

The Promoting Pakefield Group

*Raising the profile of the area - Bringing the community together to make
Pakefield a better place to live, work and visit.*



REDACTED

9th June 2021

Lauren Elliott
Committee Clerk
Lowestoft Town Council
First Floor, Hamilton House
Battery Green Road
Lowestoft NR32 1DE

Dear Lauren

**Lowestoft Town Council - Application for Community Grant for Promoting
Pakefield Group (PPG) – Constitution and Equality and Diversity Policy**

Enclosed are copies of our Constitution and Equality and Diversity Policy.

Look forward to hearing from you – if you need other information do please let me know.

Yours sincerely

REDACTED

Tim Harris
Project Officer
Promoting Pakefield Group

Encl: PPG – Copies of Constitution and Equality and Diversity Policy

The Promoting Pakefield Group

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CONSTITUTION

NAME

Our Group will be called Promoting Pakefield Group

AIMS

Our aim is to raise the profile of the area for both residents and visitors, develop a sense of community giving a "feel good factor" to make Pakefield a better place to live, work and visit. To make the group open to all who live in the Pakefield area, welcoming different ages, races, cultures, abilities and sexual orientation.

OFFICERS

Officers will be nominated and elected at the AGM, other officers can be co-opted on as required

There will be a chairperson (the person on charge of the meeting), or the vice-chairperson will take the chair.

A secretary will take minutes of meetings, chase actions, keep a list of members and be in charge of all letters.

A treasurer will be in charge of group money matters and keep accurate accounts of money received and spent. This person will make and receive payments on behalf of the group.

A Publicity officer will manage press releases and photography, deal with advertising and the web site.

MEETINGS

Meetings will normally be held monthly between 6.30 and 8pm or as otherwise stated.

Core decision group must be at least 2 officers and 3 committee members.

Other meetings can be held as necessary and members will be given at least 7 days notice.

An Annual General meeting will be held as appropriate.

At any meeting the rights and views of each individual shall be respected and meetings shall be carried out in a way that lets everyone take part positively and without fear of intimidation.

MONEY

A bank account will be opened in the name of the group into which all group money will be paid.

The treasurer and 2 other members will be able to sign cheques. Each cheque must be signed by 2 of these 3 people.

The accounts will be requested at meetings as appropriate and any member of the group can look at them.

The financial year will end on March 31st and the accounts will be audited annually as legally required.

MINUTES AND RECORDS

Minutes of the meetings will be kept. Records of all group money matters will be kept in an appropriate manner.

CHANGES TO THE CONSTITUTION

Changes to the constitution need to be agreed by over half of the committee.

DISSOLUTION

The group may at any time be dissolved by a resolution (statement that needs a decision) agreed by two thirds of the members.

If necessary, such a resolution must say which group the rest of the money and resources will go to, after any grants have been repaid to the funders. The group or body we give the money and resources to must have similar aims to ours.

This constitution was adopted on Monday 26th January 2009

REDACTED

Paul Hobbs
Chairman
Promoting Pakefield Group

26th January 2009



Equality and Diversity Policy

Introduction

Promoting Pakefield Group (PPG) is committed to equality in its activities. It is committed to the creation of a non-discriminatory environment. This policy applies to the committee, members, users and volunteers.

Statement of values

PPG are committed to social justice and working with those who are most excluded and disadvantaged.

PPG celebrates our society as diverse in race, culture, faith and other beliefs, sexuality, abilities, gender and age.

PPG is committed to challenging disadvantage and inequality, and aims to promote diversity and equality in all areas of its community activities.

PPG believes:

- In working towards a just and participatory society
- That all people have equal rights to social justice and to participate in decision-making processes and local action
- That priority should be given to working with communities and groups whose full participation in society is limited by economic disadvantage or discrimination
- That the role of PPG is to affirm and enable all people to fulfil their full potential within the group.

Discrimination

Direct Discrimination is when you treat someone less favourably than others for unlawful means, because of their gender or disability. PPG will treat direct discrimination as a disciplinary matter.

Indirect Discrimination is when a policy, practice or procedure that applies to everyone might disadvantage a particular person. PPG will monitor and regularly review its policies, practices and procedures in order to ensure that they do not disadvantage any particular people.

Discrimination by association is direct discrimination against someone because they associate with another person who possesses one of the applicable protected characteristics (age, disability, gender reassignment, sex, race, religion or belief and sexual orientation). It is unlawful and PPG will treat it as a disciplinary manner.

Perception discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not possess that characteristic. It is unlawful and PPG will treat it as a disciplinary matter in relation to age, race, religion or belief, sexual orientation, disability, gender reassignment and sex

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. PPG will treat harassment as a disciplinary matter.

Victimisation is when you treat someone less favourably or discriminate against them because they have pursued or intend to pursue their rights relating to alleged discrimination. PPG will treat victimisation as a disciplinary matter.

Positive discrimination is unlawful.

Statement of intent

Our intention is to ensure that no user of PPG services receives less favourable treatment due to a protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), unrelated criminal convictions.

We aim to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to PPG's performance and to develop an organisational culture that positively values diversity.

Every possible step will be taken to ensure that individuals are treated fairly as users of PPG services.

We will ensure that venues that we use for meetings, workshops and training events are accessible and will make reasonable adjustments where necessary.

We will aim to ensure that our communications are accessible. When necessary we will make specific provision, such as the engaging a British Sign Language interpreter, to ensure that our communication is accessible.

We will bring this policy to the attention of all members when they join PPG and by making use of our communications.

We will monitor the use of our services and make use of this monitoring information when planning future developments.

Review

The Committee will keep this policy under review.

REDACTED

Paul Hobbs
Chairman
Promoting Pakefield Group

Implemented 26th Jan 2020