

Minutes of the **Town Council** meeting held in the Council Chamber. The Council Offices, North Street, Ilminster, on Tuesday, 13 December 2016 at 19:30hrs.

**Present:**

**Chair:** Cllr V Keitch

**Councillors:** Cllr D Belobaba, Cllr P Burton, Cllr R Drayton, Cllr J Fagan, Cllr J Fowler, Cllr M James, Cllr I Mackillop, Cllr A Shearman, Cllr J Sothern, and Cllr T Walker.

**In Attendance**

Officers Miss J Norris (Town Clerk)

No members of the public attended the meeting.

**142. Apologies for Absence**

Apologies for absence were received from Cllr D Kinder, Cllr S Shepherd and Cllr Swann.

**143. Declarations of Interest**

No declarations of interest were made in respect of any item on the agenda

**144. Minutes**

**RESOLVED**

- (i) to confirm the minutes of the meeting held on 15 November 2016 as a correct record
- (ii) to confirm the minutes of the meeting held on 22 November 2016 as a correct record subject to the addition of Cllr Belobaba to the list of those present
- (iii) to note the office Action Plan relating to the Town Council Meetings.

Issues raised during consideration of the action list included:

- A request for the papers provided for budget meeting to include the rents from sports clubs and the football pavilion project shortfall
- The current County Council and District Council positions regarding roundabout sponsorship need to be clarified.

**145. Mayor's Announcements/Engagements**

a) The Mayor thanked everyone who had attended the Charity quiz night or who had donated prizes £682.00 was raised.

b) The Mayor's engagements between 8 November 2016 and 7 December 2016 had been circulated with the agenda. Since the agenda was published the Mayor had also attended Muchelney House where the Swanmead Choir were singing (9 December) the reception class nativity at Greenfyld school (12.12.16) and the Taunton Deane carol service (12.12.16)

**146. Police Report**

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. The Mayor highlighted the item on the written report about the forged £20.00 notes in circulation in Ilminster.

No other policing matters were raised or reported.

**147. Report from the County Councillor for the Ilminster Division**

The report from the County Councillor had been circulated for information.

Issues raised during consideration of this item included

- The work to be undertaken in Heron Way by Wessex Water
- The £20,000 budget for the Ilminster community office was a fund to upgrade the office, as this was unlikely to happen the money will be used for other projects
- South West One – the County Councillor report only refers to the County Council elements

**148. Reports from District Councillors**

Cllr Keitch gave an oral report which included

- Transformation is continuing – some senior members of staff are opting to leave and 2 of the 3 Strategic Directors have been appointed
- Joint Waste Scrutiny – changes to waste collection cycle are planned; weekly recycling & food collections will continue; there will be a blue bag for plastic pots e.g. yoghurt pots the general waste collection will change to 3 weekly; arrangements can be made regarding additional waste for adult hygiene products and nappies
- Consent to dispose – particularly social housing in bad state of repair
- housing association properties now come under the right to buy
- Yarlington is planning to build lots of homes in Dorset and Sedgemoor but have very few planned for South Somerset; when that is taking into consideration alongside the properties being sold under right to buy there could be a future lack of social housing in the area
- Street trading consultation has been extended
- Christmas tree shredding – will be based at the Archie Gooch pavilion

**149. Reports from Representatives on Outside Bodies**

At the time of publishing the agenda no written reports had been received from Councillors who are representatives on outside bodies.

- Christmas Lights – it was reported that a new garland had been put up at the entrance to Greenfylde school; negotiations are continuing about the rent on the storage building; a Councillor commented that colours of the lights (red and green) by The Triangle is causing some confusion for drivers due to the proximity to the traffic lights

**150. A358 Dualling Proposals**

The Councillors who attended the meeting on 24 November 2016 on behalf of the Town Council gave an oral report which included:

- Information provided at the meeting was confidential



- Poor attendance at the meeting – some parishes did not send representatives
- The Highways England representatives answered questions fully when asked about specific items but were not so good at providing information up-front
- There will be another consultation in Spring 2017
- There are several options under consideration
- Issues such as the impact on trade, visitor access, signage, opportunities for new businesses etc will need to be taken into account.

**151. Toilets on Wharf Lane Recreation Ground**

The Town Clerk reported, that Minster Architecture had been appointed as the professional advisor / contract administrator for the project regarding the toilets.

