

GAINSBOROUGH TOWN COUNCIL

MINUTES of a meeting of the Policy Review Working Group held at Richmond House, Morton Terrace, Gainsborough on Thursday 15 August 2019 at 2:30pm

Present: Councillor David Dobbie
Councillor Pat O'Connor
Councillor Keith Panter – ex officio

In Attendance:

Claire Hill Town Clerk
Rachel Allbones Deputy Clerk

1. TO ELECT THE CHAIR

RESOLVED that Councillor O'Connor act as Chairman for the ensuing year.

2. APOLOGIES FOR ABSENCE AND REASONS GIVEN

None received.

3. MINUTES FROM THE PREVIOUS MEETING (Papers A)

i. Minutes of the meeting of Policy Review Working Group held Tuesday 26 March 2019

RESOLVED that the minutes of the Policy Review Working Group meeting held on Tuesday 26 March 2019 be confirmed and signed as a correct record.

4. EXISTING POLICIES FOR REVIEW WITH NO CHANGES / MINOR REVISIONS and NEW POLICIES FOR CONSIDERATION (Paper C)

a. No Changes / Minor revisions

- i. Publication Scheme
- ii. Freedom of Information
- iii. Members Allowances
- iv. Complaints Policy and Procedure
- v. Communications Policy
- vi. Social Media Policy
- vii. Use of Council vehicle by Councillors or staff

RESOLVED that minor changes be adopted and the above policies reviewed.

b. Wider changes

i. Debt recovery

RESOLVED to RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE to approve the amendments to the Debt Recovery Policy, subject to the inclusion of 'All officer activity in relation to debt recovery actions will be logged.' in the presumption section.

c. New

i. Exhumation

RESOLVED to RECOMMEND TO COMMUNITY SERVICES COMMITTEE to adopt the Exhumation Policy.

ii. Investment

RESOLVED to RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE to adopt the Investment Strategy.

iii. Death of a Senior Figure Policy and Protocol

RESOLVED to RECOMMEND TO FULL COUNCIL to adopt the Death of a Senior Figure Policy and Protocol and create a budget of £20 to purchase black arm bands.

iv. Filming and recording of meetings

RESOLVED to RECOMMEND TO FULL COUNCIL to adopt the Filming and Recording of Meetings Policy.

Note: Councillor Dobbie abstained from voting on the above resolution.

v. Staff Appraisal and Pay Review Policy

RESOLVED to RECOMMEND TO PERSONNEL COMMITTEE to adopt the Staff Appraisal and Pay Review Policy.

vi. Maternity Policy

RESOLVED to RECOMMEND TO PERSONNEL COMMITTEE to adopt the Maternity Leave Policy.

vii. Paternity Policy

RESOLVED to RECOMMEND TO PERSONNEL COMMITTEE to adopt the Paternity Leave Policy.

Members noted that an Adoption Leave Policy will follow in due course.

viii. Shared parental Leave Policy

RESOLVED to RECOMMEND TO PERSONNEL COMMITTEE to adopt the Shared Parental Leave Policy.

The meeting concluded at 3.27pm