



Liss Parish Council

Review Group for Standing Orders, Procedures and Agreements with third parties.
Minutes of a meeting held on 26th February 2020

MEMBERS

*K Budden *R Hargreaves *M Knibbs *H Linsley *L McDonald※ *C Williams
*Present ※Chair

The meeting was clerked by Lizzy Keeling, Assistant Parish Clerk “APC”

27/R20 Apologies

There were no apologies.

28/R20 – Declarations of interests

There were no declarations of interests.

29/R20 – Minutes of the meetings of 7th October 2019

- 29.1 Resolution to approve the minutes of the meeting of 7th October 2019 as the correct record. Proposed by Cllr Linsley and seconded by Cllr Hargreaves and agreed by a unanimous vote.
- 29.2 Cllr McDonald proposed to amend the minutes of the meeting of 10th June 2019, reconfiguring the numbering of business. The Committee were in agreement.

30/R20 – Matters arising

- 30.1 26/R19 – amended Code of Conduct Policy – it was noted that EHDC is currently amending its policy, final version is due April 2020. It was agreed to amend the LPC Code of Conduct Policy at the next Review Committee even if EHDC have not released their updated policy.
- 30.2 23.1/R19 LPC Probationary Policy has not been received, Chair to contact former Councillor Angela Wright to request her first draft. **Action: Cllr McDonald**
- 30.3 23.2/R19 – Cllr Budden to send APC the Data Breach Policy to distribute to Review Committee member. APC to add item to the next Review Committee agenda. **Action: Cllr Budden & APC**
- 30.4 Review Schedule:
- 30.5.1 Cllr Linsley queried what ‘statute’ implied within the LPC Policy Reviews Schedule **Action: Cllr McDonald**
- 30.5.2 Members queried if Financial Risk Assessment should be reviewed by the Finance Committee. **Action: APC**

31/R20 – Policies for amendment/approval

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

31.1 Expenses - Councillors

Members discussed and agreed on several changes, the policy was approved and adopted subject to the amendments. The amended policy will be circulated to Review Committee members for agreement. The updated policy will be noted on the agenda of the next full Council meeting and copies of the policy circulated to all Councillors with their Council papers. **Action: APC**

31.2 Expenses - Employees

Members discussed and agreed on several changes, the policy was approved and adopted subject to the amendments. The amended policy will be circulated to Review Committee members for agreement. The updated policy will be noted on the agenda of the next full Council meeting and copies of the policy circulated to all Councillors with their Council papers. **Action: APC**

31.3 Dignity at Work, Bullying and Harassment

The Chair requested that these be put on the agenda for the next review Committee being held on

20th May 2020.

31.4 Equal Opportunities

The Chair requested that these be put on the agenda for the next review Committee being held on 20th May 2020.

- 31.5 Members queried if the following should be reviewed by the Finance Committee: Financial Risk Assessment, Internal Control Policy, Investment Strategy. **Action: APC**

Cllr Budden left the meeting at 11.55

Cllr Knibbs left the meeting at 11.58

32/R20 – Third Party Agreements

Cllr Hargreaves stated that he along with Cllr Dodds and the Clerk had a meeting with National Childbirth Trust to discuss the Service Level Agreement. The meeting resolved one or two of the short-term problems but further work is required and is ongoing.

Cllr Hargreaves left the meeting at 12.00

33/R20 – Any Other Business

- 32.1 Cllr McDonald to investigate frequency LPC policies should be reviewed and what the statutory and good practise requirements are.

Date of next meeting: 20th May 2020.

The Chair closed the meeting at 12.04

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Chair