**152. Permission to use the Wharf Lane Recreation Ground**

The following requests to use the Wharf Lane Recreation Ground were considered:

- (i) Easter Egg Hunt Sunday 16 April 2017
- (ii) Party on the Park Sunday 27 August 2017
- (iii) John Lawsons Circus 17-19 July 2017

Issues discussed included:

- The kiosk and toilets are unlikely to be open for the Easter Egg Hunt

**RESOLVED** that permission is given for the following events to be held on the Wharf Lane Recreation Ground

- (i) Easter Egg Hunt Sunday 16 April 2017
- (ii) Party on the Park Sunday 27 August 2017
- (iii) John Lawsons Circus 17-19 July 2017

**153. Cemetery Fees**

The 2017/18 Cemetery Fees were considered

Issues discussed during consideration of this agenda item included:

- Different rates for parishioners and non-parishioners
- The possibility of Ilminster Town Council digging graves in the future
- Definition of an Ilminster resident and should there be a minimum length of residency before the parishioner fees apply

**RESOLVED**

- (i) That Exclusive Rights of Burial will only be available for purchase when an interment booked – no pre-purchasing
- (ii) That the new section – shown pink on the plan attached to the minutes as Appendix A – can be used immediately
- (iii) That with effect from 1 April 2017 interment fees for a still born child will be automatically waived
- (iv) That with effect from 1 April 2017 interment fees will be for a) interments up to age 16 years and b) for interments over 16 years of age (previously the change age was 12 years)
- (v) From 1 April 2017 Exclusive Rights years) of Burial will be sold for 50 years and after 5 years with 45 years remaining they can be extended by 5 years to bring the

- remaining term back to 50 years up to a maximum of 100 years can be extended every 5 years to a max 100 years (as per Chard)
- (vi) The possibility of introducing a basic grave / headstone maintenance service is deferred for further discussion
  - (vii) That the scheme of delegation is amended to include the Town Clerk being given delegated authority to buy back unused plots the maximum expenditure per plot to be the Exclusive Right of Burial fee at the time of the buy-back
  - (viii) With effect from 1 April 2017 the following fees to be applied:
    - a. Ilminster Parishioner Exclusive Right Of Burial for a full burial plot £300.00
    - b. Ilminster Parishioner Exclusive Right Of Burial for an ashes plot £125.00
    - c. The fees for Exclusive Rights of Burial for a Non-Ilminster Parishioner to be double those in a and b above
    - d. Interment fee for an Ilminster Parishioner under 16 years of age £100.00
    - e. Interment fee for an Ilminster Parishioner over 16 years of age £190.00
    - f. Interment fees for non Ilminster Parishioners to be double the fees stated in d and e above
    - g. Application for a new Memorial / Monument / Headstone not exceeding 3ft 6" high, for an Ilminster parishioner, on a burial plot £130.00
    - h. Application for a new Memorial / Monument / Headstone not exceeding 2ft high, for an Ilminster parishioner, on an ashes plot £100
    - i. Additional inscriptions on any memorial / monument / headstone £40.00
    - j. Applications regarding Memorials/ Monuments/Headstones for non-parishioners to be double the amounts stated in g-j above
    - k. Transfer of Exclusive Rights of Burial Ownership £50.00

#### **154. The Shed Rent**

The recommendations of the Licensing Negotiations Group regarding the rent for The Shed were considered.

Cllr Fagan, a member of the Licensing Negotiations Group, explained the rationale for recommending a base rent of £300.00per annum. The points he highlighted included:

- The rent for the Archie Gooch Pavilion also includes the area of the main football pitch
- The formula included in the Community Facility Management and Rental Policy was devised having cognisance of the expectations and requirements of grant funders
- Use of the formula results in a much lower rental figure
- The proposed rental figure takes into account the extension which is expected to be built in the next couple of years; this will save further negotiation when the extension is completed
- The Licensing Negotiations Group have tried to be even handed and have insisted a maintenance / contingency fund is set up



(similar to that required for the Archie Gooch Pavilion) and that has been taken into account when coming to a proposed rental figure.

