

You are summoned to attend the meeting of the **POLICY & PROCEDURES Committee on Wednesday 6 December at 6.30pm 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
20231206/01	Welcome and acceptance of apologies for absence.
20231206/02	Election of Vice-Chairman
20231206/03	Minutes of last meeting – 11 October 2023
20231206/04	Review time of future meetings
20231206/05	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: Resolution: 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.
20231206/06	Civility and Respect Pledge • Please refer to attached documentation and here are two links to gather further information. https://www.nalc.gov.uk/news/entry/2383-1,000-local-councils-sign-the-civility-and-respect-pledge%20 https://www.nalc.gov.uk/our-work/civility-and-respect-project Please note that these are model rules that can be used by Councils and has been produced by NALC & SLCC

	Resolution: To adopt the guidance that has been produced by NALC and for Denham Parish Council to sign-up to the Civility and Respect pledge.
20231206/07	Code of Conduct Policy Review the highlighted changes
20231206/08	Whistleblowing Policy
20231206/09	Maids Moreton Parish Council Appraisal Policy and Protocol
20231206/10	Change Control Policy Version numbering
20231206/11	Date & Time for Next Meeting 14 February 2024 at TBC Denham Parish Council Offices, UB9 5BN
20231206/12	Part 2 Minutes from 11 October 2023

Derek Wilson - Executive Clerk and RFO

1 December 2023

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