



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1EA

Resources Committee Agenda

Tuesday, 9 June 2020, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Tuesday, 9 June 2020 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A E Coulton

Cllr Mrs S Bungey

Cllr C A Gardiner

Cllr W Grace

Cllr F F T Neale

Cllr Mrs S Spittle

Cllr M J Tarling

Members of the public wishing to attend the meeting should contact the Town Clerk direct and the Zoom link and Password shall be provided.

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

3 June 2020

For further information please contact Daniel Lucas on 01202 022479 or email townclerk@christchurch-tc.gov.uk

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Minutes of the Previous Meeting

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 6 May 2020 (copy attached)

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4. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

5. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

6. Town Clerk's Report

Income/Expenditure May 2020 for information.

6 - 7

7. Equality and Diversity Policy

The Council has a duty to promote foster and maintain equality of opportunity in line with the Equality Act 2010

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section 149. As such it is incumbent upon the council to have in place measures designed to eliminate discrimination, harassment and victimisation as defined in the Act of 2010. The Town Clerk has drafted the attached policy which follows the national NALC model policy.

RECOMMENDATION: That Resources Committee recommends to Full Council the attached Equality and Diversity Policy for adoption by Full Council.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held via Zoom conferencing facilities on Wednesday, 6 May
2020

Present:-

Chairman: Cllr P Hilliard

Vice-Chairman: Cllr A Coulton

Present: Cllr C A Gardiner, Cllr W Grace, Cllr F F T Neale, and Cllr Mrs S Spittle.

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

Members of the Public present: None

Members of the Press present: None

235. Declarations of Interest

There were no declarations of interest on this occasion.

236. Minutes of Previous Meeting

Following the sad loss of Honorary Freeman Cllr Colin Bungey who had recently passed away, Members paid a silent tribute in recognition of his contribution to this Council.

The minutes of the meeting held on 9 March 2020 were agreed as an accurate record.

Voting: nem.con.

237. Public Participation

There was no public participation on this occasion.

238. Public Questions

There were no questions from the public on this occasion.

239. Town Clerk's Report

The schedule of payments for the period 01.03.2020 to 30.04.2020 was submitted and approved, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of March 2020 and April 2020 were submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

A member questioned the number of skips provision in the budget for the Rutland Road Allotment site. The Town Clerk advised that the previous agreement with the former Borough Council would continue with the Town Council of two skips per year and a third skip if required.

Cllr W Grace left the meeting at 6.39pm.

The Chairman noted the replacement window costs at Mudeford Cricket Pavilion and enquired about the Association's response to the vandalism. The Town Clerk advised that the Association Chairman was very good in reporting any issues or concerns regarding vandalism and that replacement metal railing were to be installed and possibly shutters may also be required in the future.

Members thanked the Officers for their work undertaken in providing the report.

RESOLVED that:

- a) **the schedule of payments for the period 01.03.2020 to 30.04.2020 be approved; and**
- b) **the monthly accounts for the period to the end of March 2020 and April 2020 be noted.**

Voting: nem. con.

The meeting ended at 7.00pm

CHAIRMAN

Agenda item 6

Christchurch Town Council Payments List							
Payments List 01.05.20 - 01.06.20							
Expenditure:							
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount	
20.04.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	6167.97	£0.00	£6,167.97	
26.05.20	12/969	Do The Numbers Ltd	Internal Audit	£850.00	£0.00	£850.00	
				Direct payments made:	£7,017.97	£0.00	£7,017.97
09.04.20	60249241	BCP Council	Town Council Election Costs 5 May 2019	£23,626.18	£0.00	£23,626.18	
09.04.20	8070748828	Sharp	MFD rental charge & Printing 01/04/2020 - 30/06/2020	£185.25	£37.05	£222.30	
01.05.20	11666	Rejuvenate	Managed ICT services [01/05/2020 - 31/05/2020]	£85.60	£17.12	£102.72	
01.05.20	TEL6406	Rejuvenate	Phone charges	£59.99	£12.00	£71.99	
28.05.20	17858813	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39	
01.06.20	2067	The Payroll & Tax Accounts Ltd	May payroll charge	£48.00	£9.60	£57.60	
01.06.20	11850	Rejuvenate	Managed ICT services [01/06/2020 - 30/06/2020]	£85.60	£17.12	£102.72	
				Payments to authorise:	£24,102.61	£95.29	£24,197.90
				Total payments	£31,120.58	£95.29	£31,215.87
					* Salary	£3,893.46	
					Wages	£0.00	
					Paye	£1,536.95	
Date	Details	Receipts	Payments				
	March 2020 payments authorised		657.36				
07.05.20	April 2020 payments authorised		£11,588.73				
07.05.20	May 2020 payments made direct		£7,017.97				
07.05.20							
		Totals:	£0.00	£19,264.06			
Date	Bank Ac						
	Balance as at 01.05.2020	£439,416.55					
	Receipts	£0.00					
	Less Payments	£19,264.06					
	Balance as at 31.05.2020	£420,152.49					

Christchurch Town Council
Resources Committee – 7 June 2020 - Schedule of Payments for Approval

Christchurch Town Council Payments List						
Payments List 01.05.20 - 01.06.20						
Expenditure:						
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20.04.20		The Payroll & Tax Accounts Ltd	Monthly Payroll	6167.97	£0.00	£6,167.97
26.05.20	12/969	Do The Numbers Ltd	Internal Audit	£850.00	£0.00	£850.00
			Direct payments made:	£7,017.97	£0.00	£7,017.97
09.04.20	60249241	BCP Council	Town Council Election Costs 5 May 2019	£23,626.18	£0.00	£23,626.18
09.04.20	8070748828	Sharp	MFD rental charge & Printing 01/04/2020 - 30/06/2020	£185.25	£37.05	£222.30
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			Payments to authorise:	£24,102.61	£95.29	£24,197.90
			Total payments	£31,120.58	£95.29	£31,215.87

Signed by:
 Cllr Paul Hilliard
Chairman of Resources Committee
 Date:



Christchurch Town Council

Equality and Diversity Policy

Policy name	Version	Owner	Date Adopted	Review Date
Equality & Diversity Policy	V1.0	Town Clerk	June 2020	June 2021

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these

groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will provide training in/raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise, if requested.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: June 2020

Approving committee: Resources Committee

Date of committee meeting:

Policy version reference:

Supersedes: N/A

Policy effective from:

Date for next review:

— policy ends here —