerable People in attendance	9.00-1.00pm Jubilee Room	
Friday	Housing Services	9.00-1.00pm Office 2	NDDC Council Service
Last Friday of the month	Spectrum Housing	10.00 – 12 noon Office 1	
Friday	Registrar	2.30-5.30pm Office 2	DCC Council Service

PEOPLE AFFECTED BY FIRE

Consideration of the Disability Discrimination Act (DDA) has been taken into consideration.

Ramps have been fitted where necessary.

An evacuation chair is available.

Audibility of the fire alarm for the hard of hearing has been taken into consideration.

Singing for the Brain have a minimum of one carer to every two people attending.

STAFF TRAINING

Gillingham Town Council Staff have been trained in the following:

- What action to take when discovering a fire
- What action to take on hearing the fire alarm
- Calling the fire service
- Making power supplies safe
- Operations and use of fire extinguishers and fire alarm
- Means of escape routes to final exits
- Location of assembly point

Staff are updated of any relevant information at staff meetings which are held every Monday morning.

Three members of Gillingham Town Council staff have completed and passed HABC Level 3 Award in Health and Safety in the Workplace (QCF).

All members of Gillingham Town Council staff working at the Town Hall have completed and passed HABC Level 2 Award in Health and Safety in the Workplace (QCF).

REGISTRAR STAFF TRAINING

The Registrar to train all registrar staff and locums in the following:

- What action to take when discovering a fire
- What action to take on hearing the fire alarm
- Calling the fire service
- Making power supplies safe
- Operations and use of fire extinguishers and fire alarm
- Means of escape routes to final exits
- Location of assembly point
- When there is a Wedding/Civil Partnership involving more than 60 guests, the fire exit Kitchen door to be unlocked prior to the start of the ceremony and locked after the ceremony as this door will be utilised as a fire exit. Velcro fire exit signage to be erected by the registrar with in the Civic Hall and Kitchen to show the doors are fire exits.

Escape Routes

Daily checks are carried out to ensure that there is clear access for fire engines.

Daily checks are carried out to ensure that escape routes are clear.

The means of escape provided are suitable for the evacuation of everyone using or visiting the Town Hall.

The use of the facilities are linked to effective management arrangements and do not rely on fire and rescue service involvement for it to be effective.

All occupants can escape to a place of total safety in a reasonable time.

The existing escape routes are adequate for the numbers and type of people that may need to use them. The following groups have been taken into consideration: staff; members of the public; elderly; visitors with mobility impairment; young adults and children

The exits are in the right place and the escape routes lead as directly as possible to a place of total safety.

Escape routes and final exits are kept clear at all times.

The doors on escape routes open in the direction of escape.

All final exit doors can be opened easily and immediately if there is an emergency.

Everybody be able to safely use the escape routes from the Town Hall

Staff members who work in the building are aware of the importance of maintaining the safety of the escape routes, by ensuring that fire doors are not wedged open and that combustible materials are not stored within escape routes.

FIRE EXTINGUISHERS

FIRE ACTION

Fire Safety Risk Assessment and Maintenance Checklist

Daily Checks to be carried out:

- Ensure that all fire exits are clear of obstruction.
- Ensure that there is clear access for fire engines.
- Ensure escape routes are clear.
- Control the number of people in the premises.
- Ensure that all visitors to the Town Hall sign the visitors' book upon arrival and room hirers are aware of their responsibility for ensuring that all people present are aware of the fire procedures.
- Inspect the fire alarm panel for normal operation of the system. *Where there is a fault, it must be recorded in the Fire Safety Log Book and reported to Mr Mick Taylor.*
- Ensure luminaires and exit signs are in good condition and undamaged.
- Ensure emergency lighting and sign lighting is working correctly. Check charging indicators are visible.

