



# Noticeboard

## Avoiding Discrimination in Job Adverts

Writing an advert for a job takes a lot of care and attention - use words or phrases that are discriminatory, and you could find a claim being made against you even before you start the interviewing process.

Within the advert you must not state or imply that you will discriminate against anyone - but what exactly does this mean? It is unlawful to discriminate against anyone based on the following protected characteristics

- Gender
- Race
- Religion or belief
- Disability (which may now include obesity)
- Age
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Gender reassignment

For example, you cannot state "young person required" unless this is an actual requirement of the job as this could discriminate against older people. Likewise, you cannot state "highly experienced" as it could discriminate against younger people who might not have had the opportunity to get certain qualification.

You need to avoid gender specific terms, and terms that could single out one nationality for example, if you require a translator who speaks French, the advert should state "French-speaking" and not just "French person".

Likewise, you need to avoid using potentially loaded language such as "mature" or "young dynamic".

However, you can discriminate if the application will be from a particular group if it is a requirement of the job, such as stating that you require someone who is 18 plus if they are to sell alcohol.

You also need to think about the title of the role on offer as again, to seek an "office junior" could be discriminatory against older applicants - it would be more appropriate to advertise for an "office assistant".

### TOP TIPS: DO NOT

- Refer to 'young graduates' or 'bright young thing' or 'mature applicant' as they are all ageist.
- Stereotype men and women in a job advert.
- State or imply that a job is unsuitable for a disabled person unless there is a very clear job-related reason.
- State or imply that reasonable adjustments will not be made for a disabled person unless there is a very clear job-related reason.
- Make the length of residence in, or experience of, the UK a requirement of the job.

### AND

- If a qualification is essential to the job, then don't restrict it to a UK qualification.
- Be careful about recruiting by word of mouth as this could

restrict members of a certain race or sex.

- Put adverts in more than one publication that will reach the widest spectrum of people and don't exclude men or women or a particular racial group.

### DO

- Have a written job description. You can use this to specify the most important duties and requirements of the post and use it to form the basis of your advert.
- **STATE:**
  - the qualifications and experience required;
  - any specific skills required;
  - experience with specific equipment;
  - the salary and benefits offered;
  - the person to contact;
  - the required references
- Consider including in your advert a statement of commitment to equal opportunities. This will show that you welcome applicants from all sections of the community.

For more advice on this, or any other employment advice contact

**Joanne Lezmore,**  
J L Lezmore  
Solicitors.



# Bishop's Stortford Chamber 4th Annual Golf Day

Each year Bishop's Stortford Chamber of Commerce choose a charity to raise funds for, and last year set itself a challenging target of £6,600 to purchase a new hoist for St Clare Hospice. Given the size of the target, the chamber has agreed to carry on supporting this cause until the target is achieved. One of the main contributors to its charity fund raising activities for the chamber has been the golf day, now entering its 4th year.

The event in 2015 will once again take place at Manor of Groves Hotel but will be a week later than normal, taking place on Friday 3rd July 2015. Arrival is timed for 1pm with the first tee times scheduled for 2pm. A two tee start means no lengthy waits after the round before sitting down to a

superb two course carvery in the hotel and a charity auction and raffle. The event has been blessed with fine weather over the years, with the course in superb condition as the date sits between the Club's own club championship and Pro Am events.

Entry fee is just £150 for a team of four including dinner. Even if you are not a regular golfer, the event offers a great opportunity to invite clients and colleagues and enjoy an afternoon away from the office, whilst raising money for a very worthwhile cause.

If you are interested in entering a team please contact Lee Freeman on 07803 246737 or via email at [lee.freeman@auditel.co.uk](mailto:lee.freeman@auditel.co.uk). There are also sponsorship opportunities available so please contact Lee to discuss these as well.



## Forthcoming Events

3rd March: Breakfast Richard Fountain: ITVET

26th March: AGM, Cedar Room, Rhodes, 6-8pm

14th April: Breakfast Kevin Deamer: KMD

3rd July: Golf Day Manor of Groves

## Welcome new member

ATTWATTERS, JAMESON, HILL SOLICITORS.



## Trade Mission to Poland

Enterprise Europe Network and UKTI are organising a trade mission to Warsaw and Wroclaw 23-26 March 2015, two of Poland's largest cities to enable UK businesses to tap into the high growth opportunities in a market just 2 hours from home

This is our third mission to Poland and we are very excited with the opportunities it presents for companies in our region and with the support and enthusiasm we get from our Polish colleagues to develop trading links between our 2 countries.

The trade mission to Warsaw and Wroclaw will gain access to substantial business prospects, meet key decision makers in Poland and benefit from an in-country briefing from local market experts.

This is your chance to explore one Europe's most exciting economies, you will benefit from:

- Up to 15 pre-arranged B2B meetings in Wroclaw and Warsaw
- Finding new business partners, clients and suppliers
- British Polish Chamber of Commerce in-country briefing
- Market overview and market "niches"
- Free access to interpreters
- Our support before, during and after the event
- Shared intelligence through group visit
- Your company's profile in the trade mission brochure
- Networking receptions (tbc)
- Services of an experienced Polish speaking trade mission manager

If you have any questions, do not hesitate to contact:

**Mathilde Murphy** or **Mark Hofman**,  
[m.hofman@eeneast.org.uk](mailto:m.hofman@eeneast.org.uk).

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## Annual General Meeting

The AGM of Bishop's Stortford Chamber of Commerce will take place on Thursday March 26th from 6pm to 8pm and will be held in Cedar Room at Rhodes. Members will have the opportunity to review expenditure during the previous year and the budget for the coming year.

