



# Helsby Parish Council

---

**25<sup>th</sup> August 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> September 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 Standing Orders Committee meeting held on 21<sup>st</sup> November 2022.
5. Clerk's report from the previous Standing Orders meeting and the Policy and Procedures Working Group held on 27<sup>th</sup> April not covered elsewhere in the agenda (for information only).
6. To review the following documents:
  - Standing Orders
  - Publication Scheme

- Freedom of Information Policy
- General Privacy Notice
- Privacy Notice for Staff, Councillors and Role Holders
- Social Media Policy
- Appraisal and Training Policy
- Programme for New Councillors
- Councillor Induction Package
- Code of Conduct
- Complaints Procedure
- Grievance Procedure
- Disciplinary Procedure
- Equality and Diversity Policy
- Health and Safety Policy
- Lone Working Policy and Risk Assessment
- Retention and Disposal of Documents Policy

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

8. Date of next meeting – Monday 20<sup>th</sup> November 2023.

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

Claire Jones – Parish Clerk - Email: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) Phone: (01928) 726433