

**Minutes of the meeting of the Policy Committee held at 7.00pm on Thursday 15<sup>th</sup> July 2021 to which Councillors were summoned to attend.**

**Present:** Councillors – Sarah Craig (Chairman), Chris Farrance, Richard Dodds (arrived at 7.08pm) and Becky Moss

**In attendance:** Sarah Daly (Deputy Clerk) and Karyn Reid (Executive Clerk – dialled in remotely)

Cllr Craig opened the meeting at 7.00pm.

**Item No.**

**21/22PY 01. ELECTION OF CHAIRMAN**

Cllr Farrance nominated Cllr Craig to stand as Policy Committee Chairman. The Deputy Clerk confirmed that there were no more nominations. Cllr Craig accepted the nomination, and all members present **AGREED**.

**21/22PY 02. OPEN FORUM**

No members of the public were present.

**21/22PY 03. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Roger Robertson and Peter Gee.

**21/22PY 04. DECLARATIONS OF INTEREST & DISPENSATIONS**

Cllr Craig requested dispensation to be granted. The Deputy Clerk **AGREED** and granted dispensation to all members for business conducted within Policy Committee meetings until 31st March 2022.

**No declarations of interest were made.**

**21/22PY 05. APPROVAL OF MINUTES**

Cllr Sarah Craig proposed that the previously distributed minutes of the 22<sup>nd</sup> March 2021 Policy Committee meeting be signed as an accurate record; seconded by Cllr Chris Farrance.

**AGREED by all.**

The minutes were signed by Committee Chairman.

**21/22PY 06. ACTION LOG**

Cllr Craig summarised the Action Log and no matters were raised.

**21/22PY 07. POLICY MATTERS**

i) To welcome and note change in Committee membership since last meeting  
Cllr Craig welcomed Cllrs Robertson and Gee to the Policy Committee.

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

**HWPC Draft Code of Conduct**

Cllr Craig reminded the meeting that the draft document aligns with the HDC Code of Conduct. At Full Council, Cllr Craig was actioned to consult the HDC Monitoring Officer regarding concerns raised. He confirmed that the policy applies when an individual is acting

as a councillor or is perceived to be acting as one even if a statement is made that views are personal. He also confirmed that the document as drafted does not impinge on the persons right to free speech under the Human Rights Act.

Cllr Dodds joined the meeting at 7.08pm.

If there is a suspected breach of the Code of Conduct, this would be registered with the Monitoring Officer at HDC for further investigation and a decision on whether the Code has been broken.

Cllr Farrance proposed approval of the HWPC Draft Code of Conduct for submission to the next Full Council meeting; seconded by Cllr Moss.

**AGREED by all.**

### **HWPC Draft Safeguarding Policy**

Cllr Dodds presented the document which is drafted to cover harm or possible harm to children and adults. The Executive Clerk requested that children be removed from the draft policy so that it refers to adults only. A separate child focused policy is required and this needs to be more in depth. It was noted that other councils have a combined policy. However, HWPC have specific services that are run directly and not outsourced to external providers, such as the Community Bus that transports vulnerable adults and our summer youth programme for children and young people.

**ACTION: Deputy Clerk to remove references to children in the HWPC Draft Safeguarding Policy so this will become the HWPC Draft Adult Safeguarding Policy.**

**ACTION: Executive Clerk and Deputy Clerk to review the HWPC Child Protection Policy.**

Cllr Farrance proposed approval of the HWPC Draft Adult Safeguarding Policy, subject to the amendments above, for submission to the next Full Council meeting; seconded by Cllr Moss.

**AGREED by all.**

Cllr Dodds offered to review both documents when they are ready.

### **HWPC Draft Sustainability Policy**

Cllrs Craig and Farrance summarised the discussion that had taken place at the Planning Committee meeting on Monday, where the draft document was tabled. Key points noted were:

The current draft is a simple statement at present and questions were raised as to whether it was challenging enough

Deliverable measures and targets should be investigated

HWPC must adhere to the policy before we can influence others, such as local businesses

Ownership should be with Full Council

Cllr Dodds suggested that HWPC should declare what has been achieved so far (eg. decreasing printing) and state our aims/targets going forward. Cllr Craig felt that the draft is phase 1 of developing a Sustainability Policy for HWPC. Natural elements could be included

in the policy when the 10 year review of the Commons and ponds takes place but for now, Cllr Farrance felt that we need to look at how we integrate the policy into HWPC business.

Cllr Dodds proposed approval of the HWPC Draft Sustainability Policy at the next Full Council meeting; seconded by Cllr Moss.

**AGREED by all.**

It was agreed that Policy Committee would take ownership and work with the Parish Office over the next 6 months to see how measures and targets could be incorporated into the document.

#### **HWPC Draft Complaints Policy**

Cllr Farrance presented the HWPC Draft Complaints Policy. The policy will be shared on the HWPC website and any additional information regarding procedures will be shared at the appropriate time when a complaint has been made. Cllr Dodds suggested adding an initial two-day response time to let the complainant know that matter is being processed and HWPC will respond within the stated number of working days.

**ACTION: Cllr Farrance to amend the HWPC Draft Complaints Policy and recirculate.**

Cllr Dodds proposed approval of the HWPC Draft Complaints Policy, subject to the amendment above, for submission to the next Full Council meeting; seconded by Cllr Moss.

**AGREED by all.**

#### **HWPC Draft Expenses Policy**

The HWPC Draft Expenses Policy was reviewed by Finance Committee. Some amends have been made regarding the latest legal obligation for eye tests and prescription glasses.

Cllr Moss proposed approval of the HWPC Draft Expenses Policy for submission to the next Full Council meeting; seconded by Cllr Dodds.

**AGREED by all.**

#### **HWPC Draft Cash Handling Policy**

The HWPC Draft Cash Handling Policy was reviewed by Finance Committee. Some amends have been made regarding arrangements for banking of any payments over £300.

Cllr Dodds proposed approval of the HWPC Draft Cash Handling Policy for submission to the next Full Council meeting; seconded by Cllr Moss.

**AGREED by all.**

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

Several lines on the schedule were highlighted for discussion and the following points were noted:

Protocol for Reporting at Meetings – Cllr Craig is hoping to combine this with the Communications and Social Media Policy

