

You are summoned to attend the meeting of the **POLICY & PROCEDURES Committee on Wednesday 7 June at 6pm in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.**

Members should disclose any Personal or Disclosable Pecuniary Interest.

Aims and Objectives:

- To ensure that the Parish Council has good governance.
- To ensure that there is a framework in place to protect both staff and Councillors.
- To regularly review and update Council policies and procedures.
- To keep the Full Council informed of all staffing/Councillor issues.
- To establish new Policies and Procedures and present them to Full Council.

Agenda No	Agenda Item
20230607/01	Welcome and acceptance of apologies for absence.
20230607/02	Minutes of last meeting – 15 March 2023
20230607/03	Review DPC Standing Orders • Ordinary Council Meetings – Ref 5 (Page 12) e iv Rule: The Chairman and Vice-Chairman of Council cannot be elected as Chairman or Vice-Chairman of a standing committee. This was discussed at the Council meeting dated 22 May 2023, as a Vice-Chairman could not be elected, as members who indicated to stand for this position are also Chairs of Standing Committees. For discussion.
20230607/03	Lone Worker Policy 2022 – 2023 (To Note) • Reviewed and signed by members of staff.
20230607/04	Civility and Respect Pledge • Please refer to attached documentation and here are two links to gather further information. https://www.nalc.gov.uk/our-work/civility-and-respect-project https://www.nalc.gov.uk/news/entry/2383-1,000-local-councils-sign-the-civility-and-respect-pledge%20
20230607/05	List of Policies • See attached list of policies and date of adoption. 5 policies were reviewed and adopted at the Council meeting held on 22 May 2023, which are listed in bold type. The remaining policies should then be discussed at future Policy and Procedure meetings for revision (if necessary) and updated.
20230607/06	Whistleblowing Policy

20230607/ 07	Recruitment and Selection Policy
20230607/ 08	Date & Time for Next Meeting 19 July 2023 at 6pm Denham Parish Council Offices, UB9 5BN

Derek Wilson - Executive Clerk and RFO

31 May 2023

Committee Members:			
Cllr M Hagon	Cllr J Walsh	Cllr M Heath	Cllr A Hans
	Cllr E Austin	Cllr W Davey	Cllr S Jeffries