

Minutes 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.

Councillors:	Cllr M Hagon – Chairman (MEH)	Cllr W Davey (WD)
	Cllr J Walsh (JW)	Cllr E Austin (EA)
	# Cllr A Hans (AH)	# Cllr M Heath (MH)
	Cllr S Williams (SW)	
Clerk:	Derek Wilson (Clerk)	# Apologies Received

The meeting was voice recorded – Agreed.

Agenda No	Item
20230607/01	Welcome and acceptance of apologies for absence. Cllr MEH thanked Cllr EA for chairing the meeting during her absence.
20230607/02	Election of Vice-Chairman Cllr SW proposed Cllr EA as Vice-Chairman Seconded by Cllr WD – Agreed.
20230607/03	Minutes of last meeting – 15 March 2023 The minutes have been approved at Council 12 April 2023
20230607/04	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. - The above was discussed last year 28 June 2022 and changes were made to the Standing Orders and adopted 12 September 2022. 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. Cllr SW advised the meeting that the Standing Orders should reflect that the Chairman of the Council should not also be a Chairman of a standing committee. There was a discussion that we are no longer a small parish council and we do have new members that could step-up to the role of Vice-Chairman of Council. The view taken previously was that if the Vice-Chair was also a member of a standing committee, he/she may persuade the committee with undue influence, particularly with those committees that have higher financial budgets to maintain. Cllr JW advised that the Vice-Chairman should be appointed at the annual meeting in May, according to the Standing Orders from NALC. Votes were taken to change the standing orders; Cllrs SW, EA, WD, MEH voted (For) Cllr JW voted (Against) A second vote was taken about the Vice-Chair not being Chair of large budget committee. All Cllrs agreed to this proposal. The Vice-Chairman could

	potentially be Chair of Non-Financial Committees such as Communities, Policy and Procedures and Planning. ACTION: Clerk to check with NALC about the appointment of Vice-Chairman of Council only being appointed at the annual parish meeting and they should not be chair of standing committees that have high spending remits, such as Services or Finance.
20230607/05	Lone Worker Policy 2022 – 2023 (To Note) - Reviewed and signed by members of staff. - This policy was taken to all members of the team and agreed to the policy with everyone signing this policy. Discussion followed about the level of risk assessment undertaken every time an outside activity is conducted. If it is not happening this policy should be modified. Working from home should undertake their own risk assessment as their responsibility. Action: A checklist should be developed by the team against this policy and brought back at a later date.
20230607/06	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 - Cllr MEH advised that this Council should sign-up to this pledge and putting these practices in DPC. Denham Parish Council already has a number of policies that are already in place. We need to look at our policies first before signing-up to this pledge. - NALC policy have different modules that make up this policy. ACTION: Cllr MEH and Cllr EA to review this pledge with our own policies, which are already quite thorough and bring it back to a future meeting.
20230607/07	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. - Cllr MEH agreed with the Clerk for DPC policies to last for two years (where appropriate), as some need to be updated on an annual basis. - Each policy should have a review date for when they need to be reviewed and if necessary updated.
20230607/08	Whistleblowing Policy This policy was reviewed and accepted by the members present with the next review date 7 June 2025.

20230607/ 09	Recruitment and Selection Policy This policy was reviewed and accepted by the members present with the next review date 7 June 2025. Unless there has been changes to HR policies in the meantime.
20230607/ 10	Date & Time for Next Meeting Wednesday 11 Oct 2023 at 6pm Denham Parish Council Offices, UB9 5BN

Derek Wilson - Executive Clerk and RFO

8 June 2023

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

Meeting closed at 6.50pm