



# **HAILSHAM TOWN COUNCIL**

**NOTICE IS HEREBY GIVEN OF** a meeting of the HAILSHAM TOWN COUNCIL to be held in the Fleur-De-Lys Council Chambers/Meeting Room, Market Square, HAILSHAM on

**Wednesday, 20<sup>th</sup> January 2016 at 7.30 p.m.**

1. Prior to commencement of the formal business of the meeting a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Council, or ask questions on matters relevant to responsibilities under the direction of this Council, at the discretion of the Chairman.
2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members.
3. **DECLARATIONS OF INTEREST:** To receive notice of declarations of personal and prejudicial interest in respect of items on this agenda.
4. **CONFIRMATION OF MINUTES**
  - 4.1 To resolve that the Minutes and Reports of the **Meeting of Hailsham Town Council** held on 21<sup>st</sup> December 2015 (Ref: HTC/15/7/225-254) as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
  - 4.2 **Matters Arising**
5. **COMMITTEE and PANEL REPORTS**

*(A list of committee/panel minutes attached – Please notify the Town Clerk [email: [john.harrison@hailsham-tc.gov.uk](mailto:john.harrison@hailsham-tc.gov.uk) telephone: 01323 445731] as soon as possible if you wish to reserve an item on any of the following committees or panels)*

  - 5.1 To (a) note the reserved paragraphs (minutes) of the Committee/Panel Reports notified to the Town Clerk prior to the meeting, and
    - (b) receive request to reserve any additional paragraphs (minutes) of the Committee/Panel Reports
  - 5.2 To receive “unreserved” paragraphs (minutes) of the following Reports of Committees/Panels (as printed and circulated), and approve and adopt the recommendations contained therein.
    - A. **Communities Committee Meeting (11<sup>th</sup> January 2016)**
    - B. **Planning and Development Committee Meetings (15<sup>th</sup> December 2015 and 12<sup>th</sup> January 2016)**
    - C. **Neighbourhood Planning Sub-Committee (14<sup>th</sup> January 2016)**

**5.3** To proceed through the “reserved” paragraphs consecutively (or as decided) and to resolve action before proceeding to the next reserved item.

**5.4 To note:**

The notes and accompanying documents from the **Hailsham Area Action Plan Steering Group Meeting** held on 14<sup>th</sup> December 2015.

**5.5** To discuss any queries arising from these documents

**6. HAILSHAM WORKS**

To consider the council’s position on future funding for the “Hailsham Works!” Project

**7. PRECEPT 2016-2017**

To set the precept to be requisitioned from Wealden District Council

**7.1** To consider the recommendations of the Finance, Budget and Resource Committee (11<sup>th</sup> November 2015)

**7.2** To resolve to recommend the precept for the financial year April 2016 to March 2017 to be requisitioned from Wealden District Council (Report and detailed budget papers to follow, author Michelle Hagger, Finance Officer)

**8. COUNCILLOR MEMORIAL**

To discuss providing a suitable tribute or permanent memorial for Cllr Stella Hentock.

**9. EQUALITIES POLICY**

To consider adopting an Equalities Policy for the Town Council

**10. RESIDENTS’ FORUM**

To consider a request from Hailsham Forward to initiate a resident’s forum

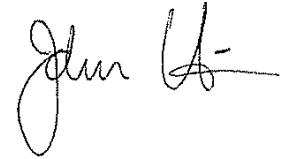
**11. NELSON VICTOR CARTER VC STONE**

To receive an update on plans for the event to unveil the VC Memorial Stone for Nelson Victor Carter

**12. TWINNING ASSOCIATION**

To consider the Town Council’s position with regard to the recent presentation given by the Hailsham and District Twinning Association.

**13. COUNCILLORS’ QUESTIONS/INFORMATION FORUM**  
*(at the Chairman’s discretion).*



JOHN HARRISON  
Town Clerk

**Report to:** Hailsham Town Council  
**Date:** 20<sup>th</sup> January 2016  
**By:** John Harrison, Town Clerk  
**Title of Report:** Hailsham Works

**PURPOSE:**

To consider the council's position on future funding for the "Hailsham Works!" Project

**BACKGROUND:**

Hailsham Town Council initiated the Hailsham Works Project delivered by Tomorrow's People in August 2012.