Issues discussed during consideration of this agenda item included:

- The proposed rent seems to be too cheap
- The Cricket Club have done a fantastic job doing up the outside of The Shed building
- There is further money to be spent on the interior and the proposed extension
- Using the formula set in the Community Facility Rental Policy would mean an even lower rental figure
- Not just about the money – also about the contribution the Cricket club makes to the well-being of the town
- The Cricket Club knew the existing running costs, including rental when they agreed to take over running The Shed
- The Shed is not run as a business
- The Town Council should support local sports clubs and the facilities they provide for the people of the town

**RESOLVED** that the base rent for The Shed be set at £300.00 per annum

**155. The Town Council Strategic Plan 2017-2020**

The draft Town Council Strategic Plan 2017-2020 was considered

Issues discussed during consideration of this agenda item included:

- Change the overarching statement to “The Town council will work to make Ilminster a place **in which** people want to work, live and visit”
- The major roads - A358, A303 and A30 - and the potential upgrades should be included in the context section
- In the list of projects / activities reference to the recreation ground should be changed to Open Spaces this will then include the Open Spaces review, the Wharf lane toilets and the dog policy
- In the list of projects / activities reference to the cemetery – should include the feasibility of developing a new cemetery
- A secondary benefit of some of the projects will be economic even if the primary benefit is environment

**RESOLVED** that the Strategic Plan as attached to these minutes as Appendix B be approved and implemented

**156. Risk Policy**

The draft Risk Policy was considered

Issues discussed during consideration of this agenda item included:

- Any legal issues that may arise as part of the risk management process

**RESOLVED** that the Risk Management Policy as attached to these minutes as Appendix C be approved and implemented

**157. Equality Policy**

The draft Equality Policy was considered.

Issues discussed during consideration of this agenda item included:

- Review date

**RESOLVED**

- (i) That the Equality Policy as attached to these minutes as Appendix D be approved and implemented
- (ii) That the Equality Policy be reviewed in 3 years unless legislation or best practice requires an earlier review to be undertaken.

**158. Authorisation of Payments and Notification of Virements**

- (i) To approve the invoice for payment regarding the legal fees for the preparation of the lease for the Archie Gooch Pavilion

**RESOLVED** to approve payment of the legal fees invoice

- (ii) The Schedule of Payments for authorisation is presented for Council's approval. Issues discussed during consideration of this agenda item included:

- The temporary toilet hire will be part of the insurance claim
- Cemetery the soil and stone has been removed
- Grandstand asbestos survey

**RESOLVED** that the payments listed in the schedule presented to Council totalling authorised £23,76 gross is approved.

**159. Project Plan**

Progress on the project plan and whether any changes were necessary was considered.

Issues discussed during consideration of this agenda item included:

- The possible provision of a memorial wall and / or columbaria
- Item 8 amend reference to Station Road insert reference to Ditton Street

**160. Clerk's Updates**

The following Clerk's Updates had been sent by email since the last Council agenda was published and no questions were raised about them at the meeting.

Number	Date	Topic
15/16	01.11.16	1. Bonfire & Firework Event 2. Dog Policy Media Release 3. Market Ramps Media Release 4. Council Tax Setting 5. Speed Indicator Device 6. Bat Survey
16/16	01.12.16	1. Change of December Council Date 2. SSDC re Social Media 3. Lease – Archie Gooch Pavilion





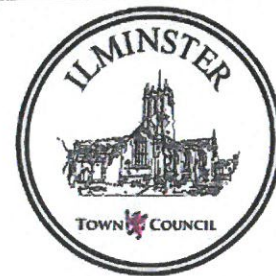
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**Iminster Town Council  
Strategic Plan 2017/18 – 2020/2021**

**Approved by Council 13 December 2016**



**The Town Council will work to make Iminster a place in which people want to work, live and visit.**

### **Introduction**

Iminster Town Council is the local council for the parish of Iminster, it is the third tier of local government - Somerset County Council and South Somerset District Council being the other tiers.

The town of Iminster has a population of approximately 6,000 of whom approx. 4,700 are aged over 16 years. There are approx. 2,700 dwellings.

The Town Council's responsibilities include the cemetery, play areas, approx. 55 acres of amenity land / recreational space, the Market House and the weekly market.

The civic year runs from May and starts with the election of the Mayor, appointment of the Deputy Mayor and election of the Committee Chairs at the Annual Town Council meeting.

There are 15 Town Councillors who serve the whole of the town (the town is not divided into wards) and elections to the Town Council are held every 4 years.

