



# Helsby Parish Council

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**28<sup>th</sup> November 2023**

**To: Members of the Policy and Procedures Committee**

**You are hereby summoned to attend a Policy and Procedures Committee meeting of Helsby Parish Council on Monday 4<sup>th</sup> December 2023 at 7.00pm in the parish office at Helsby Community Sports Club for transaction of the undermentioned business.**

**The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.**

Yours sincerely,

**Claire Jones, Clerk and Responsible Financial Officer**

## **AGENDA**

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the Policy and Procedures Committee meeting held on 4<sup>th</sup> September 2023.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda (for information only).
6. To review the following documents:
  - Standing Orders (delegated functions of the PCA Committee section)
  - Publication Scheme
  - Freedom of Information Policy

- General Privacy Notice
- Privacy Notice for Staff, Councillors and Role Holders
- Social Media Policy
- Programme for New Councillors
- Councillor Induction Pack
- Code of Conduct
- Complaints Procedure
- Grievance Procedure
- Disciplinary Procedure
- Equality and Diversity Policy
- Health and Safety Policy
- Lone Working Policy and Risk Assessment

7. To consider adopting the following new documents:

- Employee Expenses Policy
- Vexatious Complaints Policy
- Training and Development Policy
- Press and Media Policy
- Sickness Absence Policy

8. To consider including a table of amendments in every policy document.

9. To discuss any urgent matters requiring immediate attention – for info only.

10. Date of next meeting – Monday 18<sup>th</sup> March 2024.

Core members of this committee: Cllrs. Temple, Stothard, Nicklin, Branigan and Ellams.

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