



## **Liss Parish Council**

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

Minutes of a meeting held on 10<sup>th</sup> April 2017

### **MEMBERS**

\*K Budden   R Hargreaves   \*H Linsley   \*B Mayo   \*A Smith   \*A Wright

\* Present

The meeting was clerked by Administration Officer, Frances Cook

#### **01/R17 Apologies**

**Resolved:** Apologies from Cllrs Hargreaves be accepted.

#### **02/R17 – Declarations of Interests**

There were no declarations of interests.

#### **03/R17 – Minutes from the meeting of 11<sup>th</sup> April 2016**

**Resolved:** The Minutes of the meeting of 10<sup>th</sup> October 2016, proposed by Cllr Budden and seconded by Cllr Smith, were accepted as a true record.

#### **04/R17 – Matters arising**

15/R16 Business Outstanding – Cllr Mayo informed the meeting that the SLA with Newman Collard had been agreed and was being circulated for signing by the parties.

14/R16 Update on all Policies and Procedures – Data Protection Policy

Cllr Budden advised the meeting that best practice was that each Councillor should be registered under the Data Protection Act and that LPC should cover the cost of registration.

**Resolved:** That Administrative Officer Frances Cook prepare a short briefing note to all Councillors setting out their obligations under Freedom of Information legislation and the Data Protection Act requirements.

#### **05/R17 – Update on all Policies & Procedures**

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

The Administrative Officer Frances Cook informed the meeting that of the six policies to be reviewed, three of them, Financial Risk Assessment, Internal Control and Investment Strategy had already been reviewed and approved by the Council. The following documents were considered:

Dignity at Work, Bullying and Harassment Policy – The policy was reviewed and amendments made as follows:

- Opening Paragraph – the addition of the words “and Councillors” before the words “from bullying”
- Opening Paragraph – the amendment of the word “does” to “do”
- Opening Paragraph – the addition of the words “This policy should be read in conjunction with LPC’s Grievance Policy and Disciplinary Policy”.

- Page 1 Para 3 - the addition of the words “and cyberbullying (referred to together in this policy as “bullying”)” at the end
- Page 1 – a new paragraph to be inserted after Para 3 – “This policy outlines the expected behaviour of all employees and Councillors and LPC’s approach to the management of concerns raised under this policy”
- Page 1 – a new paragraph to be inserted under the heading Bullying and Harassment – “Cyberbullying is the use of information and communication technologies, particularly mobile phones and the internet, to deliberately or repeatedly threaten, harass, humiliate, defame or impersonate (to assume the character or appearance of another person fraudulently).”
- Para 3 under the heading Procedure – the addition of the words “and the complainant will be notified of the result of the investigation in writing” at the end
- Para 4 under the heading Procedure – the addition of the words “of employees or the public” before the words “by Councillors” and the movement of this paragraph so it is under the heading “Disciplinary Matters”

**Resolved:** The amended Dignity at Work, Bullying and Harassment Policy be circulated to non-committee members of the Council in accordance with the Terms of Reference.

Equal Opportunities Policy – The policy was reviewed and amendments made as follows:

- Para 1 – the addition of the words “This policy should be read in conjunction with LPC’s Dignity at Work, Bullying and Harassment Policy” at the end.
- Para 1 under the heading “Purpose and Scope” – the addition of the word “victimisation” before the words “or harassment”
- The addition of a new paragraph under the heading “Purpose and Scope” – “LPC understands its obligations under the Equality Act 2010 and is fully committed to its duty imposed by Section 149 of that Act”
- The addition of a new paragraph under the heading “Purpose and Scope” – “LPC is an Equal Opportunities employer and provider of services and contractor. It is committed to the promotion, maintenance and protection of the rights of individuals.”
- Para 1 under the heading “Key Principles” – the addition of the words “(unless there are genuine occupational, qualification or objectively justified reasons for a different approach to be taken).” at the end.
- The addition of a new paragraph under the heading “Key Principles” – “LPC will ensure that all recipients of the services delivered directly by LPC are guaranteed the same opportunity and is committed to ensuring that services are relevant and responsive to the needs of all communities and recognises that all members of the community have specific needs and will strive to meet those needs.”
- The addition of a new paragraph under the heading “Key Principles” – “LPC values all members of the community and will treat people with dignity and respect and will not tolerate discrimination, harassment or victimisation of its service users or communities”.
- The addition of a new paragraph under the heading “Key Principles” – “LPC will encourage and develop all employees to support and carry out the requirements of the Equal Opportunities Policy.”
- The addition at the end of the policy of the following:-

“\*Note

Section 149 of the 2010 Act imposes a duty on Parish Councils to take into account:-

- the need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act
- to advance equality of opportunity between persons who share a relevant protected characteristic<sup>1</sup> and persons who do not share it
- to foster good relations between those who share protected characteristics and those who do not

<sup>1</sup> “Protected Characteristics” are defined in section 4 of the 2010 Act and are:-

- age
- disability
- gender reassignment
- marriage and civil partnership

- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation”

**Resolved:** The amended Equal Opportunities Policy be circulated to non-committee members of the Council in accordance with the Terms of Reference.

Social Media Policy – The policy was reviewed.

**Resolved:** That Administrative Officer Frances Cook prepare an amended policy separating the obligations and duties on those who control social media on behalf of LPC and the obligations and duties on those posting or responding to social media and circulate the amended policy to the members of this committee once prepared.

Grants Policy – The policy prepared by Cllr Hargreaves was reviewed and the following alterations were made:-

- in Para 4 under the heading “Conditions” the addition of words so that the paragraph reads –  
“Applications for funding which are received after the date requested will not be considered unless they are for an urgent purpose which has arisen during the year”
- the addition at the end of the policy of an additional paragraph as follows:-  
“Deadline  
The deadline for applications for the 2018 budget is 30 September 2017.”

**Resolved:** The amended Grants Policy be circulated to non-committee members of the Council in accordance with the Terms of Reference.

#### **06/R17 – Business Outstanding**

- Administrative Officer Frances Cook informed the meeting that new policies are being prepared in connection with Expenses and Sickness. She further informed the meeting that these policies would be approved by the Staff Committee but once approved would be added to the Review Schedule for reviewing.

#### **07/R17 – Third Party Agreements**

- SLA with Newman Collard Trust - It was noted that the SLA was agreed and in the process of being signed by the parties.
- Liss Conservation Rangers – There was discussion as to whether the group still existed/operated.  
**Resolved:** That Administrative Officer Frances Cook would investigate the current status of Liss Conservation Rangers and what the status is of the agreement between LPC and Liss Conservation Rangers
- Village Design Group – Cllr Wright informed the meeting that there may be issues which required dealing with arising from the Neighbourhood Plan which would be of concern to the Village Design Group.  
**Resolved:** That Administrative Officer Frances Cook refer this matter to the clerk of the planning committee so that this is dealt with at their next meeting.

#### **08/R17 Any other business**

There was no other business.

The Chairman closed the meeting at 21.05 hrs

Date of next meeting: 25 September 2017