Weekly Checks to be carried out:

- Test and examine to ensure that the fire alarm system is capable of operating under normal alarm conditions, namely:
 - i. Operate a trigger device and record in the Fire Safety Log Book. Ensure all staff and other people hear the fire alarm.
 - ii. Inspect batteries and connections including electrolyte level.
- Check that all fire extinguishers are correctly positioned, and that they haven't been tampered with or discharged.
- Fire Safety Signage will be visually checked to ensure relevant escape signs have not been tampered with, removed or obscured.
- Ensure all emergency fastening devices to fire exits (push bars etc) work correctly.

Monthly Checks to be carried out:

- The emergency lights should be tested by carrying out a simulated power failure, and all emergency lights should be checked for operation.
- When power is restored, check all the charging lights are working.
- A simulated failure should be carried out on each control battery system, and tested as above.

Quarterly Checks to be carried out:

- Check Fire Log Book and take any necessary action.
- Check batteries and connections and make sure they will last until the next service is due.
- Replace batteries as required, or at least every 4 years.
- Sounders to be checked.
- A detector, or call point on each zone to be activated and tested for the correct response on the fire alarm indicator panel.
- The fire alarm panel should be checked to make sure that no moisture has penetrated.
- All auxiliary functions should be tested if practical.
- All indicators to be checked by simulated conditions.
- Check for any changes in the occupancy or use of the building that could adversely affect the fire alarm meeting the required standard.
- Check that all call points are unobstructed by a clearance of at least 500mm in all directions including below.
- Check that all call points are unobstructed and conspicuous.
- Carry out any other checks, as specified by the manufacturer, installer or supplier of the fire alarm system.

Six Monthly Checks to be carried out:

- A fire drill should be conducted to simulate fire conditions i.e. one escape route obstructed. No advance warning should be given, other than to specific staff for the purpose of safety. The fire alarm should be operated on instructions of either The Town Clerk or Assistant Town Clerk.

Annual Checks to be carried out:

- All checks that are carried out on a quarterly basis.
- At least 2% of installed heat detectors should be checked for correct operation and sensitivity, in accordance with the manufacturer's instructions.
- All cables to be visually inspected to confirm that they are secure, not damaged, and are adequately protected.
- Fire Extinguishers to be tested by a competent service engineer, who will service all the extinguishers to the relevant standards.
- All 3 hour emergency lights will be powered down for 3 hours.

