



**Tidworth Town Council
Policies and Procedures
April 2020**



Minutes of the Policies and Staffing Committee on 24th April 2020 held virtually on Google Meet at 11am

Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP) D Wright (DW), S Anderton (SA), M Connolly (MC)		1. 19/039PP Apologies: NONE Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.
Item	Agenda Item	Action by
19/040PP	2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
19/041PP	3. Minutes March 2020 meeting (not yet ratified) Matters arising: Item 5 – inclusion of 'The mayor email should remain, and emails sent to this account should also be copied to the Town Clerk	
19/042PP	4. Review of Equal Opportunities Policy The policy had been circulated and the following amendments are recommended by the Committee Grievance have the right to process their complaint through their Line Manager or an appropriate member of Leadership. The Complaint can be in writing or verbal, if verbal the responsible Councillor will record details in writing. Responsibilities for the Equal Opportunities Policy Change Leadership to Policies and Procedures. Chair to change to Policies and Procedures Committee. It was also noted that the Harassment Policy is referred to but TTC currently does not have one, therefore this will be made priority. HJ proposed that with the discussed changes the Equal Opportunities Policy is circulated to full town for adoption, seconded by GP, carried.	
19/043PP	5. Update Register The Clerk had updated the register with actions taken and HJ had inserted a numbers column.	

	<p>6. Correspondence</p> <p>There was a discussion regarding Standing Orders and the need to have them ready for when things returned to 'normal' as they are usually adopted in May. HJ and the Clerk will work on these and circulate to the members for discussion.</p> <p>All agreed that despite a few glitches the virtual meeting had gone well, there is an issue with the number of participants who can be seen on screen therefore GP volunteered to set up a few coffee mornings so that other platforms could be tested.</p>	
19/044PP	<p>7. Date of next meeting</p> <p>TBC</p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

**There being no further business
to discuss the meeting closed at 11.45am.**