



**Liss Parish Council**  
**Review Group for Standing Orders, Procedures and Agreements with Third Parties.**  
**Minutes of a meeting held on 25<sup>th</sup> January 2023**

**MEMBERS**

\*Cllr Baker      \*Cllr Baldwin      \*Cllr Budden      \*Cllr Hargreaves ✘  
Cllr Linsley      \*Cllr McDonald      \*Cllr Wilson

\*Present   ✘Chair

Also in attendance was Ms Burns, Liss Parish Project Officer

Meeting was clerked by Ms Keeling, Assistant Parish Clerk (“APC”) and commenced at 10:00

**01/R23 Election of Chair**

The Assistant Parish Clerk opened the meeting asking if any member wanted to put themselves forward as Chair of the Review Committee. Cllr Hargreaves offered to Chair the committee until the Local Election being held on 4<sup>th</sup> May 2023.

**Resolved:** That Cllr Roger Hargreaves Chair the Review Group for Standing Orders, Procedures and Agreements with Third Parties Committee for the ensuing council year. The motion was proposed by Cllr Hargreaves and seconded by Cllr Baker with all members in favour.

**02/R23 Apologies.** No apologies were received.

**03/R23 Declaration of Interests**

The Chair reminded committee members to declare any interests in the agenda items being discussed.

Cllr Budden notified the meeting of his status as a District Councillor and asked this be noted.

**04/R23 Adjournment for public participation**

The Chair noted that there were no members of public in attendance and no correspondence had been received.

**05/R23 Minutes of the previous meeting**

**Resolved:** The Chair assumed a motion to approve the minutes of the meeting held on 12<sup>th</sup> October 2022 as distributed as the correct record. The motion was proposed by Cllr Hargreaves, seconded by Cllr Baker with all members in favour.

**06/R23 Matters arising**

**06.1      13.2/R22 LPC Website Cookies:**

APC reported that the LPC website provider VisionICT had informed us that they don’t collect cookies but Google Analytics uses cookies to track visitors to the website so information like number of visitors etc. can be sought. Members requested that APC seek further information from the website provider regarding the version of Google Analytics that is used, only the latest

version 4 would be GDPR compliant. It was noted that once information on cookies is gained it may impact the Data Protection and GDPR Policy which may require updating. **ACTION: APC**

## **07/R23 Review of Policies**

Copies of the policies for amendment or approval had been circulated to members prior to the meeting.

### **07.1 Child Protection and Vulnerable Persons Policy, 2019**

Ms Burns, Liss Parish Project Officer, circulated a draft Safeguarding Policy which incorporates a 'high level' Child Protection and Vulnerable Persons Policy and an Anti-Slavery Statement. Members were informed that she had created this document using: knowledge as subject matter expert; looking at other councils policies; and ensuring LPC policy is aligned with the lead safeguarding authority, Hampshire County Council.

Ms Burns described how the Safeguarding Policy was designed to emphasise that everyone is responsible for the safety and welfare of children, young people, and adults and that LPC is responsible for promoting awareness of this within our community. She noted it is important that people know what to do if they suspect a vulnerable person may be a victim of significant harm or abuse. Members agreed that information included within Annex B, on Safeguarding: Reporting, Advice and Support, be placed on the LPC website and on noticeboards at the Liss Pavilion and Village Hall to fulfil this responsibility. **ACTION: APC**

Members had lengthy discussion on the need for councillors and members of staff to undergo Disclosure and Barring Service "DBS" checks and made the recommendation this be looked at by the Staffing Committee. **ACTION: Clerk**

Members agreed minor changes to the document, which were implemented in real time by the APC, and thanked Ms Burns for her hard work in creating such a comprehensive but short policy.

**Resolved:** That the Safeguarding Policy be adopted by Liss Parish Council and noted on the agenda of the next Full Council meeting. Copies of the Safeguarding Policy, 2023 will be circulated to Councillors with their council papers. The motion was proposed by Cllr Hargreaves and seconded by Cllr Wilson with all members in favour.

### **07.2 Privacy Notice**

Cllr Budden circulated a draft Privacy Notice to members which amalgamates the Privacy Notice – Staff and Councillors, 2019 and Privacy Notice - Residents and Member of the Public, 2019 in response to an action from the previous meeting and as a subject matter expert.

Members agreed that information included within the Privacy Notice would need to be included as part of the Parish Councillor Welcome Pack and training and asked this be referred to the Staffing Committee. **ACTION: Clerk**

Cllr Budden agreed to include a brief section on Transfer of Data Abroad and APC agreed to put the document into LPC Policy format and recirculate to members for approval.

**ACTION: Cllr Budden & APC**

**Resolved:** That, subject to approval of the final version when circulated to members, the Privacy Notice be adopted by Liss Parish Council and noted on the agenda of the next Full Council meeting. Copies of the Privacy Notice, 2023 will be circulated to Councillors with their council papers. The motion was proposed by Cllr Wilson and seconded by Cllr Baker with all members in favour.

**07.3 CCTV Policy, 2019**

APC confirmed that the Parish Clerk is the CCTV operator and has the CCTV password to access the system. It was reported that, in practise, only the Police ever access and view the CCTV and this is only ever done when a crime has been reported to them. Members were keen to seek further information on whether current requirements contained within the policy are adhered to and practical. **ACTION: Clerk & APC**

**08/R23 Prioritisation of what policies will be reviewed in 2023**

Members considered the Schedule of Policy Reviews the Review Committee is responsible for reviewing that is now circulated with the meeting agenda. They requested that the policies due for review this year are tackled in the following order:

Policy	Notes
Standing Orders	Required for Local Council Accreditation Scheme “LCAS”. APC to check with EHDC Monitoring Officer if they will be making any changes to their SO’s.
Dealing with Allegations	Review with Standing Orders
Code of Conduct - Members	Review with Standing Orders
Business Continuity Plan	Updated version required as there are insurance implications
Health & Safety Policy	In process - items required from Clerk
CCTV Policy	In Process - Clerk & PCSO to review current policy
Anti Fraud & Corruption Policy	Review later in 2023
Freedom of Information Act Procedure and Publication Scheme	Review later in 2023
Expenses Policy - Councillors	Review later in 2023 after May election
Expenses Policy - Employees	Review later in 2023 after May election
Social Media Policy	End of 2023. Cllr Williams & Cllr Smith to review as Community Engagement & Social Media Advocates

**09/R23 Any Other Business**

Cllr Wilson wished to extend his thanks on behalf of the committee for Cllr McDonald’ hard work in her time as Chair.

*The Chair closed the meeting at 12:00*

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Chair