### **Context of the Strategic Plan**

Iminster is set to experience a high level of growth with at least 1 major housing development (in excess of 300 dwellings) at the pre-planning discussion stage as this strategic plan is in its infancy.

The major roads passing close to the town are the A358 (leading to the M5) and the A303 / A30. The A303 is a major route from London to the west country. The A303 and the A358 are scheduled for significant upgrading (from single to dual carriageway) and improvement, at the time of drafting the strategic plan it is understood that Highways England are considering and assessing options but no details or timescales are yet known.

The Town Council's resourcing levels (time and money) are finite and constrained by a number of factors, including some beyond the Town Council's control – such as the levels of council tax support grant available and the impact of new legislation.

The development of the strategic plan is intended to focus activity and decision making, help prioritise projects and resourcing, and provide a baseline against which progress can be measured.

The Strategic Plan will be complemented by the development of a rolling 3 year Financial Plan.



### **Iminster Town Council SWOT Analysis**

Town Councillors have done a SWOT analysis to help identify areas of performance that could be improved and may be addressed when undertaking activities and projects

<b>Strengths</b>  People (Staff and Councillors) Non-political council Friendly Cautious Community involvement of councillors Community knowledge Knowledge of the area Community spirit Countryside	<b>Weaknesses</b>  Poor communication Structure needs review Time Generation of income Restricted budget Lack of planning
<b>Opportunities</b>  Income generation Grant funding Better communications Development of Town Local community / people Financial Planning Skills and knowledge of people new to the town A358 Dualling – potential for more employment	<b>Threats</b>  Loss of grants Doing something new Unseen risks Time constraints Development of town Finance Ability to do nothing Government policy / cuts Anti social behaviour

### **Strategic Themes**

The Town Council's resources will be focussed on 3 strategic themes:

- The Iminster Economy,
- The Iminster Environment
- Community Engagement and Governance

For the duration of this strategic plan any project or activity must either be a legal / best practice requirement and / or fit within at least 1 of the strategic themes.

### **The Work Plan**


The work plan will be a dynamic document, updated regularly and presented to the Town Council for information at least 4 times a year. The workplan will indicate: the project / activity, the link between the activity and the strategic theme, completion target date and an indication of whether or not the project / activity is on track.



The list of projects / activities to be included in the 2017/18 – 2019/2020 workplan are:

- Open Spaces – provision of toilets in the Wharf Lane Recreation Ground, developing a dog policy, implementing the Open Spaces masterplan (regarding the Wharf Lane Rec & Britten's Field)
- Cemetery – researching future need, availability of suitable land and the feasibility of developing a new cemetery; acquiring suitable land and designing new facility
- Protecting Herne Hill from the impact of nearby development - including obtaining designation as a local nature reserve and acquisition of additional land
- Encourage use of Herne Hill by providing route signage and information boards
- Town Council accommodation
- Development of a Neighbourhood Plan (subject to community support)
- Protecting the burial / cemetery records whilst maintaining accessibility.

Note: the above list is not in any priority order





**Ilminster Town Council  
Risk Management Policy  
Approved by the Town Council 13 December 2016**

**Policy Statement**

The Town Council will have a proactive approach to risk management to help achieve the objectives outlined in the strategic plan, support decision making and ensuring that its business is conducted in accordance with the law as well as economically, efficiently, and effectively.

**1. What is Risk?**

Risk can be formally defined as “the chance of something happening that will have an impact on objectives” Risk is normally measured as a combination of likelihood and impact.

Risks can be a threat or an opportunity; threats will adversely affect the Town Council’s ability to achieve its stated objectives whilst opportunities will enhance the Town Council’s ability to achieve its stated objectives. Risks can be internal or external, short term or long term, strategic, operational or project related.

**2. What is Risk Management?**

Risk management is the process of identifying risks and opportunities, evaluating their potential consequences, considering the existing controls and what other proportionate action may be required or desired.

Risk management is a pillar of corporate governance and should be embedded into the culture of the Town Council with Councillors and Officers recognising their shared responsibility. Effective risk management will improve strategic, operational and financial management and minimise losses through poor decision making, waste and fraud

**3. Risk Appetite**

Risk management should manage risk to a level that the Town Council deems acceptable (the risk appetite) rather than to eliminate all risk from the Town Council’s activities and service delivery. Factors such as external environments, resources, Town Council Policies and reputation will all influence the Town Council’s risk appetite.

