

**MEMBERSHIP:**

Cllr C. Foxall

R. Harrison

Cllr A. Doherty

Cllr S. Boulton (ex-officio)

Cllr J Nicholls (ex-officio)



**MINUTES OF THE PROCEDURES COMMITTEE MEETING  
HELD ON THURSDAY 29<sup>th</sup> OCTOBER 2020**

**Present:** Cllr Foxall Cllr Doherty  
Cllr Boulton Cllr Harrison

**In attendance:** Vanessa Lawrence (Clerk), Cllr Morgan

**Apologies were received from Cllr Nicholls**

**PR01 20/21 To elect a Chairman**

It was **RESOLVED** to elect Cllr Foxall as Chairman for this Committee, proposed Cllr Boulton, seconded Cllr Doherty – all in favour.

**PR02 20/21 Declarations of Interest in Items on the Agenda**

None declared

**PR03 20/21 To approve the Minutes of the Procedures Committee meeting held on 29<sup>th</sup> May 2018**

It was **RESOLVED** to approve the Minutes of the Procedures Committee meeting held on the 18<sup>th</sup> February 2020. Proposed Cllr Foxall, seconded Cllr Boulton – all in favour.

**PR04 20/21 Clerks/Chairman's Report**

None

**PR05 20/21 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**

N/A

**PR06 20/21 To agree to reconvene the meeting following Public Participation**

N/A

**PR07 20/21 To consider and approve the following Policy documents for recommendation to Committees and Full Council.**

- Standing Orders )
- Code of Conduct)

It was **RESOLVED** to approve the Standing Orders and Code of Conduct for 2020/21. Recommendation to Full Council. Proposed Cllr Foxall, seconded Cllr Doherty – all in favour.

**Committee Structure Terms of Reference** – It was **RESOLVED** to approve the Committee Structure Terms of Reference for 2020/21. Proposed Cllr Harrison, seconded Cllr Doherty. Recommendation to Full Council.

- **Grant Awarding Policy and Terms of Reference** – The Clerk suggested that reference to ‘year end’ be removed, as small grants are sometimes awarded throughout the year. It was **RESOLVED** to approve the Grant Awarding Policy and Terms of Reference with the suggested amendment. Proposed Cllr Doherty, seconded Cllr Boulton
- **Terms of Reference for Citizen Awards** – It was **RESOLVED** to approve the Terms of Reference for Citizen Awards – Proposed Cllr Foxall, seconded Cllr Boulton – all in favour.
- **Health & Safety**- No changes - **ACTION:** Clerk to source suitable courses to update staff.
- **Equality Policy** – No changes - **ACTION:** Clerk to monitor
- **Freedom of Information** – No changes
- **Grievance Policy** – No changes
- **Privacy Policy** -No changes
- **Councillor Vacancy** - No changes
- **Disciplinary Policy**- No changes
- **Complaints Policy** - No changes

It was **RESOLVED** to approve the above 8 policies for 2020-21 – Actions noted for H & S and Equality. Proposed Cllr Foxall, seconded Cllr Doherty – all in favour

### **New Policies**

- **Social Media Policy** – Following discussion, it was **RESOLVED** to approve this policy subject to the Clerk acting as moderator. Proposed Cllr Foxall, seconded Cllr Doherty – all in favour.  
**ACTION:** Clerk to act as moderator.
- **Training Policy** – Clerk to seek information relating to re-payment of expenditure for training costs if staff leave. -
- **Sickness Absence Policy** – It was agreed that this was not required for this council. Sickness is covered adequately within the Terms of Employment. The Clerk reported that details contained in the Green Book were considered to be unsuitable for this Council in the past and appeared to be more suitable for very large Councils, such as District.
- **Lone working Policy & Homeworking Policy & Flexible Working Policy.**  
Following discussion it was agreed that this was not required, but that details relating to Lone Working, Homeworking and Flexible working should be considered when employing new staff and included in the annual appraisal with staff acknowledging the details.  
**ACTION: Clerk to include wording in the appraisal document.**
- **Information Technology Policy** – The document related to guidelines rather than an actual policy. Cllr Doherty to source suitable Policy.  
**ACTION: Cllr Doherty**
- **Expenses Policy** – It was agreed to defer this item to the Staffing Committee  
**ACTION: Clerk to add this item to the Agenda for the next Staffing Committee meeting.**
- **Emergency Dependents Policy** – Members agreed that this was not required as consideration is already given to staff whenever it is needed.

- **Data Protection Policy**- Clerk to check compliancy and to advise the Committee accordingly. This to be deferred to the next meeting.
- **Annual Leave Policy** – Not required as this is covered in the Terms and conditions of employment.
- **Antibullying and harassment Policy** – It was agreed to defer this item to the Staffing Committee for consideration.

**ACTION:** Clerk to add this item to the Agenda for the next Staffing Meeting.

**ACTION:** Clerk to amend list of new policies and re-circulate for approval at the next Procedures meeting.

**PR08 20/21 To consider and agree whether the Works & Community Committee should be split into two Committees – Highways Committee and Works & Community Committee.**  
 Following debate, it was agreed NOT to split this Committee, but to re-assess how activities controlled by this Committee can be better managed in order to move forward.

**PR09 20/21 Any other matters**  
 None

**PR10 20/21 Date of next meeting - TBC**

**There being no further business the meeting closed at 6.30pm**

.....Chairman

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