The Hailsham Works project is aimed at addressing youth employment issues within the town with a particular design process that supports local businesses and training opportunities and uses the unique mentoring and support skills of the Tomorrow's People organization to work with both the young person in placement and support the employer to work towards a successful and meaningful employment experience. The Project was designed as a development of the Heathfield Works project which had been initiated in Heathfield in the later months of 2011.

*(The report presented to the council at the meeting in August 2012 is attached as an appendix to this report).*

The Council meeting on 6<sup>th</sup> August 2012 resolved to :

- a) *take the project forward into Hailsham and commit £40,000 per year for three years, plus provide accommodation and administrative support for the project to match fund dependent on a successful bid, and*

The first cohort of the project was recruited and therefore the programme started in September 2013.

**CONSIDERATIONS.**

Hailsham Works has just recruited its tenth cohort and therefore the three years/twelve cohorts of funding

pledged by the Town Council will end during the next financial year (2016-2017), for which the Town Council is currently setting its budget.

## REPORT AND INFORMATION FROM HAILSHAM WORKS

Of the 81 young people who started the programme since September 2013, 66 have completed the 10 week programme or 81% of participants.

The average percentage of young people achieving a successful outcome – by which we mean employment, training or return to education at the end of the programme is 71% (47 young people that completed the programme).

The team continue to offer support and track young people for a further 52 weeks through a formal monitoring system. Detailed below are the sustainability figures that show at 6/26/52 weeks that 66%/67%/66% respectively have sustained a positive outcome. This may at times include securing another job, or moving between work, training and education.

The national figures for our group based young people's programmes give a completion rate of 90% and ETE rate of 79%.

Hailsham is currently performing below this average but most programmes have been operating for in excess of 5 years and are well established in their communities and their results have been improving.

Given specifically the profile of barriers exhibited by the young people on the Hailsham programme, the structure of the programme has been changed from Cohort 9 onwards to include more intensive one to one work and small group work. This will be further refined for Cohort 10

### Cohort profile and outcomes:

#### a) At end of the programme

Cohort	Date - start	Starts	Completes	Employ	Education	Training	Volunteering	Completers: % Into ETE
1	Sept 13	8	7	2	2	1		71.4%
2	Jan 14	10	10	6	3	1		100%
3	April 14	11	9	3		1	2	44%
4	July 14	9	9	4	2	1		77.7%
5	Oct 14	9	5	1				20%
6	Jan 15	8	6	3	1		1	66.7%
7	April 15	7	4	3	1			100%
8	July 15	10	7	2	3		1	71%
9	Oct 15	9	9	4	2*	1	2	
<b>Totals</b>		<b>81</b>	<b>66</b>	<b>27</b>	<b>14</b>	<b>6</b>	<b>6</b>	
<b>%</b>			<b>81%</b>	<b>41%</b>	<b>21%</b>	<b>9%</b>	<b>9%</b>	<b>71%</b>

#### b) Cohort profile – 6 weeks post- graduation

Cohort	Date - start	Starts	Completes	Employ	Education	Training	Volunteering	Completers : % into ETE
1	Sept 13	8	7	1	2	1		57%
2	Jan 14	10	10	7	3			100%
3	April 14	11	9	2		1	2	33%
4	July 14	9	9	4	2			66%
5	Oct 14	9	5	2				40%
6	Jan 15	8	6	4	1			83%
7	April 15	7	4	2	1		1	75%
8	July 15	10	7	1	4		1	71%
9	Oct 15	9						
<b>Totals</b>		<b>72</b>	<b>57</b>	<b>23</b>	<b>13</b>	<b>2</b>	<b>4</b>	
<b>%</b>				<b>40%</b>	<b>23%</b>	<b>3%</b>	<b>6%</b>	<b>66%</b>

**b) Cohort profile – 26 weeks post- graduation**

Cohort	Date - start	Starts	Completes	Employ	Education	Training	Volunteering	Completers: % into ETE
1	Sept 13	8	7	2	2	1		71%
2	Jan 14	10	10	7	1			80%
3	April 14	11	9	3	1	1		56%
4	July 14	9	9	4	1			56%
5	Oct 14	9	5	4				80%
6	Jan 15	8	6	4				66%
<b>Totals at 26 weeks</b>		<b>55</b>	<b>46</b>	<b>24</b>	<b>5</b>	<b>2</b>		
<b>%</b>			<b>84%</b>	<b>52%</b>	<b>11%</b>	<b>4%</b>		<b>67%</b>