Risk appetite can be defined as *“the amount and type of risk that an organisation is willing to take in order to meet their strategic objectives.*

*Organisations will have different risk appetites depending on their sector, culture and objectives. A range of appetites exist for different risks and these may change over time.” (The Institute of Risk Management)*

**4. Risk Awareness**

Risk is ever present and some amount of risk taking is inevitable in order to achieve objectives. Risk aversion can stymie initiative and prevent action so that objectives are not achieved and new projects are not undertaken resulting in a stagnant organisation.



## **5. The Town Council's Risk Management Objectives**

- Increase the likelihood of achieving the Town Council's Strategic Objectives
- Improve project planning, decision making and resource allocation
- Enhance the Town Council's internal control arrangements
- Identify, understand and manage risks to minimise their likelihood and impact
- Identify, understand and manage opportunities to maximise their likelihood and impact
- Respond to risk and opportunities in a balanced way

## **6. The Town Council's Risk Management Principles**

- Risk management activity will encompass strategic, operational or project related risks
- Risks will be anticipated and managed
- Creating a risk averse culture will be avoided
- The risks of not undertaking activities will be considered
- Appropriate opportunities will be exploited
- Mitigation measures should be effective, appropriate, proportional, affordable and flexible
- Controls will not be set up where the cost and effort is disproportionate to the expected benefits
- Procedures and controls will be implemented with minimum bureaucracy
- The Town council will work towards a culture of integrity and measured risk taking where mistakes are learnt from rather than blame being assigned.

## **7. Identifying and Recording Risks**

Strategic and project risk registers will be in a table format as shown in the example below with entries for each of the following:

- Short risk description
- Uncertainty?
- Leading To?
- Resulting In?
- Possible causes
- Inherent Impact assessment
- Inherent likelihood assessment
- Inherent risk score
- "T" Action (Treat, Terminate, Transfer, Tolerate, Take advantage)
- Controls / Actions
- Residual Impact assessment
- Residual Likelihood assessment
- Residual risk score



No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	Inherent Impact Assessment	Inherent Likelihood Assessment	Inherent Risk Score	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
1	Petty Cash	Is petty cash dealt with properly?	<ul style="list-style-type: none"> <li>Fraudulent activity</li> <li>Inappropriate expenditure</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Council reputation</li> </ul>	Procedures not followed	Minor	Likely	Medium	Treat	<ul style="list-style-type: none"> <li>Petty cash held does not exceed an agreed maximum amount</li> <li>Petty cash locked away when not in use</li> <li>Receipts must be produced to accompany petty cash claims</li> <li>Cash received is signed for by recipient</li> <li>Petty cash transactions are signed off by Councillors when a petty cash top is required</li> <li>Internal Audit</li> </ul>	Minor	Rare	Low



## 8. Risk Assessment

Risks will be assessed using the grid below

		Negligible	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare (< 6%)	1	Low	Low	Low	Low	High
Unlikely (6 - 20%)	2	Low	Low	Low	Medium	High
Possible (21 – 50%)	3	Low	Low	Medium	Medium	High
Likely (51 – 80%)	4	Low	Medium	Medium	High	Very High
Almost Certain (> 80%)	5	Low	Medium	High	Very High	Very High

## 9. Risk Ownership and Responsibility

<b>Town Council</b>	<ul style="list-style-type: none"> <li>Has ultimate responsibility for risk management; Sets risk appetite; ensures that that strategic plan and strategic risks are aligned, mitigated and reviewed as appropriate;</li> <li>ensures that any project plans and project risks that fall within the Council remit are aligned, mitigated and reviewed as appropriate;</li> <li>allocates resources, including funding, for risk mitigation</li> <li>receives reports from internal and external auditors regarding risk management</li> </ul>
<b>Committees</b>	<ul style="list-style-type: none"> <li>Receives the reports of any Councillor sponsors, working / governance groups or Officer to ensure that any project plans and project risks or operational risks that fall within the committee's remit are aligned, mitigated and reviewed as appropriate.</li> </ul>
<b>Councillor project or action sponsors</b>	<ul style="list-style-type: none"> <li>Where a Councillor is the sponsor for a project they will also be the sponsor for the associated risk register and mitigating actions;</li> <li>reports to Committee / Council as appropriate</li> </ul>
<b>Town Council staff</b>	<ul style="list-style-type: none"> <li>Own risk and management of risks within their (service) area of responsibility</li> </ul>
<b>Internal Audit</b>	<ul style="list-style-type: none"> <li>Provides assurance to the Town Council on the system of internal control and risk management</li> <li>May be requested to provide assurance to the Town Council or Committees on the management of specific risks</li> </ul>

