



Liss Parish Council

Review Group for Standing Orders, Procedures & Agreements with third parties.

Minutes of a meeting held on 5th February 2018

MEMBERS

K Budden *R Hargreaves *H Linsley *L. McDonald *A Wright

* Present

The meeting was clerked by Administration Officer, Frances Cook

01/R18 Apologies

Resolved: Apologies from Cllr Budden.

02/R18 – Declarations of Interests

There were no declarations of interests.

03/R18 – Minutes from the meeting of 9th October 2017

Resolved: The Minutes of the meeting of 9th October 2017, proposed by Cllr Hargreaves and seconded by Cllr Linsley, were accepted as a true record.

04/R18 – Matters arising

- 04/R18.1 Liss Conservation Rangers - The Admin. Officer was asked to circulate a copy of the agreement with the Agenda for the next Review Committee meeting and to check whether they are covered by LPC insurance when working on LPC land.
- 04/R18.2 LFRA – The Admin. Officer was asked to check whether they are covered by LPC insurance when working on LPC land.
- 04/R18.3 The Chairman informed the meeting that the Disaster Policy was on-going.
- 04/R18.4 The Chairman informed the meeting that the Information for New Councillors was on-going.

05/R18 – Update on all Policies & Procedures

Copies of draft procedures and policies had been circulated prior to the meeting.

The following documents were considered, approved and adopted:

- 05/R18.1 Community Engagement Policy
This new policy was approved in the form attached.
- 05/R18.2 Risk Management Policy
This new policy was approved in the form attached.

The following documents were considered and amended and are to be reconsidered at the next meeting:-

- 05/R18.3 Code of Conduct for Handling Complaints

RESOLVED THAT:-

- Paragraph 1.3 be amended to read “This Complaints Procedure applies to complaints made against LPC employees but does not apply to:”
- Paragraph 2.2 be added “In dealing with complaints LPC and its employees will comply with LPC’s Data Protection Policy”.

- Paragraph 2.3 be added “In dealing with complaints LPC and its employees will comply with LPC’s Equal Opportunities Policy.
- Paragraph 3.1 be moved to become paragraph 1.4.
- Paragraph 3.2 be amended by deleting the words “You may do this in person, by phone, or by writing to or emailing the Clerk”.
- Paragraph 3.2 be amended by adding to the end the words “All formal complaints against LPC must be communicated in writing and must state whether the complainant wishes their complaint to be treated confidentially. Complaints should be sent to Liss Parish Council, The Council Room, Village Hall, Hill Brow Road, Liss, Hampshire, GU33 7LA marked for the attention of the Parish Clerk”.
- Paragraph 3.3 be amended to delete the words “within five working days” and replace them with “immediately”.
- Paragraph 3.4 be amended to delete the words “who will report your complaint to” and replace them with “(“the Chairman”) who will report your complaint to the Council. Complaints should be sent to Liss parish Council, The Council Room, Village Hall, Hill Brow Road, Liss Hampshire, GU33 7LA marked for the attention of the Chairman of the Council and marked “Addressee Only”.
- Paragraph 3.5 and subsequent paragraph should be renumbered and a new paragraph 3.5 should be added as follows:-
 - “3.5 Wherever possible the Chairman will try to resolve the complaint immediately. If this is not possible the Chairman will normally try to acknowledge the complaint immediately.”
- Renumbered paragraph 3.5 should be amended to delete the word “Council” and replace it with “Chairman” and to replace the word “you” with the words “the complainant”.
- Renumbered paragraph 3.6 should be amended to delete the words “of the Council” and to add the words “in writing” at the end.
- Paragraph 5 be added as follows:-
 - “**REVIEWS**
 - 5.1 This policy will be reviewed three years from the date of adoption by LPC.”
- That there be added at the end, the following two sentences:-
 - “Adopted by LPC on
 - To be reviewed in .”

05/R18.4 Health and Safety Policy

RESOLVED THAT:-

- A new paragraph be added at the end as follows:-
 - “**REVIEWS**
 - This policy will be reviewed three years from the date of adoption by LPC.”
- That there be added at the end, the following two sentences:-
 - “Adopted by LPC on
 - To be reviewed in .”

05/R18.5 Training Policy

RESOLVED THAT:-

- In the opening paragraph the words “(“LPC”) be added after the words “Liss Parish Council” and that all subsequent references to “Liss Parish Council” be replaced with “LPC”.
- In the second paragraph the words “one” and “six” be deleted.
- In the second paragraph the words “plus” be deleted and replaced with the “and” and the word “to” after the words “different areas” be deleted.
- At the beginning of the fifth paragraph the words “Grounds staff and caretaking” be deleted.
- A new paragraph be added at the end as follows:-
 - “**REVIEWS**
 - This policy will be reviewed three years from the date of adoption by LPC.”
- That there be added at the end, the following two sentences:-
 - “Adopted by LPC on
 - To be reviewed in .”

05/R18.6 Remuneration Policy

RESOLVED THAT:-

- In the first paragraph under the heading “Pay” the number “2004” be deleted and replaced with “2016”.
- The fourth paragraph under the heading “Pay” be deleted and replaced with “The Council will review staff salaries annually”.
- In the first and second paragraphs under the heading “Holidays”, the number “21” will be deleted and replaced with the number “22”.
- In the second paragraph under the heading “Holidays” the words “to 25 days” will be deleted and replaced by “by a further five days”.
- The heading “Maternity/Paternity Pay” be amended to “Maternity/Paternity”.
- In the second paragraph under the heading “Maternity/Paternity” the words “adviceguide.org.uk or” be deleted and replaced with “www.”
- The third, fourth and fifth paragraphs under the heading “Maternity/Paternity” be deleted.
- A new paragraph be added at the end as follows:-
“REVIEWS
This policy will be reviewed three years from the date of adoption by LPC.”
- That there be added at the end, the following two sentences:-
“Adopted by LPC on
To be reviewed in .”

06/R18 – Business Outstanding

There was no business outstanding.

07/R18 – Third Party Agreements

There were no Third Party Agreements save as referred to under Matters Arising.

08/R18 – Any Other Business

Following discussion it was **RESOLVED** that the date of the next meeting be moved to Wednesday 23rd May 2018.

The Chairman closed the meeting at 21.45 hrs

Date of next meeting: 23 May 2018.

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Chairman