

**Minutes of the meeting of the **POLICY & PROCEDURES** Committee on  
 Wednesday 19 March 2025 at 7pm in the Parish Council Office, Rear of  
 Memorial Hall, Village Road, Denham UB9 5BN.**

|                     |                                      |                                                              |
|---------------------|--------------------------------------|--------------------------------------------------------------|
| <b>Councillors:</b> | <b>Cllr E Austin (EA) - Chairman</b> | <b>Cllr S Williams (SW)</b>                                  |
|                     | <b># Cllr A Hans (AH)</b>            | <b>Cllr M Heath (MH)</b>                                     |
| <b>Clerk:</b>       | <b>Derek Wilson (Clerk)</b>          | <b># Apologies Received</b><br><b>## Apologies not given</b> |

| <b>Agenda No</b>   | <b>Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Actions</b>                                                               |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>20250319/01</b> | <b>Welcome and apologies for absence.</b><br>Apologies were received from Cllr A Hans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                              |
| <b>20250319/02</b> | <b>Minutes of previous meeting</b> – 12 February 2025.<br>The Safeguarding policy needs to be dated at the end of the document. This policy also needs to cross-reference with the disciplinary procedure policy, in the event of any personnel issues that may arise.<br><br>The minutes from the previous meeting were agreed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>EC</b>                                                                    |
| <b>20250319/03</b> | <b>Freedom of Information and Environmental Information Policies 2025</b><br>It was agreed at the previous meeting to split the Freedom of Information policy from the GDPR policy. This policy needs to be consistent when referring to the Clerk it should be Executive Clerk and be consistent throughout the policies.<br><b>Action:</b> EC to check the policies and amend where necessary.                                                                                                                                                                                                                                                                                                                                                                                                              | <b>EC</b>                                                                    |
| <b>20250319/04</b> | <b>Code of Conduct Policy</b><br>The two code of conduct policies were reviewed, the first policy relates to the Councillor role and the second policy relates to the Employee code of conduct.<br><br><b>Code of Conduct</b> - The first point is to make reference to the following; N.B. Please note that Denham Parish Council is also be referred to as DPC throughout this document for brevity.<br><br>Employee Code of Conduct 2025-26<br>To remove the second paragraph and where the Clerk role is referred to, it should read Executive Clerk & RFO.<br><br>Under Employee Obligations – Remove the first paragraph and then space between each bullet point item.<br><br>Remove the bullet point detailing no smoking in the office, as this is now a general law of no smoking in public spaces. | <b>EC</b><br><br><br><br><br><br><b>EC</b><br><br><b>EC</b><br><br><b>EC</b> |

|                         |                                                                                                                                                                                              |           |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>20250319/<br/>05</b> | <b>Constitution Policy</b><br>Paragraph 5 to abbreviate the Freedom of Information policy to Foi policy.                                                                                     | <b>EC</b> |
|                         | Paragraph 10 – To make reference to the Executive Clerk/RFO instead of parish clerk                                                                                                          | <b>EC</b> |
|                         | Date the policy to be inserted                                                                                                                                                               | <b>EC</b> |
| <b>20250319/<br/>06</b> | <b>Grievance Policy</b><br>Under introduction Point 2 to remove the comma, after the words may be raised and settled on the first line of the sentence.                                      | <b>EC</b> |
|                         | Throughout the document, the Chairman terminology should be changed to 'Chair'.                                                                                                              | <b>EC</b> |
|                         | Point 9 under the heading Notification it should refer to Grievance Committee Chair.                                                                                                         | <b>EC</b> |
|                         | Point 11 the Chair of the Grievance panel of the committee's decision.                                                                                                                       | <b>EC</b> |
|                         | Point 16 Change the wording to The 'Appeal' Chair will                                                                                                                                       | <b>EC</b> |
|                         | Point 18 The Appeal Chair                                                                                                                                                                    | <b>EC</b> |
| <b>20250319/<br/>07</b> | <b>Disciplinary Procedures Policy</b><br>The bullet point markings should be referred to as lower case alphabet, as there are too many markings when commenting on a particular bullet line. | <b>EC</b> |
|                         | The 7 <sup>th</sup> bullet point - the sentence to be reversed                                                                                                                               | <b>EC</b> |
|                         | Point 23 to remove the word 'to', as it is superfluous to the sentence.                                                                                                                      | <b>EC</b> |
|                         | Again, where it refers to Chairman it should be changed to Chair                                                                                                                             | <b>EC</b> |
|                         | The policy needs to be dated                                                                                                                                                                 | <b>EC</b> |
| <b>20250319/<br/>08</b> | <b>Date &amp; Time for Next Meeting</b><br>TBC at 7pm Denham Parish Council Offices, UB9 5BN                                                                                                 |           |

**Meeting concluded at 7.50pm**

Derek Wilson – Executive Clerk and RFO

3 April 2025

| <b>Committee Members:</b> |                 |              |             |
|---------------------------|-----------------|--------------|-------------|
| Cllr E Austin             | Cllr S Williams | Cllr M Heath | Cllr A Hans |
|                           |                 |              |             |