



**Tidworth Town Council
Policies and Staffing
December 2019**



Minutes of the Policies and Staffing Committee on 18th December 2019 in the Community Centre at 1.00pm

Attended Councillors A Sharlott (AS) in the Chair, H Jones (HJ), G Paine (GP), S Fell (SF) A Connolly (AC)		1. 19/017PS 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
19/018PS	2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
19/019PS	3. Minutes of previous meeting Minutes of November 2019 meeting were ratified at December 2019 full town meeting.	
19/020PS	4. Review decisions and actions arising from Full Town Council Meeting held on Tuesday 3rd December. Terms of Reference were discussed and the requested amendments which were: <ul style="list-style-type: none"> • to incorporate that any revised or new policies should be circulated 14 days prior to the full town meeting they are to be discussed at. • the removal of item B 'Advise the council when requested, whether the council's actions are compliant with 'it's policies.' As the proper officer this is the responsibility of the Town Clerk. The committee are happy with the removal of item B but will recommend the circulation period should be 7 days. This should provide the members with adequate time to read the documents and raise any issues. Staffing is to be removed from the ToR's and was discussed under item 5. HJ proposed that the revised ToR's were circulated for adoption at January full town, seconded by GP, carried	

	<p>AS was disappointed that all of the policies/forms had been deferred. It was explained that there was not an issue with the Code of Conduct but the layout was very formal and could be off putting for a new member, the Town Clerk will adapt this.</p> <p>It was agreed that there was no reason for the Press and Media Policy not to be adopted as there had been no changes just the inclusion of 'Social Media Protocol'. Therefore, this will be put to full town for adoption at January's full town meeting.</p> <p>It was agreed that when policies are circulated, they have a summary as to what the changes are, if any.</p> <p>GP proposed that the Press and Media Policy is submitted to full town for adoption, seconded by HJ, carried.</p>	
19/021PS	<p>5. Update from Staffing Sub Committee</p> <p>Notes from the meeting had been made available. There had been a recommendation that a Transformation Committee be formed which would absorb the current Policies and Staffing Committee. However, upon further discussion the members agreed that the Policies Committee would remain and be renamed Policies and Procedures, Staffing would split off and be a sub-committee of Leadership. As Chair of Leadership SF was happy with this suggestion. It was agreed that it was important that the Chair of Policies sits on the Staffing Committee.</p> <p>This will be put to Leadership to recommend the structure and members for the new committee.</p> <p>Proposed by AS, seconded by HJ, carried.</p>	
19/022PS	<p>6. Future Planning</p> <p>The Clerk had previously compiled a time line for policies and there are also the policy recommendations from Connor Consultancy. This will be cross referenced and a time line put in place. It was agreed that there was initially a large amount of work, once the bulk of the policies have been reviewed or written there would be less involvement needed.</p> <p>All are in agreement that the 'Blue Sky' evening was needed sooner rather than later and TTC should aim to do this in February. The Clerk will do her best to obtain three quotes for January's full town.</p>	
19/023PS	<p>7. Correspondence/Updates</p> <p>NONE</p>	
19/024PS	<p>8. Date of next meeting</p> <p>TBC</p>	Agenda items to be submitted to the Clerk 7 days before meeting

**There being no further business
to discuss the meeting closed at 2.30pm.**