



## **Liss Parish Council**

Review Group for Standing Orders, Procedures and Agreements with third parties.  
Minutes of a meeting held on 7 October 2019

### **MEMBERS**

\*K Budden   \*R Hargreaves   \*H Linsley   \*L McDonald (Chairman)

\* Present

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

### **20/R19 Apologies**

There were no apologies as all committee members were present.

### **21/R19 – Declarations of Interests**

There were no declarations of interests.

### **22/R19 – Minutes of the Meetings of 10 June 2019**

22.1     **Resolved:** The minutes of the meeting of 10 June 2019 proposed by Councillor Linsley and seconded by Councillor Hargreaves, were accepted as a true record and approved by the meeting.

### **23/R19 – Matters Arising**

- 23.1     15.1 – Probationary Policies – The APC advised that she had been unable to progress these policies. The APC was instructed to circulate former Councillor Wright's notes and amended documents.
- 23.2     15.4 – Councillor Budden informed the meeting that he had started drafting the Data Breach Policy and the Data Breach Register and that he would circulate these prior to the next meeting.
- 23.3     15.5 – following discussion it was agreed that this matter should be referred firstly to the Finance Committee and then to the Staff Committee for consideration and comment, prior to being adopted by the Review Committee.

### **24/R19 – Policies For Amendment / Approval**

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

#### **24.1     CCTV Policy**

Subject to the following minor amendments the policy was approved and adopted:-

24.1.1     deletion of clause 1.4

24.1.2     the insertion of the words "the Policy, Emergency Services and LPC Staff" after the word "by" in the first line of clause 8.1 and the insertion of brackets and quotation marks around the words "authorised personnel".

24.1.3     the deletion of the words "are subject to a standard fee" in clause 1.8 and the substitution therefor of the words, "such application may be subject to a fee".

The APC was instructed to circulate the policy to all Councillors and to notify the Clerk that it should be noted on the Agenda of the next full Council meeting.

#### **24.2     Disciplinary Policy**

This policy was approved as drafted and adopted. The APC was instructed to circulate the policy to all Councillors and to notify the Clerk that it should be noted on the Agenda of the next full Council meeting.

#### **24.3     Grievance Policy**

This policy was approved as drafted and adopted. The APC was instructed to circulate the policy to all Councillors and to notify the Clerk that it should be noted on the Agenda of the

next full Council meeting.

#### 24.4 Business Continuity Plan

Subject to the following minor amendments the policy was approved and adopted:-

- 24.4.1 the addition of the letter “s” to “Noticeboard” in the section headed “Core Business of Liss Parish Council”.
- 24.4.2 the insertion of the word “include” at the end of the heading “Potential Causes of Disruption”
- 24.4.3 the deletion of the word “of” at the beginning of the clause “of LPC records through theft, fire or corruption of files” in section 4.
- 24.4.4 the addition of the word “Risk” to the heading “Management Plan”
- 24.4.5 the addition of the words “Ensure compliance with Financial Regulations” in the section on “Impact Minimisation” on Loss of RFO.
- 24.4.6 the deletion of the word “Buildings” in the section on “Immediate Action” on Damage to LPC meeting place and substituting “Facilities” therefor.
- 24.4.7 the deletion of the heading “Emergency Contacts: External” and replacing it with the words “Business Continuity Plan Emergency Contacts: External as at 7<sup>th</sup> October 2019”.
- 24.4.8 the addition of the LPC telephone number in the Emergency Contacts List for emergency repairs to play equipment
- 24.4.9 the addition of the words “Electricity Emergency Centre in the Emergency Contacts List for Electricity.

The APC was instructed to circulate the policy to all Councillors and to notify the Clerk that it should be noted on the Agenda of the next full Council meeting.

#### 24.5 Standing Orders

The Standing Orders were agreed as amended and the APC was asked to check that the draft included the amendments made by the existing Standing Orders to the NALC model standing orders. The APC was further asked to circulate a new draft showing the agreed amendments and any additional clauses in red for approval by the committee before going to full Council for adoption.

**Action: APC**

#### 25/R19 – Third Party Agreements

It was noted that the SLA with Newman Collard Playing Field Trust should be reviewed again and that a meeting with NCPFT was being arranged.

#### 26/R19 – Any Other Business

- 26.1 Cllr Linsley noted that he had found an amended version of the Code of Conduct for Councillors amongst some old papers and asked whether it had been progressed. Following discussion it was noted that it appeared to have been reviewed in 2018 but the version on the website was the old 2012 version. The APC was instructed to look into this and update the members.

**Action : APC**

- 26.2 The Chairman noted that this was the APC’s last Review Meeting and wished to express thanks on behalf of the committee to the APC for her work on the committee.

Date of next meeting: tbc.

The Chairman closed the meeting at 21.30 hrs

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Chairman