**c) Cohort profile – 52 weeks post- graduation**

Cohort	Date - start	Starts	Completes	Employ	Education	Training	Volunteering	Of those contactable Completers: % into ETE
1	Sept 13	8	7	1	1			29% Note: 5 not contactable

<b>2</b>	Jan 14	10	10	7	2			90%
<b>3</b>	April 14	11	9	4	1	1		66% Note: 2 not contactable
<b>4</b>	July 14	9	9	4	2			66% Note: 3 not contactable
<b>Totals</b>		<b>38</b>	<b>35</b>	<b>16</b>	<b>6</b>	<b>1</b>		
<b>%</b>			<b>92%</b>	<b>46%</b>	<b>17%</b>	<b>3%</b>		<b>66%</b>

**An analysis of the barriers faced by the young people is provided below:**

Often the young person will have more than one barrier to overcome before they can start to develop their career plan for the future. Part of the work undertaken by the team, is to help young people either develop strategies for dealing with these barriers or circumstances, and to ensure that they are signposted to other external agencies that can provide additional help and support.

a) Cohorts 4-6 (sample 26 young people)

Barrier	Nos citing as barrier	Barrier	Nos citing as barrier
Care Leaver	3	Dyslexia	3
Cultural Issues	1	Domestic Abuse	3
Conflict with Family	8	Criminal Record	3
Depression	10	Ongoing criminal case	3
Mental Health	13	Lone parent	2
ADHD	1	Sexuality issues	1
Anger Management	3	Learning Disability	2
Bullying	10	Recent family split	1
Literacy/Numeracy Problems	17	Drug or alcohol addiction	5
Low confidence or Self esteem	23	Homelessness or housing issues	11

b) Cohorts 7-8 (sample 17)

Barrier	Nos citing as barrier	Barrier	Nos citing as barrier
Care Leaver	1	Workless household	1
Victim of racism	1	Victim of bullying	3
Lone parent household	12	Criminal Record	3
Depression/mental health issues	4	Ex-offender (custodial sentence)	3
Registered Disabled/physical health issues	3	Lone parent (self)	2
Literacy/Numeracy Problems	8	Use of recreational drugs	9
Smoker	9	Homelessness or housing issues	5
Less than 5 A-C GCSE's	9		

Benefits claimed:

- JSa – 7
- Income Support – 4
- ESA -1
- None – 5

## Hailsham – Summary of destinations and proposed KPI's

### Summary of destinations

- 70% of all jobs secured within the Hailsham community with Eastbourne as secondary destination
- Positions secured primarily in retail, construction or hospitality sectors
- Majority entering education do so at Eastbourne. The barriers analysis shows a common thread of lack of 5 x A-C GCSE qualifications and/or poor numeracy/literacy, hence young people accessing "Explorer" course recognising need to improve ability on basic English and Maths.

### Proposed KPI's

- Currently the team have achieved on average over last 9 cohorts a retention rate (completion of programme) of 81% of those young people that start. It is proposed that for 2016, the team be given a target of 90% completion
- Positive outcomes – young people moving into employment, education or training current stands at 71% of completers as at the end of the programme. It is proposed that for 2016, the team should be given a target to increase positive outcomes to 80%

### Hailsham Outcomes - profile

Employment on graduation									
	Admin	Construction	Child care/ childminding	Hospitality	Retail	Care	Total	%	
Hailsham		3	5	2	5	7	2	24	70.6
Eastbourne		1	2		2	2		7	20.6
Newhaven			1					1	2.9
Tunbridge Wells							1	1	2.9
Heathfield			1					1	2.9
subtotals		4	9	2	7	9	3	34	
%		11.8	26.5	5.9	20.6	26.5	8.8		

Education/training							
	construction	Explorer Course	Music	Floristry	Mechanics	Plumbing	total
College							
Eastbourne		2	3		1	2	8
Brighton DV8				1			1
Plumpton					1		1

Hastings						1	1
subtotal	2	3	1	2	2	1	11
Notes:							
3 further young people are waiting on acceptance on multi-trade construction course from last cohort							
Explorer Course: Explorer course is all about trying two different areas of study and obtaining functional English and Mathematics qualifications. It is for a year and young person can then move onto a specific course at the college in their chosen area.							

