

Minutes of the meeting of POLICY & PROCEDURES Committee on Wednesday 11 October at 6pm in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.

Councillors:	Cllr E Austin – Chairman (EA)	## Cllr W Davey (WD)
	Cllr J Walsh (JW)	Cllr M Heath (MH)
	# Cllr A Hans (AH)	## Cllr S Jefferys (SJ)
	Cllr S Williams (SW)	
Clerk:	Derek Wilson (Clerk)	# Apologies Received ## Apologies not Given

Meeting was voice-recorded – Agreed by members present

Agenda No	Minutes	Action
20231011/01	Welcome and acceptance of apologies for absence.	
20231011/02	Election of Chairman Cllr EA - Proposed by Cllr SW and Seconded by Cllr MH – Agreed by members present	
20231011/03	Election of Vice-Chairman Deferred to the next meeting	
20231011/04	Minutes of last meeting – 7 June 2023 - Minutes of the last meeting were agreed by council 10 July 2023 – - Cllr JW referred to an action outstanding on the clerk about the vice-chairman not being a chair of a standing committee. The clerk responded that he had been in contact with NALC/BALC and is being discussed on item 6 of this agenda.	
20231011/05	Review time and frequency of future meetings Cllr EA asked members present whether they were agreeable to the meetings at 6pm – Agreed by members present and to have the meetings every two months to ensure smaller number of items on the agenda. – Proposed by Cllr EA Seconded by Cllr MH Abstention 1. Cllr JW felt the meetings should be less frequent, it was agreed to trial. If there is no business, then the meeting can be cancelled.	Mtgs to be every 2 months
20231011/06	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. Rule change Ref 5 (Page 12) e iv: The Chair of a standing committee can be considered for the position of Vice-Chair of the Council. The Chairman of the parish council should not be Chair of any standing committee to remain impartial through the decision-making process.	

	• Cllr JW mentioned the loss of protection that this rule was originally for, and vice-chairmen of standing committees could be elected vice-chairman of the council. • The clerk responded that there needs to be a clear dividing line between the Chair of Council and the standing committee, in the event of a casting vote that may need to be taken on a particular issue. • The original rule was to protect the council from decisions taken by standing committees of steam-rolling a particular decision through and was meant to safeguard the Council. • Cllr SW advised the members present that there are already a number of safeguarding measures in place to protect the Council with financial decisions being taken by members of the Council as a whole. The RFO and F&C review the payments to ensure there is adequate measures in place to review any cost implications. • The Chair of Finance had originally advised about this policy that had been adopted but he later changed his opinion. • Cllr EA advised that we still don't have a vice-chair of the Council. The clerk advised that you don't necessarily need a vice-chair if the Chair is indisposed, as amongst the members present, they can select a Chair for the meeting. • It is useful to have a Vice-Chair of the Council for the purpose of sounding out issues that might be raised at the meeting beforehand. • Cllr SW advised that at the annual meeting of the Council, a couple of members were interested in being Vice-Chair of the Council but did not want to give up their position as Chair of a standing committee. • Cllr JW referred to a balance that Vice-Chairs of any standing committee being able to stand as Vice-Chairman of Council. • The rule could be changed to include the following; Rule change Ref 5 (Page 12) e iv: The Chair or Vice-Chair of a standing committee can be considered for the position of Vice-Chair of the Council (with the exception of Chair of Finance). The Chairman of the parish council should not be Chair of any standing committee to remain impartial through the decision-making process. • Cllr JW said it should only be the Vice-Chairmen of the standing committee that could be considered as Vice-Chairman of Council. ACTION: Cllr MH advised that this item should be deferred to a later meeting when there are more members present to consider this item.	Item deferred to next mtg
20231011/07	Civility and Respect Pledge Cllr EA advised members about this Civility and Respect Code of Conduct. This policy is a Model Code has been developed by the Local Government Association (LGA) and the National Association of Local	

	Councils (NALC) and is requiring Parish Councils to sign-up to adopt this policy. It has previously been deferred by the Council to the Policy and Procedures committee. This was deferred at the previous meeting of this committee. This Model Code can be adapted as we already have some of these policies in place and if we adopt the whole Model Code several of our existing policies will be superseded. • Not all Councillors have signed up to our Code of Conduct, as there needs to be slight amendments made to the existing policy this will be discussed as item 8 on the agenda. • Cllr MH referred to page 8 of the Model Code; <i>However, it is important to remember that any behaviour that a reasonable person would think would influence the willingness of fellow councillors, officers or members of the public to speak up or interact with you because they expect the encounter will be unpleasant or highly uncomfortable fits the definition of disrespectful behaviour.</i> The other aspect was; <i>The courts have generally held that the right to free expression should not be curtailed simply because other people may find it offensive or insulting. A balance must still be struck between the right of individuals to express points of view which others may find offensive or insulting, and the rights of others to be protected from hatred and discrimination.</i> If we are going to adapt the NALC Model Code, we should adapt our own Code of Conduct to be more specific to cover these two issues. • Cllr EA expressed that we should adopt the Model Code if members agree or we take onboard the respect aspect, as we have dealt with the civility aspect. • Cllr SW suggested that any changes to the Denham Parish Council Code of Conduct should be e-mailed to Cllr EA and the Clerk, in order those changes are drafted for further discussion at the next meeting. • Cllr EA was happy to propose the Model Code and Cllr MH was agreeable to second. Cllr SW advised members that if they cannot agree on the Model Code that it is presented to Full Council for a decision. • Cllr JW advised we should keep our own Code of Conduct and adapt it to reflect some of these changes contained in the Model Code of Conduct. ACTION: Members of this committee to review this Civility and Respect Code of Conduct, along with DPC Code of Conduct and to be brought back to a futures Policy and Procedures meeting. Email Cllr EA and the Clerk with any changes that may need to be made.	Members of the panel to review
20231011/08	Code of Conduct Policy • The amendments made to the Denham Parish Council Code of Conduct have been made in red type and mainly refer to the Associate Member that we use as a parish council.	

	Cllr SW suggested that this item is deferred until we receive feedback on the Model Code of Conduct (item 7) that will be circulated to members of this committee for review. ACTION: To circulate this policy alongside the NALC Model Code and to bring back both documents to the next meeting.	Members of the panel to review
20231011/09	Health and Safety Policy - To remove the sentence on the first page that relates to In 2023 there are currently X members, as it would mean that the policy will require constant updating if members leave or new members join. All staff work in the parish office should include home working. - Cllr EA asked if employees know where to turn off the electricity and water stop-cock. The clerk replied that the office is aware of where these controls are positioned. - Spark X electrical has been added to contractor on street lighting. Also, Hiscox Insurance. - Under Devolved Services heading to remove contractor names. - Under Play Areas to remove the sentence The play areas are inspected monthly by members of the Parish Council and issues reported to the Deputy Clerk. - The next sentence about the handyman, to remove the word also. - The allotments are leased not rented. - Remove Covid 19 and do same line spacing.	Clerk
20231011/10	Safeguarding Policy (To Note) Safeguarding policy has just been updated with the v4, July 2021 as a reference only.	
20231011/11	Date & Time for Next Meeting 13 December 2023 at 6pm Denham Parish Council Offices, UB9 5BN	

Derek Wilson - Executive Clerk and RFO

16 October 2023

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