



Tidworth Town Council
Policies, Compliance and Staffing
October 2019



Minutes of the Policies and Staffing Committee on 29th October 2019 in the Community Centre at 7.00pm

Attended Councillors A Sharlott (AS) in the Chair, S Fell (SF), H Jones (HJ), G Paine (GP)		<p>1. 19/001PCS Apologies:</p> <p>None</p> <p>Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>
Item	Agenda Item	Action by
19/002PCS	<p>2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
19/003PCS	<p>3. Recommendation to change name of committee to Policies, Compliance and Staffing. Proposed by AS, seconded by GP, carried.</p>	
19/004PCS	<p>4. Terms of Reference for Committee The members discussed ToR's for the committee which the Town Clerk will write and circulate for approval at full town council. Proposed by GP, seconded by AS, carried. ToR's for Leadership will be drafted by SF, Engagement will be drafted by GP, Services by HJ. The Town Clerk will seek guidance from the chair of Projects and draft ToR's for this committee.</p>	
19/005PCS	<p>5. Approve new Declaration of Acceptance of Office and discuss Declaration of Interest (DoI). The Clerk explained that the form is a standard form but she has updated it to make it more explanatory, there is also the addition of an Acceptance of Electronic Summons which should be signed by all councillors to ensure best practice. AS asked how the process of DoI's worked and were processed. The Clerk explained new members must complete a DoI which the office will add to Wiltshire's register, it is then down to the individual members to keep their record up to date, she does however at the annual Town Council meeting give members the opportunity to advise of any changes, if there are no changes she provides a form for members to sign.</p>	CL

	<p>The committee recommend that ALL members sign a new Declaration of Acceptance of Office, the Clerk will also give each member a copy of their DoI so that they can inform her of any changes.</p> <p>Proposed by AS, seconded by GP, carried.</p>	
19/006PCS	<p>6. Policies to Approve/ Recommend All documents had been previously circulated. Standing Orders (SO) - Due to new model SO's being written in May 2019 the committee have reviewed TTC's SO's. The members requested clarity on some issues and discussed changes needed to make them relevant to TTC. The committee recommend that with the requested amendments TTC adopt the updated SO's. Proposed by GP, seconded by AS, carried. Code of Conduct – There has been no change to the current form as the standard model has been used. However, the Clerk has added explanatory notes. As the Committee is newly formed, they recommend that ALL members re-sign the Code of Conduct this will remind councillors what standards are expected of them. Proposed by AS, seconded by GP, carried. Press and Media – The members all agree with the addition of social media to the policy and recommend TTC adopt the updated policy. Proposed by AS, seconded by HJ, carried.</p>	
19/007PCS	<p>7. Current Policies/Suggested Policies The Clerk has written and circulated a register of current policies and new policies required. They have been coloured Red/Amber/Green to show level of importance. This is to be a live document so that amendments and additions can be made. A timeframe has been agreed and the next policies to reviewed are: November 2019 – Complaints and Grievance Procedure, Investment, Bullying and Harassment. December 2019 – Councillor/Staff Protocol, CCTV, GDPR. Financial Regulations are ongoing.</p>	
19/008PCS	<p>8. Audit The Clerk had circulated the recently received Internal Audit Report with comments and actions for the recommendations made. There are a few recommendations made for procedures/processes already in place. at the committees request the Clerk will comment on these when she responds.</p>	CL
19/009PCS	<p>9. Alerts As agreed in item 4, the committee agreed that they would like TTC to agree to the following process when a breach or disciplinary report is made Low Level – within Committee Medium Level – report to full Town Council with recommended action High Level – power to appoint a sub- committee. Proposed by HJ, seconded by SF, carried.</p>	
19/010PCS	<p>10. Correspondence</p>	

	NONE	
19/011PCS	11. Date of next meeting 19th November 2019 @1pm. Due to family/work commitments this was the most convenient date for ALL members. Proposed by HJ, seconded by SF, carried.	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business
to discuss the meeting closed at 8.55pm.**