## FINANCIAL CONSIDERATIONS

This £40,000 funding from the Town Council was for the delivery of twelve cohorts/group of young people on the programme. (initially with a target of 10-12 young people per cohort)

The programme was joint funded by Hailsham Town Council and East Sussex County Council's Economic Intervention Fund. The ESCC funding ended in December 2015. Since then other sources of funding, including some corporate sponsorship have been sought by Tomorrow's People.

The council agreed to provide accommodation for the project in the 2 North Street ('Cortlandt Stable Block') building and has leased the building from the Derbyshire County Council pension fund for a period of ten years (from August 2013). The Town Council meets the cost of this lease at £11,750 per annum (subject to revision) and a fixed service charge of £2000 per annum. All other costs such as utilities and rates are met by Tomorrow's People although some repairs and maintenance has been undertaken by the Town Council. The Town Council has also housed its public toilet at the end of the building.

It is expected that the twelfth cohort will be completed by September 2016. The council has currently built £40,000 funding for Hailsham Works into the 2016-2017 budget profiling process.

The 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> cohorts will be delivered to these approximate timescales

Group 10 - 25th Jan - 1st April 2016  
Group 11 - 18th April - 24th June 2016  
Group 12 - 11th July - 16th September 2016

## RECOMMENDATIONS

Council is recommended to agree to fund a further twelve cohorts of the Hailsham Works project – at £10,000 per cohort, with four cohorts to be delivered per year.

Council is recommended to continue providing accommodation for the project in the 2 North Street building under the same terms as current.

This funding agreement to be dependent on the following conditions:

- This funding agreement will be reviewed annually in January of each year, with a written



report given to council including key output figures for the project. The council is therefore to review it's funding of the project in January each year whilst setting its precept for the coming year.

- The project will continue to be monitored via the Strategic Projects Committee (or whichever other committee is appointed with an equivalent remit). Named and appointed councillors from this committee will meet with the local Hailsham Works team at the beginning and end of each cohort, on dates previously agreed, to liaise and 'monitor' the project and discuss output data as provided on a regular basis.

**Report to:** Hailsham Town Council

**Date:** 20<sup>th</sup> January 2016

**By:** Michelle Hagger, Finance Officer

**Title of report:** Precept and Budget 2016-2017

**PURPOSE:**

To set the precept to be requisitioned from Wealden District Council

- To consider the recommendations of the Finance, Budget and Resource Committee (11/11/2015)
- To resolve to recommend the precept for the financial year April 2016 to March 2017 to be requisitioned from Wealden District Council

**BACKGROUND**

The Finance, Budget and Resource Committee last met on 11<sup>th</sup> November 2015 to agree the final budget and the precept to be requisitioned from Wealden District Council.

This involved discussions around changes to the Hailsham Tax Base and the Council Tax Support Grant passed onto the parishes by Wealden District Council.

The key changes and points of note were:

- That the Council tax Support Grant is reduced by 15% from the grant received for 2016/17 (from £83,156.00 to £65,337.00).
- It is likely that the Grant will be reduced by a further 15% on a yearly basis.
- Hailsham's Tax Base has risen by exactly 342.8 from 6829.0 in 2015-2016 to 7171.8 for 2016-2017

The Finance, Budget and Resource Committee has been meeting to look for possible savings and changes to the budget, these changes have been fed into the overall recommended budget for the year as now recommended by the FBRC.

## 1. Budget for 2016-2017 as recommended by FBRC

The budget recommendation for 2016-2017 that has been developed by the Finance, Budget Resource Committee totals £942,062.00, summarised as follows:

<b>Corporate Resources &amp; Services</b>	<b>£751,704</b>
<b>Environment and Leisure</b>	<b>£154,218</b>
<b>Corporate Assets and Cemetery</b>	<b>£36,140</b>
<b>Total Budget</b>	<b><u>£942,062.00</u></b>

The detailed reports on the individual areas of budget are included as appendices to this report.

