



## Liss Parish Council

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

Minutes of a meeting held on 7<sup>th</sup> October 2015

### MEMBERS

K Budden M Kendall \*H Linsley B Mayo \*A Smith \*A Wright (Chairman)

\*Present

Clerk: R Bowery

**07/15 – Election of Chairman** – Cllr Wright, nominated by Cllr Linsley & seconded by Cllr Smith was elected as Chairman for the ensuing Council year.

### **08/R15 Apologies**

**Resolved:** Apologies from Cllrs Budden, Kendall & Mayo be accepted.

### **09/R15 – Declarations of Interests**

There were no declarations of interests.

### **10/R15 – Minutes from the meeting of 4<sup>th</sup> February 2015**

**Resolved:** The Minutes of the meeting of 4<sup>th</sup> February 2015, proposed by Cllr Smith & seconded by Cllr Wright, were accepted as a true record.

### **11/R15 – Matters arising**

03/R15 Financial regulations – The Clerk would request the internal auditor to review & comment on the document.

04/R15 Standing Orders – It was noted that the Clerk had the responsibility for considering applications for dispensations by Councillors.

### **12/R15 – Policies & Procedures**

Copies of draft procedures & policies had been circulated prior to the meeting. The following documents were considered:

**Risk Assessment** – The Assistant Clerk had been working on job risk assessment for all roles of Council employees. The Clerk said that these risk assessment incorporated matters such as lone worker risk & health & safety. Members welcomed the progress & comments included need for clearer alignment on the forms, was there a need to have a document for Councillors, need for a list of documents that staff must have & a need for a linked alarm in the office.

**Resolved:** Risk Assessments, when complete, would be circulated to Members of the Committee for comment. The Committee would then inform Council that there was a risk assessment, health & safety & lone worker document for all staff & that staff would be trained in the document.

**Health & Safety** – The policy was reviewed & amendments made as follows:

- Section 3 para 3 replace with “Ensure that matters of Health & Safety are recorded & reported to Council or the relevant Committee.”
- Section 3 add para 9 “Ensure that all equipment used by employees is regularly maintained & serviced.”

- Section 4 add para 7 “Ensure that contractors & volunteers have adequate & appropriate insurance cover.”

It was agreed that notices displaying the policy be placed in strategic places on LPC property.

**Resolved:** The amended Health & Safety policy be recommended to Council for adoption.

Policy on filming, audio-recording, photographing & reporting of Council meetings – The policy was reviewed & amendments made as follows:

- Para 1 – delete final sentence.
- Para 7 – add the words “and that their activity does not distract other Councillors .”

**Resolved:** The amended policy on filming, audio-recording, photographing & reporting of Council meetings be recommended to Council for adoption.

Code of Practise for handling complaints – The policy was reviewed & amendments made as follows:

- Para 3.2 – replace reference to Standards Committee with Monitoring Officer and provide revised date of adoption for the Code of Conduct.

**Resolved:** The amended code of practise for handling complaints be recommended to Council for adoption.

Training Policy, Statement of Intent – the policy was reviewed & amendments made as follows:

- Para 8 – replace “Working with your Council” with “appropriate instruction course”.

It was agreed that the section relating to identification of training needs should not be a part of the policy but kept as a reference documents.

**Resolved:** The amended Training Policy, Statement of Intent be recommended to Council for adoption.

### **13/R15 – Timetable for policy reviews**

Members agreed that the schedule should show newly adopted or reviewed policies as well as the planned review timetable.

It was agreed that a policy for provision of pensions to comply with the latest legislation would be tabled at the next meeting.

**Resolved:** It was agreed to update the schedule & present it to Council for information.

### **14/R16 – Agreements with Third Parties**

SLA with Newman Collard Trust – It was noted that there had been no meeting between NCPF users & LPC as yet. Cllr Dodds would be asked to expedite this.

Management arrangements with EHDC & LCR – A revised draft document of agreement for the management of EHDC land at the Riverside Railway Walk was tabled.

**Resolved:** It was agreed that the management agreement be presented Council for approval & signing.

### **15/R15 Any other business**

Cllr Linsley raised the issue that had been referred to the Committee by Council. He felt that no meetings, apart from planning, should be held in August as this could deter prospective new councillors & additionally that a break from meetings would refresh councillors.

In discussion it was agreed that LPC had a very busy schedule with many projects going on. Cllr Smith suggested that it be acknowledged that LPC aspired to having no meetings in August & Members agreed.

The Chairman closed the meeting at 21.30 hrs

Date of next meeting: February 2016