



## Liss Parish Council

Review Group for Standing Orders, Procedures & Agreements with third parties.  
Minutes of a meeting held on 5 December 2018

### MEMBERS

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

\* Present

The meeting was clerked by Assistant Parish Clerk, Frances Cook (“APC”).

#### 25/R18 Apologies

**Resolved:** Apologies from Cllrs Wright, Budden and Linsley be accepted.

#### 26/R18 – Declarations of Interests

There were no declarations of interests.

#### 27/R18 – Minutes of the Meetings of 13 August 2018 and 10 October 2018

- 27.1 **Resolved:** The minutes of the meeting of 13 August 2018, proposed by Councillor McDonald and seconded by Councillor Hargreaves, were accepted as a true record and approved by the meeting.
- 27.2 **Resolved:** The minutes of the meeting of 10 October 2018, proposed by Councillor Hargreaves and seconded by Councillor McDonald, were accepted as a true record and approved by the meeting.

#### 28/R18 – Matters Arising

- 28.1 APC was instructed to make further enquiries into points 13/R18.3 and 13/R18.1 and to report back to the next meeting.

#### 29/R18 – Minor Amendments to Previously Approved and Adopted Policies

Copies of reviewed policies had been circulated prior to the meeting.

The previously agreed amendments to each of the following reviewed policies were checked, discussed and approved. The following reviewed policies were amended as follows and adopted as amended:-

##### 29.1 Policy on Filming, Audio-Recording, Photographing and Reporting of Council Meetings

- i. The addition of a new paragraph as follows:-  
“LPC requests that anyone proposing to film, photograph or audio-record any part of a meeting which the public are entitled to attend by law to notify the Chairman of the meeting of their intention to film photograph or audio-record the meeting prior to the start of the meeting.”
- ii. The deletion of “Data Protection Act 1998” and replacing the same with “data protection legislation”.

Following discussion it was resolved that to ensure public awareness of this policy, a note would be added to all future LPC agendas.

##### 29.2 Sickness Absence Policy

- i. The addition of the words “that they are unable to attend work” after the words “by no later than 10am on the first morning”.
- ii. The deletion of “Data Protection Policy” and replacing the same with “Privacy Policy”.

##### 29.3 Training Policy

- i. The deletion of “Data Protection Policy” and replacing the same with “Privacy Policy and SAR Policy”.

### **30/R18 – Minor Amendments to Previously Approved and Adopted Policies**

Copies of reviewed policy had been circulated prior to the meeting.

The following reviewed policy was amended as follows and the APC was instructed to remit the amended document to the Finance Committee for its approval prior to being referred to Council for adoption:-

#### **30.1 Grants Policy**

- i. The deletion of the sentence “The deadline for applications for the 2018 budget is 30 September 2017” and replacing the same with “The deadline for applications is 30 September for the following year’s budget.”

### **31/R18 – Reviewed Document for Approval and Recirculation**

Copies of the reviewed documents had been circulated prior to the meeting.

#### **31.1 Disciplinary Policy**

The amendments were discussed and the policy was agreed with the following additional amendments:

- i. references to “this Disciplinary Procedure” amended to “this Disciplinary Policy”
- ii. “Principals” be amended to “Principles”
- iii. the addition of “and religious” at para. 2.3.6
- iv. the addition at the end of para. 4.4, “and will keep the employee informed of any significant changes or events in the workplace that may affect the employee”.
- v. the deletion of “Without Notice” in heading 5.5
- vi. the addition of the words “and members of the LPC Staff Committee” at the end of the first sentence of para. 7.2
- vii. a new para. 7.4 “LPC will comply with the Procedure for Dealing with Disciplinary Issues as set out in the Appendix hereto”
- viii. the addition of a new appendix being the Procedure for Dealing with Disciplinary Issues.

**RESOLVED:** that APC be instructed to amend the document as set out above and recirculate for agreeing. Once agreed by the Review Committee the APC was instructed to refer the Policy to the Staff Committee for comment / amendment prior to adoption either by the Review Committee or full Council

#### **31.2 Procedure for Dealing with Disciplinary Issues**

The amendments were agreed and the APC was instructed to refer the Procedure to the Staff Committee for comments / amendment prior to adoption either by the Review Committee or full Council.

#### **31.3 Grievance Policy**

The amendments were discussed and the policy was agreed with the following additional amendments:

- i. references to “this Grievance Procedure” amended to “this Grievance Policy”
- ii. the deletion of the words “had a reasonable opportunity to” in para. 3.2 and the alteration of the ordering of paragraphs (i) and (ii) under para. 3.2.
- iii. the deletion of the words “as soon as practicable” and replacing the same with the words “with the decision letter” in para. 3.4
- iv. the deletion of the words “as soon as practicable” and replacing the same with the words “with the decision letter” in para. 3.8
- v. a new para. 4.7 “LPC will comply with the Procedure for Dealing with Staff Grievances as set out in the Appendix hereto”

**RESOLVED:** that APC be instructed to amend the document as set out above and recirculate for agreeing. Once agreed by the Review Committee the APC was instructed to refer the Policy to the Staff Committee for comment / amendment prior to adoption either by the Review Committee or full Council.

#### **31.4 Procedure for Dealing with Staff Grievances**

The amendments were agreed including a new para. 3 “The receipt of the Formal Grievance shall be acknowledged immediately in writing” and the renumbering of all following numbered paragraphs. The APC was instructed to refer the Procedure to the Staff Committee for comments

/ amendment prior to adoption either by the Review Committee or full Council.

**32/R18 – Reviewed Documents for Approval and Referring to Highways Committee**

Copies of reviewed Highways Committee - Terms of Reference (“TOR”) had been circulated prior to the meeting. The reviewed TOR was approved and the APC was instructed to remit the amended TOR to the Highways Committee for its approval prior to being referred to Council for adoption.

**33/R18 – New Documents for Approval and Adoption**

Copies of the following new documents had been circulated prior to the meeting. The following documents were considered and the APC was instructed to remit the same to Councillor Budden for his comment prior to the January Council meeting:-

**33.1 Privacy Policy – Data Protection and GDPR**

- i. Save for the deletion of apostrophes in paras. 1.6.3, 1.6.4 and 1.6.9 the policy was approved as drafted

**33.2 Subject Access Requests Policy**

- i. the addition of the words “should you (“the Data Subject”) request details of what Personal Data LPC holds about you” to para. 1.1
- ii. the addition of the words (“SAR”)” after the words “Subject Access Requests” in para. 1.2
- iii. the capitalising of the initial letters of “data subject” throughout the document

**33.3 Privacy Notice – Staff, Councillors and Role Holders**

- i. the addition of the words “Role Holders” before the words “Includes volunteers” in the second paragraph.

**33.4 Privacy Notice – Residents and Members of the General Public**

The privacy notice was approved as drafted.

**34/R18 – Any Other Business**

- 34.1 Following discussion it was resolved that the Standing Orders would be reviewed following the production by NALC of its 2018 version. It was noted that under the Review Committee ToR, any amendments to the LPC Standing Orders by the Review Committee would require approval and adoption by full council.
- 34.2 The APC was asked to circulate an updated Schedule of Review Dates.

The Chairman closed the meeting at 21.45 hrs  
Date of next meeting: 25 March 2019.

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Chairman