

Costessey Town Council



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Policies Review Working Group

Minutes of the meeting held on Monday 02 December 2019 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH (clerked by Deborah Sarson)

In attendance: D. Burrill
T. East
P. O'Connor
D. Sarson (Clerking)(DS)

1 Apologies were received from Councillor Dole

2 Declarations of Interest there were none received

3 The Minutes of the meeting held on 18th November 2019 were noted

4 The timetable of the WG was reviewed and agreed

5 Standing Orders the words "unless needed to be kept for reasons of providing evidence of bullying, harassment and undermining of staff and other councillors" to standing order 12f about recording of meetings following comments made at Full Council were considered for adding but an alternative form of wording was agreed.

6 Draft policies including grievance and disciplinary policies in relation to employment contracts and whistle blowing and vexatious policies were reviewed

- a) Whistle Blowing Policies from Lowestoft and Warwick Town Councils were considered and the former policy was considered more comprehensive; with some minor amendments the Lowestoft policy was agreed to be proposed as a draft policy.
- b) Vexatious Policies from Horley and St Ives Town Councils were considered and the latter policy with some amendments was agreed to be proposed as a draft policy.
- c) The disciplinary policy in the contract and the one adopted by the council were deemed to be identical, however there were some immediate amendments recommended (further amendments may be required when reviewing the policy against current best practice guidance). It was noted however, that while the policies are incorporated in employment policies, amending them becomes more challenging because the contract requires renegotiating; it is therefore recommended that the actual policies be removed from all employment contracts but reference is made to them as per the NJC model contract.

- d) The same applies to the grievance procedure.
- e) It was noted that schedule 3, the equal opportunities policy which is not part of the WG remit also forms part of the employment policy and for consistency, is also recommended to be removed.

7 Draft Terms of Reference for a F, B & S sub-committee a decision whether to recommend these to F, B & S or Full Council were considered.

It was agreed to defer consideration of this to a future meeting (delegated powers to committees including terms of reference)

8 The date of the next meeting was noted.