

**Minutes of the meeting of the Policy Committee held at 7.00pm on Monday 22<sup>nd</sup> March 2021 to which Councillors were summoned to attend by video conferencing.**

**Present:** Councillors – Sarah Craig (Chairman), Chris Farrance, Richard Dodds and Becky Moss

**In attendance:** Sarah Daly (Deputy Clerk), Parish Councillors Stuart Elborn, Ian Wilson and Roger Robertson

Cllr Craig opened the meeting at 7.00pm and noted which Parish Councillors attending the meeting were members of Policy Committee and those that were in attendance.

**Item No.**

**20/21PY 10. OPEN FORUM**

No members of the public were present.

**20/21PY 11. APOLOGIES FOR ABSENCE**

No apologies were received.

**20/21PY 12. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**20/21PY 13. APPROVAL OF MINUTES**

Cllr Sarah Craig proposed that the previously distributed minutes of 25<sup>th</sup> January 2021 Policy Committee meeting be signed as an accurate record; seconded by Cllr Chris Farrance.

**AGREED by all.**

The minutes to be signed by Committee Chairman, when appropriate.

**20/21PY 14. ACTION LOG**

All completed items were noted by the Committee.

**20/21PY 15. POLICY MATTERS**

i) To welcome and note change in Committee membership since last meeting  
Cllr Craig noted membership during the opening of the meeting.

ii) To review and approve in principle draft documents produced since last meeting

**HWPC Privacy Notice**

Cllr Craig presented the draft document and noted the following points:

No evidence could be found of other councils that had made changes to their Privacy Notice post-Brexit

The NALC model was used to draft the document

Contact details have been updated

One paragraph has been added regarding cookies

The Deputy Clerk shared the HWPC website page that references cookies, at the request of Cllr Elborn. Cllr Elborn requested the website statement is shared in the policy as it lists the cookies used.

**ACTION: Cllr Craig to revise the HWPC Draft Privacy Notice to include the information regarding cookies that is contained on the website.**

Cllr Dodds proposed approval in principle of the HWPC Draft Privacy Notice, subject to the revisions noted; seconded by Cllr Farrance.

**AGREED by all.**

### **HWPC Code of Conduct**

Cllr Craig presented a summary of changes to the document. The draft policy has been aligned to HDC's recently adopted Code of Conduct with some amendments made to tailor the document to the requirements of HWPC.

There was discussion around whether the Code of Conduct is secondary to the right to free speech. It was concluded that while members can freely disagree, they need to bear in mind the principles in the Code of Conduct and if they step outside of these, they could be in breach of them. After a discussion on whether further clarification was needed from HDC on this matter, it was concluded that the document was clear enough.

Several typographical and formatting errors were pointed out. It was also thought that references in the main body of the document to "party politics" should be removed. The relevance of the paragraph on Housing in "Dispensations which do not amount to DPIs" was discussed and it was agreed that this could be relevant for Rural Exception site housing so it will be retained in the document. Sections which referred to party politics were reviewed, and alternatives suggested.

The General Principles section was discussed in more detail and a number of amends were noted:

#### **Section 1, paragraph 3**

'Differing views' to replace rival groupings and insert 'individual opinions are respected'  
Remove reference to campaigning  
Refer to 'debate' not democratic debate

#### **Section 4, paragraph 4**

Remove reference to 'party political advantage'

#### **Section 7, paragraph 1**

Include 'political' in the first sentence regarding private or business purposes  
Remove second sentence

Cllr Dodds proposed approval in principle of the HWPC Draft Code of Conduct, subject to the revisions noted; seconded by Cllr Farrance.

**AGREED by all.**

Cllr Dodds requested that the amended document be circulated to all committee members before the next Full Council meeting.

**ACTION: Cllr Craig to make the amends to the HWPC Draft Code of Conduct and recirculate the document.**

### **HWPC Community Bus Charter**

Cllr Craig confirmed that there will be no sharing of data bases between HWPC and Rosie Bus Organisation (RBO). All drivers including RBO volunteers will need a DBS check. Cllr

Dodds advised that this needs to be an enhanced check if children and vulnerable people are being transported. This should be made clear in the document and it should align with HWPCs Safeguarding Policy.