## 10. Risk Register Reviews

The content of each risk register will be reviewed at least every six months but generally the registers will be dynamic documents being reviewed and updated whenever there is a need.

## **11. Openness and Transparency**

As far as possible the Town Council risk registers will be treated as “open” documents for the purposes of the Freedom of Information Act and the Local Government Access to Information Act. Where it is not appropriate for details of a risk and mitigating actions to be in the public domain in which case those risks will be recorded and reported to the Town Council and its committees as “closed” agenda items; this means that there will be an agenda item and a minute giving a broad outline of any item and decision.

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**Iminster Town Council  
Equality and Diversity Policy and Procedures  
Approved by Council 13 December 2016**



### **Policy**

Iminster Town Council's intention is to be an effective equal opportunities organisation. This means it will do everything in its power to ensure that everyone has equal access, and is treated with respect, in relation to

- employment opportunities,
- to its services and
- to all its activities.

Further, Iminster Town Council values difference, and recognises the value that different backgrounds, skills, outlooks and experiences bring to the community.

### **Background Information**

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies equally to town and parish councils.

### **Procedures**

#### **Role of Councillors and Employees**

All Councillors and employees are responsible for implementing the Council's Equality and Diversity Policy. It is important that all individuals who are either employed by the Town Council or serve on the Town Council as a Councillor appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

#### **As a Service Provider**

Iminster Town Council will strive to ensure that all services provided by, or on behalf of, the Council are made accessible to all individuals and groups equally and without discrimination;

All service users will be treated with respect. Actions, behaviour and attitudes should consistently demonstrate respect for the dignity and worth of an individual;

Iminster Town Council will, wherever appropriate, work in partnership with other agencies in the area, including the County and District Councils, voluntary groups and community organisations to promote equal opportunities;

Iminster Town Council will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, the Council comply with this Council's stated policy on equal opportunities.

Iminster Town Council will:

- provide training for all staff and Councillors in equal opportunities awareness and customer care, emphasising equality of treatment in service delivery;



- ensure that no member of the public is disadvantaged, or treated less favourably than others, in terms of access to Council services. Where the Council's practice, policy or procedures are found to make access impossible or unreasonably difficult, we will take such steps as are reasonable in the circumstances to change these practices, policies or procedures;
- ensure that, wherever practical, all public buildings and premises owned or managed by the Council are accessible to all. Where this is impractical in the short-term, we will provide reasonable alternative methods of access so that no member of the public is disadvantaged by physical barriers;
- recognise the importance of communication in attaining equity and quality services which are responsive to the needs of all local people, for example through the provision of information in large print and on audio tape on request;
- comply with all relevant legislation relating to discrimination and equity.

### **As an Employer**

Ilminster Town Council is making every effort to create a workplace where individuals are valued, listened to and treated with respect in an environment that seeks out and values the insight, experience, contribution and full participation of all staff.

Ilminster Town Council will:

- ensure its employees are made aware of their rights and responsibilities to each other, the customer and the organisation regarding equal opportunities issues;
- treat part time staff fairly and equally
- Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability
- provide ways in which individuals can communicate any concerns via competent named personnel;
- treat any unacceptable behaviour seriously;
- ensure all employees realise they have a key role in implementing this policy and are expected to take personal responsibility in ensuring its success;
- provide awareness training for all employees and Councillors, ensuring opportunities to develop relevant competencies are available to implement the policy

### **Complaints**

Complaints from members of the public about discrimination or unfair treatment will be dealt with through the Council's Complaints Procedure

Complaints from staff about discrimination or unfair treatment will be dealt with as laid down in the Council's Grievance Procedures.

Action will be taken under the Town Council's disciplinary policy and procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this Equal Opportunities and Diversity Policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.



## Equality and Diversity Policy & Procedure Reviews and Updates

Date	Change