The budget for 2015-2016 was £890,585.00. This therefore represents an overall increase of £51,477.00 (5.78%)

**This budget would be achieved as follows:**

<b>Total Budget</b>	<b>942,062</b>	<b>%</b>
Breakdown		
Precept (Tax base X Band D rate)	859,899	91.28
Grant from WDC	65,337	6.94
<b>Total combined precept + grant</b>	<b>925,236</b>	
<b>Drawn from Surplus/Reserves</b>	<b>16,826.00</b>	1.78
Tax Base 2016/17	7171.8	
Band D Council tax Rate	119.90	2.5% increase as per FBR

**This represents a 2.5% increase in the Band D tax rate at £119.90, which was the recommendation of FBR .**

**The budget for 2016-2017 as the time of FBR meeting included £16,826.00 to be drawn from the council's reserves.**

## 2. Council's Reserves:

Council's reserves as at 31.12.15 are as below:

Commuted Sums

a	Balance	383091.00
b	Inaccessible commuted sums	<u>56,600.00</u>
c	Capital only sums (Ripley)	<u>101,155.00</u>
d	Accessible commuted sums (a-b-c)	<u>225,336.00</u>

Community Contingency Fund

d	Balance	63,294.00
e	6% to remain in reserve	56,523.72 (6% of budget £942,062.00)
f	Available balance (d-e)	<u>6,770.28</u>
g	<b>Total available reserves (d+f)</b>	<b><u>232,106.28</u></b>

This is due to be reduced by £8,573.00 for the shortfall in the 2015-16 budget.

#### 4. CONSIDERATIONS.

**Further considerations that should be taken into account:**

Hailsham's Tax base has risen by Exactly 342.8 from 6829.0 to 7171.8

It seems almost certain that the Council Tax Support Grant will be reduced by 15% year on year until it is no longer available. The Council Tax Support Grant is reduced by the original 15% figure of £17,819.00 on a 'straight line' basis not 'reducing balance' basis.

Further housing developments in Hailsham may lead to increases in the town's tax base although it is impossible to determine when and by how much.

It is possible that there will be a 'cap' on local councils' ability to raise their Band D Rate in subsequent years, limited to ensure rises are no more than in line with inflation or that if a raise in a local council's Band D Tax rate is deemed significant enough a referendum will be required, for which the individual town or parish would be expected to foot the bill.

**RECOMMENDATIONS:**

**1. Council is recommended to agree the budget for 2016-2017 as £942,062.00 (the detailed breakdown of this budget is attached as an appendix to this report)**

**2. Council is asked to consider the level at which to set the band D tax rate, and thus the amount of the precept for 2016-2017, taking into account the following:**

- **The Increase in the tax base for 2016-17 (from 6829.0 to 7171.8)**
- **Decrease in Council Tax Grant from Wealden District Council (from £83,156.00 to £65,337.00) and future decreases.**

In appendix to this section of the report is a detailed sheet showing variations of precept calculations taking into account the Band D Tax increases and also the increase in the Tax Base which was not confirmed at the time of the FBRC recommendations .

These show increases of 0%, 2.5%, 2.9% and 3.5% increases to the Band D rate and the increase necessary to have a nil drawn from reserves.

**Report to:** Hailsham Town Council

**Date:** 20<sup>th</sup> January 2016

**By:** John Harrison, Town Clerk

**Title of Report:** NELSON VICTOR CARTER VC STONE

**PURPOSE:**

To receive an update on plans for the event to unveil the VC Memorial Stone for Nelson Victor Carter

**UPDATE – DETAILS OF EVENT CURRENTLY BEING PLANNED**

The Town Clerk has been in contact with Eastbourne Borough Council regarding their plans for the positioning and unveiling of the Nelson Victor Carter Memorial Stone (EBC were given the stone provide by the government, the stone to be positioned in Hailsham was purchased by the HTC Charity War Memorial Trust)

The unveiling of the Nelson Victor Carter Stones is planned for **Saturday 2<sup>nd</sup> July** – first at Eastbourne and then in Hailsham

Hailsham Town Council is planning to hold our event as soon as possible after that in Eastbourne, on the same day 2<sup>nd</sup> July.

The event in Eastbourne will be commencing at 12noon and finish at approximately 2.00pm. Basically this will involve a commemorative service and unveiling of the stone that will be approximately half an hour long and take place in the Redoubt Gardens on Eastbourne seafront. This will be followed by a light reception with refreshments in the Pavilion Tea Rooms on the same site.

It will be hosted by the Lord Lieutenant and will involve readings/speeches and a ceremonial unveiling. The stone is being built into a plinth which will be positioned in the Redoubt Gardens lawns with an access path. Local schools are being invited to participate and there will be a band. The ceremony will only be about 30minutes after which there will be a buffet lunch in the Pavilion Tea Rooms which is on the same site and adjacent to the Redoubt Museum. Nelson Carter's VC will probably be on display at the event. As stated earlier, this should be done by about 2pm.