**ACTION: Cllr Craig to check what level of DBS check is required of drivers and amend the Community Bus Charter, as necessary.**

Cllr Elborn requested a reference to customers registering via the HWPC website under the procedures section.

**ACTION: Cllr Craig to add a reference to the HWPC website into the Community Bus Charter.**

Cllr Dodds proposed approval in principle of the HWPC Community Bus Charter, subject to the revisions noted; seconded by Cllr Moss.

**AGREED by all.**

iii) To review the Policy Schedule and note recently approved policies and possible future policies.

Cadence has been set annually for all policies. Cllr Dodds felt that good practice is to set the next review date after each review and state it in the policy.

The HWPC Expenses Policy is due to be reviewed by Finance Committee in April.

Cllr Farrance suggested that the sequence of policy sign off should be made clearer. It was agreed that the best sequence is owning committee, Policy Committee and then adoption by Full Council although there may be times when this is not possible due to meeting timings. Cllr Dodds agreed to look at the HWPC Adult Safeguarding, Child Protection and Health & Wellbeing policies. The first two would be prioritised.

**ACTION: Cllr Dodds to draft a HWPC Adult Safeguarding and HWPC Child Protection policy.**

Cllr Farrance agreed to look at the HWPC Complaints Policy.

**ACTION: Cllr Farrance to draft a HWPC Complaints Policy.**

There is no requirement to have a more general Accessibility Policy. Cllr Elborn asked that the word 'website' is added to the title of the Accessibility Statement in the Schedule to make it more specific.

**ACTION: Cllr Craig to amend the title of the Accessibility Statement.**

Councillors felt that the strategies noted on the schedule were working documents and should be removed from the list.

**ACTION: Deputy Clerk to update the Policy Schedule.**

Cllr Craig gave an overview of what a HWPC Sustainability Policy could cover and questioned whether this is a priority for this year. Cllr Farrance stated that this an area of

concern to many in the village and he would like at least to have a statement of intent ready for the Annual Parish Meeting. Cllr Dodds suggested keeping it simple. It was agreed that most of the content would fall into the remit of the Planning Committee although there would be elements relating to other areas, such as the Parish Office.

**ACTION: Cllr Craig to ask the Chair of the Planning Committee to nominate an owner for the Sustainability Policy.**

Cllr Elborn agreed to draft a HWPC IT Security Policy which would include use of personal technology and HWPC equipment.

**ACTION: Cllr Elborn to produce a first draft of a HWPC IT Security Policy.**

HWPC Best Practice/Procedures at meetings was suggested by Cllr Craig as a new policy that would cover online meetings. Councillors saw this more as a set of guidelines although some changes may be needed to existing policy or HWPCs Standing Orders. Cllr Elborn agreed to draft some simple suggestions. NALC guidance regarding post-Covid working practices will also be relevant. It was noted that there may be some overlap with the IT Security Policy.

**ACTION: Cllr Elborn and Cllr Craig to review NALC guidance on post-Covid working practices, make recommendations on best practice/procedures at meetings and note any possible impacts on other policies.**

Diversity was raised as another potential new policy. Equal opportunities is included as one of the policies in the proposed Staff Handbook but Cllr Craig would seek clarification from the Executive Clerk as to what else is needed.

**ACTION: Cllr Craig to speak to the Executive Clerk regarding diversity and the HWPC Equal Opportunities Policy.**

**20/21PY 16. CHAIRMAN'S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**

None.

**20/21PY 17. CORRESPONDENCE**

None.

**20/21PY 18. DATE OF NEXT MEETING**

The next meeting is on Monday 28<sup>th</sup> June 2021 at 7.00pm.

There being no further business the meeting closed at 8.30pm.

..... Chairman

Date .....

Appendices

- Actions Log
- HWPC Draft Privacy Notice
- HWPC Draft Code of Conduct

- HWPC Draft Community Bus Charter
- Summary of changes to Code of Conduct
- Policy Review Schedule