



Liss Parish Council

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

Minutes of a meeting held on 11th April 2016 2015

MEMBERS

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

*Present

Clerk: R Bowery

01/R16 Apologies

Resolved: Apologies from Cllrs Kendall & Linsley be accepted.

02//R16 – Declarations of Interests

There were no declarations of interests.

03/R16 – Minutes from the meeting of 7th October 2015

Resolved: The Minutes of the meeting of 7th October 2015, proposed by Cllr Smith & seconded by Cllr Wright, were accepted as a true record.

04/R16 – Matters arising

03/R15 Financial regulations – The Clerk had asked the internal auditor to review & comment on the document; the Internal Auditor had no comments on the document.

12/R15 Risk assessments – The Clerk confirmed that all staff had been issued with risk assessments relating to their jobs. It was agreed that feedback should be sought from staff & that any required training should be undertaken.

13/R15 Pensions Policy – It was agreed in discussion that as staff were offered the option of entering the HCC scheme; LPC had no need for any further policy. Cllr Smith said that HCC would monitor the eligibility of new entrants to the scheme. The Clerk would confirm whether there were any new requirements as regards staff on short term contracts.

05/R17 – Policies & Procedures

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

Anti Fraud & Corruption – The policy was reviewed & amendments made as follows:

- Para 1.2 – delete “by the Audit Commission as follows”, replace with “as”.
- Para 3.2.2 line 6 – delete “ and consequently must feel able to share their concerns with management”
- Para 3.2.2 line 7 – delete “in the first instance directly with their immediate line manager or if necessary”.
- Para 3.3 line 1 – insert after “Members” “must act as laid down in the Code of Conduct”
- Para 3.3 line 1 – insert after “employees must” “act in accordance with parish policies to”
- Para 3.3 line 4 - delete sentence starting “The Council will produce a Protocol ...”
- Para 5.5 line 2 – delete “will report their decision to” and replace with “after consultation with” and insert “over their intended actions” after the word “Council”

Resolved: The amended Anti Fraud & Corruption Policy be recommended to Council for adoption.

Cllr Smith would investigate the seven principles on standards in public life & communicate them to the Clerk to establish how they varied from the General Principles Order for Members as detailed in appendix A of the policy.

Whistle Blowing – The policy was reviewed & amendments made as follows:

- Section 3 - Delete final sentence.
- Section 5 – The Clerk should establish what body has replaced the Audit Commission.
- Section 6 – Delete in entirety.

Resolved: The amended Whistle Blowing policy be recommended to Council for adoption.

In discussion it was agreed in principle that one document covering all policies relating to staff should be produced & issued to all employees.

06/R16 – Timetable for policy reviews

Members noted that four policies were due for review & the Clerk would progress this.

It was agreed that the Freedom of Information & Environmental policies be looked into as a matter of urgency.

07/R16 – Agreements with Third Parties

SLA with Newman Collard Trust – It was noted that there had been a meeting with one of the users groups of NCPF, but one with another user group was still to be arranged.

08/R16 Any other business

It was noted that the Internal Auditor had suggested that a Procurement Policy might be appropriate; however, it was thought that existing Standing Orders & Financial Controls were adequate. The requirement to post tenders on the Government & EU lists was noted.

The Chairman closed the meeting at 20.55 hrs

Date of next meeting: 10th October 2016