**Further update from Eastbourne Borough Council**

EBC have confirmed that the full civic list will be invited to attend and a 'full turnout' is expected .

Remaining actions:

1. The Hailsham Town Mayor will receive an official invite to the EBC to event and EBC will aim to send our Mayor to yours. This will be firmed up more when we know who the new mayors are going to be post May.

2. Re the rest of the EBC civic list, members, aldermen, past mayors etc. HTC to draft a blanket invitation and send to Nicola Metcalfe, she will forward it to everyone on the civic list.
3. RE the availability of dignitaries from ESCC, Lord Lt, etc HTC to you contact Lee Banner at the County on [lee.banner@eastsussex.gov.uk](mailto:lee.banner@eastsussex.gov.uk)
4. HTC to contact For regimental groups, liaising through Barry Lane, contact email is [barry.lane@uwclub.net](mailto:barry.lane@uwclub.net)
5. Any further organisation or groups required to attend HTC's event – for e.g. bands, local British legion etc?
6. Existing family members of Nelson Victor Carter will be invited via local Historian Dave Dyer who has is contact with all known existing family members.

**Positioning of the VC Stone in Hailsham**

Cllr Frank berry has been instrumental in working with the Town Council's Outdoor Works team to look at the best way of positioning th atone at the Hailsham War memorial. Cllr berry and the OW Team manager have agreed the following and a welding contractor has been engaged to undertake the work.

Fig 1. Existing

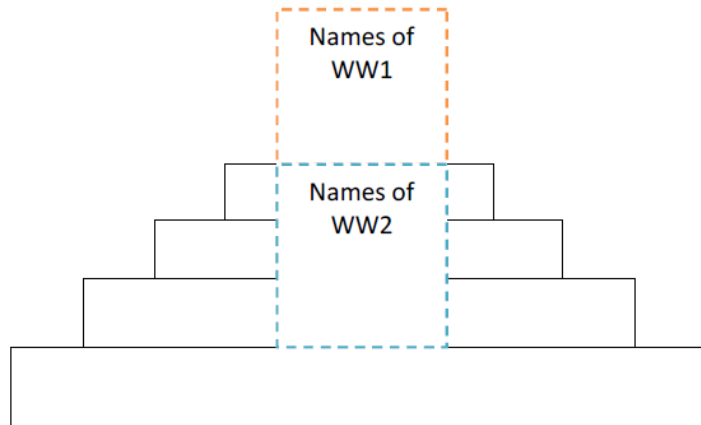
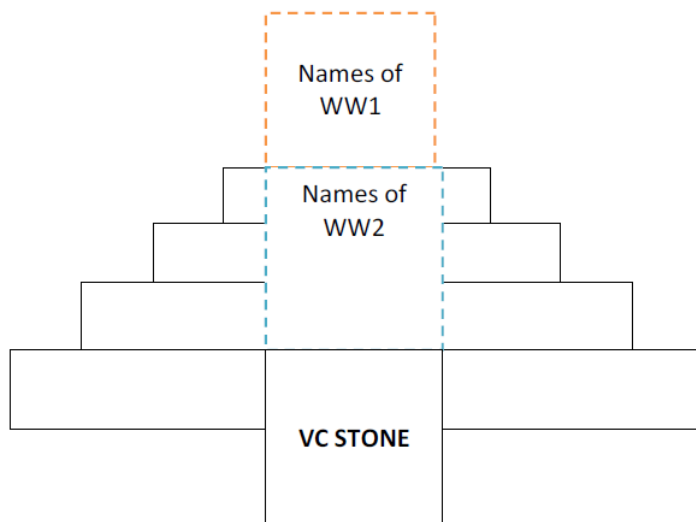


Fig 2. Proposed



1. The VC Slab to be inserted below the existing WWII slab at the same angle.
2. Metal work to be temporarily removed so that it can be extended to surround and include the VC Slab.
3. 5 rows of paving bricks to be removed for the base of slab to be inserted.
4. Metal security fencing to be placed around the Memorial until the metalwork can be replaced and removed prior to the unveiling. This will be for approximately three weeks – the time required for the welder to make the required amendments to the metal work on the war memorial.
5. The VC Slab to be suitably covered until just before the unveiling when if possible a regimental flag is used, preferably of the regiment in which he served.
6. The stone to be 'Blessed' by a member of the Clergy, The Vicar of Hailsham, Revd. David Bourne to be invited to perform the Blessing, if not available, request permission for Revd Peter Clark, Padre Hailsham and District Branch, Royal British Legion to perform this duty.