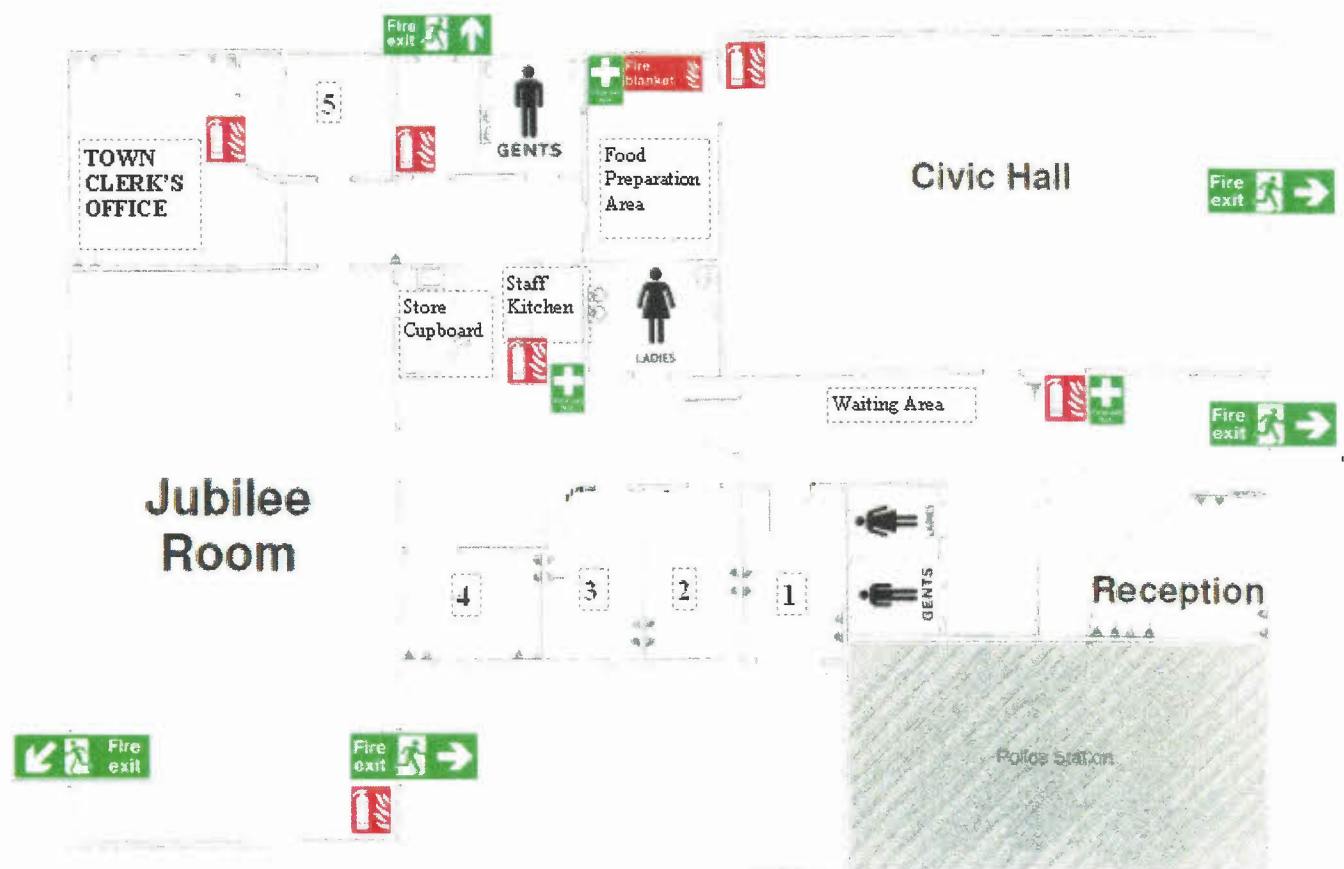
- All 1 hour emergency lights will be powered down for 1 hour.
- All lights will be checked for correct operation.
- Power will then be reinstated and all charging lights checked for correct operation.
- Central battery systems for emergency lighting systems will be tested in the same way as above, and for the same durations.
- All defects should be entered in the Fire Safety Log Book.

Five Yearly Checks to be carried out:

- A wiring check to be carried out to the requirements of the IEE regulations. This covers the mains electricity supply to the control panel, and should be tested when electricity safety tests for the building are carried out. Care must be taken to ensure that the fire alarm panel is isolated as failure to do so may result in damage.
- Discharge testing of Fire Extinguishers as follows:
 - Water (stored pressure) and Foam (all types).
 - Water (gas cartridge), powder (gas cartridge)
 - Powder (stored pressure – Valve operated)
- All defects must be recorded in the Fire Log Book and remedial action taken.

Review Date	Comments
01/03/17	Policy completed by Julie Hawkins in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Sketch Plan of Premises (Not to scale)





GILLINGHAM TOWN COUNCIL
The Town Hall, School Road, Gillingham, Dorset SP8 4QR

Equality and Diversity Policy

April 2016

1. Purpose

- 1.1 To ensure equal opportunities and fairness among staff, members, customers, clients, service users and organisations considering contracting with the council.

2. Policy

- 2.1 Gillingham Town Council recognises that discrimination and victimisation is unacceptable and that it is in the interests of the council, its employees, members, citizens, service users and visitors to utilise the skills of the total workforce. It is the aim of the council to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.
- 2.2 The council aims that its workforce is representative of all sections of society and each employee and member feels respected and able to give of their best.
- 2.3 The council opposes all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all in our employment and to all its members.
- 2.4 All employees, whether part-time, full-time or temporary, and members will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and members will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.
- 2.5 Council employees or members will not discriminate directly or indirectly, or harass customer or clients because of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation in the provision of council services. These are known as protected characteristics.
- 2.6 This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any government departments, and any other statutory bodies.

