

WEST DEAN PARISH COUNCIL

MINUTES OF A MEETING OF THE GOVERNANCE & SCRUTINY COMMITTEE HELD AT 11:00am on Tuesday 16th July 2024

PRESENT: COUNCILLORS S Francis (Chair), A Grant (Vice-Chair), B Freshwater, & J Richmond.

The Clerk was in attendance.

1 Apologies

S Yeates

2 Declarations of Interest

None received.

3. Minutes of last Meeting.

The minutes of the previous meeting, 21st May 2024, were agreed as an accurate record of the meeting.

4. Scrutiny & Review of Council Policies, Procedures and Documents

The following policies were reviewed by the meeting:

Document Retention Policy – no changes were made to the document. SF proposed this be accepted, AG seconded this, and it was agreed by resolution of the meeting.

Publication Scheme - no changes were made to the document. SF proposed this be accepted, AG seconded this, and it was agreed by resolution of the meeting.

CCTV Policy - no changes were made to the document. SF proposed this be accepted, JR seconded this, and it was agreed by resolution of the meeting.

High School Award Policy - no changes were made to the document. JR proposed this be accepted, AG seconded this, and it was agreed by resolution of the meeting. There was a small discussion about ensuring the schools were aware of these awards during the later portion of the Autumn Term.

Training and Development Policy - no changes were made to the document. SF proposed this be accepted, JR seconded this, and it was agreed by resolution of the meeting.

Councillor Induction Guide - no changes were made to the document. SF proposed this be accepted, AG seconded this, and it was agreed by resolution of the meeting.

Subject Access Request Letter - no changes were made to the document. SF proposed this be accepted, BF seconded this, and it was agreed by resolution of the meeting.

Register of Interests - no changes were made to the document. SF proposed this be accepted, BF seconded this, and it was agreed by resolution of the meeting.

New – Email Acceptable Use Policy – with some minor amendments to the document it was proposed by SF, seconded by BF and agreed by resolution of the meeting. There was also some discussion about ensuring that all councillors read this new policy and that training was scheduled. The Clerk will send a PDF copy to all Councillors.

New - Dignity at Work Policy - with some minor amendments to the document it was proposed by SF, seconded by BF and agreed by resolution of the meeting.

New – Performance Management Policy - this document it was proposed by SF, seconded by JR and agreed by resolution of the meeting.

5. Next Meeting

The next meeting will be held on Thursday 17th September at 11.00am at the West Dean Centre.

The meeting ended at 11.50 am