** Tidworth Town Council **

**Policies and Procedures**

**November 2020**

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| Minutes of the Policies and Procedures Committee on 24th November 2020 virtually via Google Meets. |
| **Attended**Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP) A Allen (AA) (remotely)K Mooney (KM) - Admin | 1. **20/31PP 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 |
| 20/032PP | **2. Declaration of interest** *–* NONE(Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). |  |
| 20/033PP | **3. Minutes of Previous Meeting**Ratified at November 2020 full town meeting.No matters arising |  |
| 20/034PP | **4. Policies Review**The following amendments are required**Whistleblowing** **5.1** *This procedure encourages whistleblowers to put their name to an allegation wherever possible, as anonymous allegations may often be difficult to substantiate or prove. Allegations made anonymously are much less powerful, but anonymous allegations will be considered at the discretion of either the Town Clerk or if the matter is raised with the Chair of the Council, they can decide together and in consultation with a Chair of a Committee if the issue is regarding either Chair of the Council or Clerk.***8.1** *An acknowledgement of the allegation will be made in writing within 10 working days and will include:** *An indication of how the Council proposes to deal with the matter*
* *An estimate of how long it will take to provide a final response*
* *An indication of whether any initial enquiries have been made*
* *Information on whistleblower support mechanisms*
* *Indication whether further investigations will take place and if not, why not*
* *Where the allegation has been made anonymously, the Council will not be able to inform the whistleblower what action has been taken.*

**GP proposed these amendments to the whistleblowing policy, Seconded by PH, carried.** **Anti-Fraud and Corruption Policy****8.1** *Where a suspected irregularity is material or could seriously affect the reputation of the Council then the Members must be informed of this by the Town Clerk, if the matter concerns the Town Clerk, then the Mayor is to do this (in their absence the Deputy Mayor).***9.3** *To facilitate this the council supports the concept of induction and refresher training for Members and particularly for employees involved in internal control systems to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced.***9.4** *The Council has in place a clear network of systems and procedures to assist it in the fight against fraud and corruption. It is determined that these arrangements will keep pace with any future developments in both preventative and detection techniques regarding fraudulent and corrupt activity that may affect it.* Also would like another person to be checking the finances to ensure nothing is overlooked.**GP proposed these amendments to the** **Anti-Fraud and Corruption Policy policy, Seconded by PH, carried.****Recruitment of Staff and Councillors Policy****3.3** *Those that are not shortlisted for a first interview will be notified in writing.***3.6** *Unsuccessful candidates at this stage will be informed in writing.***5.3** *Councillors will be issued with guidelines. All new councillors will attend induction training when available and will have the opportunity to attend regular training as deemed necessary or useful to some or all councillors.***5.4** *A member who fails to attend any meeting of the Council for a period of 6 consecutive months from the date of his/her last attendance will cease to be a member of the Council, unless the failure was due to some reason approved by the Council before the expiry of that period. (LGA 1972).***GP proposed these amendments to the Recruitment of Staff and Councillors Policy, Seconded by PH, carried.****Staffing Terms of Reference**KM stated this was added to Agenda in error as it will be discussed at Leadership.  |  |
| 20/035PP | **6. Next meeting**No Meeting in December as office closes for Christmas on December 18th 2020.**Update Register**Upon CL’s request the members agreed that the next policies to be reviewed are:* GDPR,
* Staff & Councillor Protocol
* Assets
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| 20/036PP | * **Correspondence/Updates**

 None |  |
| 20/037PP | * **Date of next meeting**

**TBC** | Agenda items to be submitted to the Clerk 7 days before meeting |

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**There being no further business**

 **to discuss the meeting closed at 12.15pm.**