## **EQUALITY POLICY**

### **1. POLICY STATEMENT**

The Equality Act 2010 came into force on 1<sup>st</sup> October 2010. The Act replaces and brings together previous legislation (such as the Sex Discrimination Act 1975, Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equal Pay 1970).

Hailsham Town Council is committed to pursuing an equal opportunities approach in the employment of its staff and in every aspect of Council activity and recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

### **2. LEGAL POSITION**

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity

- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

It is unfair to discriminate against an individual on the following grounds:-

political views Family or caring responsibilities Chronic illness or HIV/ Aids status Socio Economic Status.

### **3. PURPOSE**

This Town Council as a public body under The Public Sector Equality Duty will have due regard to the following statement;

The Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010 or the identified additional unfair grounds. The Equality Policy underpins all policies, procedures and strategies, therefore providing a strong foundation for equality in the Council and the services it provides.

#### **Hailsham Town Council seeks to:**

- Eliminate Discrimination
- Advance equality of Opportunity
- Foster good relationships between different people when carrying out council functions .

The purpose of this policy is that it will give job applicants and workers confidence that they will be treated with dignity and respect. It will also set standards of behaviour expected from all employees (including Councillors).

This Town council will ensure that verbal abuse and harassment are unacceptable and staff who make offensive discriminatory comments will be subject to disciplinary proceedings.

We will provide equal opportunity to all employees irrespective of their Characteristics (unless there are genuine Occupational qualifications or justified reasons for a different approach to be considered .

There are different types of discrimination.

- Direct and Indirect Discrimination,
- Discrimination by Association,
- Perception Discrimination,
- Harrasment and Victimisation

Therefore under the Equality Act 2010 the council will provide a strong foundation for equality with in the council and within the services that it provides .

### **4. EQUALITY OF OPPORTUNITY IN EMPLOYMENT, TRAINING AND ORGANISATIONAL DEVELOPMENT**

All employees whether full-time, part-time, fixed term contract, apprentices, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees 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.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of the Town Council's equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization to the Town Clerk

Employees or Councillors wishing to raise a complaint should do so, in writing, to the Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by the Clerk, or an independent person appointed for the purpose, who will report to the Council.

## **5. EQUALITY OF OPPORTUNITY IN SERVICE DELIVERY**

Hailsham Town Council is committed to equality of opportunity in the provision of services and access to its facilities. The Council will deliver services that are relevant, of the highest quality possible and accessible. Training in relation to the roles and responsibilities of employees and the Council in delivering services will be sought and undertaken.

## **6. COMMITMENT**

Hailsham Town Council will comply with all current and future legislation referring to equality and diversity and will aim to promote good practice in all aspects of the organisation. The Council will publicise this policy on its website and will highlight it in recruitment and relevant official documentation.

January 2016

**Report to:** Hailsham Town Council

**Date:** 20<sup>th</sup> January 2016

**By:** John Harrison, Town Clerk

**Title of Report:** Resident's Forum

### **PURPOSE:**

To consider a request from Hailsham Forward to initiate a resident's forum

### **BACKGROUND:**

Hailsham Forward initiated its 'Resident's Forum' meetings starting in July 2015. There have been two residents' forum meetings to date. The first meeting was held on 7<sup>th</sup> July and the second on 16<sup>th</sup> October. Approximately 65 people attended the first and approximately 50 people attended the second meeting. The ambition was to hold the meetings quarterly.



Each meeting addressed a key issue for the Town ; the first meeting held on 7<sup>th</sup> July addressed the planned developments for the town and this topic was determined by Hailsham Forward. The second meeting held on 16<sup>th</sup> October addressed the 'MASHH' Town centre improvement scheme, which was determined by poll of interested residents.

Hailsham forward have now written to the Town Council asking that it takes over these meetings (a copy of the letter is below). This is as a result of a public request to do so.

The council is asked to consider whether it wishes to implement these meetings or consider whether alternative means of consulting with the town's residents are required.