3. The council's commitment

- 3.1 To create an environment in which individual differences and the contributions of all its employees and members are recognised and valued.
- 3.2 Every employee and member is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 3.3 Training, development and progression opportunities are available to all employees and members.
- 3.4 To promote equality in the workplace, which the council believes is good management practice and makes sound business sense.
- 3.5 The council will review all its employment practices and procedures and member procedures to ensure fairness.
- 3.6 Breaches of the equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings or in the case of members, a possible breach of the code of conduct.
- 3.7 This policy is fully supported by members and the town clerk and has been discussed with employees.
- 3.8 The policy will be monitored and reviewed every five years.

4. Responsibilities of Management

- 4.1 Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the members and the town clerk who will ensure that they and employees operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Managers will ensure that:
 - 4.1.1 All their staff are aware of the policy and the arrangements, and the reasons for the policy;
 - 4.1.2 Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
 - 4.1.3 Proper records are maintained.
- 4.2 The town clerk is responsible for monitoring the operation of the policy in respect of employees and job applicants.

5. Responsibilities of Employees and Members

- 5.1 Responsibility for ensuring there is no unlawful discrimination rests with all employees and members and the attitudes of employees and members are crucial to the successful operation of fair employment practices. In particular, all employees and members should:
 - 5.1.1 Comply with the policy and arrangements;
 - 5.1.2 Not discriminate in their day to day activities or induce others to do so;
 - 5.1.3 Not victimise, harass or intimidate other staff, members or groups who have, or are perceived to have one of the protected characteristics.
 - 5.1.4 Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.

- 5.1.5 Inform their manager or the Mayor if they become aware of any discriminatory practice.

6. Third Parties

- 6.1 Third-party harassment occurs where a council employee or member is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. The council will not tolerate such actions against its staff or members, and the employee or member concerned should inform their manager / supervisor or the Mayor at once that this has occurred. The council will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

7. Related Policies and Arrangements

- 7.1 All employment and member policies and arrangements have a bearing on equality of opportunity. The council's policies will be reviewed regularly, normally every five years, and any discriminatory elements removed.

8. Rights of Disabled People

- 8.1 The council attaches particular importance to the needs of disabled people.
- 8.2 Under the terms of this policy, the council will:
 - 8.2.1 Make reasonable adjustment to maintain the services of an employee or member who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
 - 8.2.2 Include disabled people in training/development programmes;
 - 8.2.3 Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

9. Equality Training

- 9.1 Briefing sessions will be held for members and employees on equality issues. These will be repeated as necessary. Equality information will also be included in induction programme

10. Monitoring

- 10.1 The system will involve the routine collection and analysis of information on employees and members by gender, marital status, ethnic origin, sexual orientation, religion/ beliefs, grade and length of service in current grade. Information regarding the number of staff or members who declare themselves as disabled will also be maintained.
- 10.2 There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- 10.3 The council will maintain information on staff or members who have been involved in certain key policies: disciplinary, grievance and bullying and harassment.
- 10.4 Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the council's policies and its services may have on those who experience them.

- 10.5 The information collected for monitoring purposes will be treated as confidential.
- 10.6 If monitoring shows that the council, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the council, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, the council's policies and practices as well as consideration of taking legal 'positive action'.

11. Grievance/Discipline

- 11.1 Employees have a right to pursue a complaint concerning discrimination or victimisation via the council's grievance policy and procedure, and bullying and harassment policy and procedure. Members have the right to pursue a complaint concerning discrimination or victimisation with North Dorset District Council's (NDDC) monitoring officer.
- 11.2 Discrimination and victimisation by employees will be treated as disciplinary offences and they will be dealt with under the council's disciplinary policy and procedure. Discrimination and victimisation by members will be referred to NDDC's monitoring officer.

12. Review

- 12.1 This policy will be reviewed in April 2021 or sooner if there are changes in legislation or best practice.

Implementation date: 1st April 2016
Review Date: March 2021