Elections for all posts will take place at the meeting. Nominations are sought for the positions of Chairman, Deputy Chairman, President, Treasurer and members of the Committee. We welcome new faces on the committee, please give serious thought to joining.

A discussion about the structure of the Chamber going forward will be held, and a proposal will be put to the members.

In addition, we will hear from St Clare Hospice. St Clare is our current chosen charity and we are well on towards our target of raising £6500 to buy a new patient hoist.

Please support your Chamber by joining us on 26th March.

## Rooms for Hire in Bishop's Stortford Town Centre

NextStep, based in Charringtons House, The Causeway has rooms for hire.

Free WiFi; IT room with 14 workstations; meeting room for up to 20 people.

Overhead projector, white board, flip chart available along with tea/coffee.

Hot desking facilities available.

Contact [jbentham@hrc.ac.uk](mailto:jbentham@hrc.ac.uk) or ring 01279 466306 for further details.



IN AID OF



Chamber members Enable Independent Financial Life are celebrating 15 years in business with a plan to raise a minimum of £15,000 for Bishop's Stortford Mencap charity, Grove Cottage which works hard to improve the quality of life for those with learning disabilities.



The first of three planned events are is a professionally run London to Paris bike ride. **Starting on Friday 15 May** from Big Ben, the participants will arrive for a champagne celebration at the Eiffel Tower before a well-earned dinner in Paris on **Sunday 17 May**, after a day in Paris, they will return via Eurostar the next day.

Each cyclist has a target to raise £1100, with a minimum of £650.

The route crosses the Channel at Portsmouth to Caen, and is supported throughout by bike mechanics and a doctor in case of injury.

Anyone interested in taking part should visit:

[www.marketing-kinetics.co.uk/london2paris/](http://www.marketing-kinetics.co.uk/london2paris/) for full details and an application form. The 50 places are being allocated on a first come first served basis.



# January Breakfast Review

## Getting the Tax Man to help your Charity Fund Raising

Graham Elliot, a Transaction Tax Consultant at Withers LLP who mainly advises clients on VAT and Gift Aid, provided an interesting insight into the dos and don'ts of maximising gift aid for the benefit of your charity.

The following provides a brief presentation synopsis.

- **Maximise Gift Aid**

Applicable where the donor pays enough income tax and/or capital gains tax in the year.

Additional and higher rate tax payers can get an extra tax relief, so ask them to give you more.

Consider offering 'recognition' but take care not to exceed donor benefit limits.

Gifts in money only.

- **Donor Benefit Limits**

Health Warning: this aspect is under review and may change in April

Donation	Benefit
£1 - £100	25%
£101 - £1000	£25
£1001 - £50,000	5%
£50,000 +	£2500

These are aggregate benefits in the tax year, part year donations may be subject to 'annualising'

Note the 'jump' in value between £1000 and £1001 (from £25 to £50.05)

- **How to value the benefits: In this order**

Market price of benefit if available.

Market price of equivalent product if available.

Cost (including cost to a third party - not limited to cost to charity)

- **'The 'in consequence' rule**

For a benefit to be deemed to be 'associated' with the gift it must arise 'in consequence' of the gift.

The benefit can be in consequence of a later payment if the gift was promised beforehand and the benefit arose because of that.

- **Split payments**

Where the benefit would breach the limits, consider split payments:

Tell donor how much is 'for' benefits and how much is donation - and the donation part alone is then Gift Aid-able.

The service payment alone is vatable.

But, they are supposed to be able to receive the benefits even if they only pay the minimum sum.

- **VAT rule on Benefits**

There is no de minimis principle in VAT

- **Gift Aid Small Donation Scheme (GASDS)**

Payment in cash, to a maximum at any one time of £20.

Maximum annual value for charity is £5000 (per 'branch' in some cases)

No need for gift aid declarations or for the donor to pay covering tax

Charity must also be in gift aid regime and must claim at least 10% of the GASDS value as true gift aid (an anti-fraud measure which is difficult to fathom)

- **Charity Shops**

VAT zero rate on sales of donated goods.

Reduced rates for charity ownership and use.

'Retail Gift Aid' extends tax relief to include a potential gift aid claim on proceeds of sale under strict rules.

- **Corporate Supporters**

This commonly involves benefits which may be subject to VAT. This is often 'good' if the business can reclaim VAT (beware corporate entertaining)

Split payments might be possible where the business is unable to reclaim VAT.

Corporate 'gift aid' involves tax relief solely to the corporate, not to the charity.

- **Fund raising Events**

Tickets not gift for gift aid, but exempt from VAT (subject to conditions).

Donations at event (or connected) are subject to gift aid and outside scope of VAT.

Auction bids may be exempt from VAT or zero rated if they are donated goods.

Auction bids not gift for gift aid except using the 'high street product' rule.

Payments for bid where payer really wanted to donate instead of bid are problematical.

- **Challenge Event**

Sponsor' donations can qualify for Gift Aid but may not if provided by relative of participant.

Compulsory payment from participant to be involved is not a Gift Aid donation.

VAT can be an issue if any compulsory charge made to participant. There are solutions to this however.

Where VAT incurred on costs it may be a good idea to charge participant a small vatable fee (assumes not in connection with exempt fundraiser).

For further information

[www.spmfundessentials.org/titles/the-gift-aid-guide/](http://www.spmfundessentials.org/titles/the-gift-aid-guide/)

[www.claritaxbooks.com/books/vat-registration-handbook/](http://www.claritaxbooks.com/books/vat-registration-handbook/)

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