

## **HOLT AREA PARTNERSHIP EQUAL OPPORTUNITIES POLICY**

### **1. POLICY STATEMENT**

1.1 Holt Area Partnership (HAP) supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination. It will ensure, as a minimum, that all relevant legal requirements are set.

1.2 We believe that it is in the best interest of HAP to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, we are committed, whenever practicable, to achieving and maintaining a workforce which broadly reflects our local community.

1.3 Therefore we undertake to advertise all vacancies, whether part time or full-time, permanent or casual. We also undertake to make known publicly all opportunities for voluntary work.

1.4 Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria. To support this, relevant training will be made available for councillors and staff responsible for such decisions.

1.5 We will continue to operate a flexible working system. For working hours whenever that is necessary for employees to meet unavoidable obligations of caring for children and dependents so long as alternative means of covering council duties can be organised. We will also make provision for employees to undertake certain recognised voluntary duties if these fall within working hours (e.g. as councillor, justice of the peace, fire fighter etc.)

1.6 As a public-serving organisation HAP will continue to address the issue of physical access and that of making known to the public the range of services, facilities and opportunities available.

### **2. POLICY REVIEW**

We review this policy regularly in order to update it as necessary. Reviews will include a report if required on developments over the previous years.

*Adopted April 2006, reviewed September 2010*

## **HOLT AREA PARTNERSHIP COMMUNICATIONS POLICY**

Vision Statement: To improve the quality of life for people in Holt area by supporting and delivering projects that provide tangible benefits in response to need.

Aim: to strengthen and develop the communities served by the Area Partnership through effective working with stakeholders. Focus is on the ten objects for which HAP established as listed in Memorandum of Association and stated in Business Plan.

Community Support Objectives:

**Objective 1:** To understand and communicate the strengths, needs and issues of the communities in the HAP area.

**Methodology:** 2007 Questionnaire Health Check to all 8000 households, results collated and published by HAP in Newsletter 2008 and used to inform Business and Action Plans data fed back to stakeholder and statutory bodies. Regular meetings attended at Parish and other levels and forum scheduled to gather feedback on concerns

**Objective 2:** To keep community and stakeholders in touch with HAP work through wide and frequent publicising of HAP progress, and to raise awareness of key new ventures and opportunities .

**Methodology:** Newsletters - either as separate publication or through purchasing double page spread in Holt Chronicle (distributed to 2500 households in Holt and a further 2500 across parishes via various outlets). This format also used as an electronic newsletter and gets emailed as attachment to stakeholders and any other interested parties or local residents. Press releases and articles in EDP/ North Norfolk News and town and parish magazines and local radio used when publicising available grants or promoting events. Direct mailouts to Parish Councils and other HAP Stakeholders.

Representation at parish council and other meetings by Coordinator, Chairman or other HAP Board Members

Flyers and posters when promoting specific event – displayed on noticeboards and in shops across area, sent to parish clerks to display as well as other statutory and non-statutory organisations if relevant eg. schools or even individuals.

New website – plan to do monthly updates of current HAP activity as well as give information about past and present projects and include Meeting notes and dates of Board meetings/AGM, Action Plan and Business Plan.

HAP shares office premises with the Tourist Information Centre on the Market Place in Holt and thus has a public interface with potentially many of the 40 000 annual users (tourists and local residents) of the Holt TIC service.

Stakeholders and Board members do also visit HAP at office although because of space meetings have to happen elsewhere. We display current information about Voluntary Norfolk training opportunities, NNBF activities, Holt Area Community Bank and Victory Housing /NNDC property listing 'Your Choice Your Home' as well as other notices when relevant. An open office in the centre of town raises the profile of HAP.

**Objective 3:** To develop networks of local contacts and encourage community involvement both with HAP and local projects.

**Methodology:** Through communication methods cited above and regular meetings between coordinator and voluntary/community organisations and local businesses.

*Adopted June 2010*