## **HAILSHAM FORWARD**

Councillor Nigel Coltman  
Chairman, Hailsham Town Council  
Inglenook  
Market Street  
HAILSHAM  
East Sussex  
BN27 2AE

C/O  
Hailsham Town Council  
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HAILSHAM  
East Sussex  
BN27 2AE  
Tel: 01323 841702

5<sup>th</sup> January 2016

[www.hailshamforward.co.uk](http://www.hailshamforward.co.uk)

Dear Nigel,

### **RE: Hailsham Residents' Forum**

As you are aware at the last Residents' Forum organised by Hailsham Forward a number of the local residents requested that the Town Council take over the management of future forums.

Please accept this letter as a formal request for the Town Council to take on the management of the Hailsham Residents' Forum from Hailsham Forward.

Yours sincerely,



Rob Slater  
Chairman  
Hailsham Forward Executive

## **CONSIDERATIONS.**

### **Current means for Hailsham Residents to contact the Town Council**

There are at present several means by which Hailsham residents may contact the council in order to voice opinions or ask questions:

- All Full Council and Committee Meetings are open to the public and have a time period set aside for the public to voice opinions or ask questions. This time period can be extended at the Chair's discretion. (The public may submit questions or points to the meeting in writing in

advance if they are not able to attend the meeting).

- The council holds a statutory Annual Town meeting, during which all and any issues affecting local residents may be raised. (Again the public may submit questions or points in advance and can also raise them during the meeting)
- All councillors' individual email addresses and telephone numbers are available on the council's website for individual queries to be raised with Councillors or officers.
- The council's office is open five days per week for public queries.
- Council officers may be contacted by telephone, email or in writing with queries or points to be made.
- The council runs a successful Facebook page (and twitter account), which also gives the public the opportunity to ask questions, voice opinions and raise issues.
- Some councillors also hold public 'surgeries' to address individual issues (although there is no statutory duty or established process or protocol for this). Councillors may also attend existing residents' association meetings and other forums if they so wish or are formally appointed to do so.

### **Statutory Dimensions**

While a formally organised residents' forum may be useful to gauge public opinions and hear the public's views on various issues, the council cannot legally make decisions at such meetings. The council may only legally make decisions at its council or committee meetings (if delegated authority has been granted) by resolution of the majority of councillors present.

### **Public Expectations**

It is evident from the council's experience of the Annual Town Meeting that the public often wish to voice opinions or be consulted about things outside of its direct sphere of influence, discussing services or issues that are the remit of the District or County Council or other service providers such as the CCG.

It could therefore be argued that providing a public forum creates the expectation that it is an active consultation which will then have an effect when often it cannot. This may particularly be the case when the public have selected the subject area/key issue to be addressed

For example when Hailsham Forward residents' forum considered the MASHH town centre improvements (at the residents' request), some residents attended the meeting thinking it was a consultation on the changes, expecting that county officers would be there etc, with an opportunity to possibly change aspects of the project; this was not the case, as the MASHH project had already been subject to a full scale consultation exercise as initiated by ESCC.

### **Administrative requirements**

There is a significant and additional administrative burden to organising such a meeting, including publishing agenda and papers, booking venues, administering questions or issues raised beforehand, publishing notes or minutes.

The meeting itself would require a significant officer input immediately before, during and after the meeting. There would be an additional cost to hiring a suitable venue.

### **Possible alternative**

The council may wish to consider appointing a smaller Resident's Panel as a means of consulting with the public. This would function in a similar way to that of other larger principal councils' "Citizen's Panels".

It would consist of approximately 10-12 volunteers. This would allow the council in to and ask specific questions and garner opinions on issues at a time which suits its requirements.

For example if implementing a specific project, when it may be considering a change to a particular service, perhaps when setting the budget to include an element of 'participatory budgeting in the process.

The council would have to be careful to set out parameters of the forum in order to manage its expectations (for example its opinions would not be binding on the council).

A smaller meeting would be easier to manage and would not necessarily require the attendance of any more than two to three council members and/or officers.

It would carry less of an administrative burden, in that meetings could be held at the Town Council's office, possibly during the day time subject to participants' availability, therefore lessening the requirement for officers to attend evening meetings.

The meetings could be scheduled twice per year in the first instance, and then perhaps more often if a specific issue or the need for a specific consultation arises.