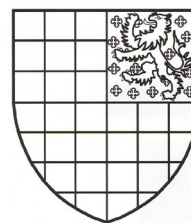


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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party** formed to review governance policies, held on **Wednesday 27th March 2019**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs J Baah; S Catlin; M Chartier (*Chairman*); I Makepeace; Dr G Mayhew; S Murray; O'Keeffe and A Rowell

In attendance: S Brigden (*Town Clerk [TC]*)

PolRevWP2018/08 QUESTIONS:

There were none. (No members of the public present.)

PolRevWP2018/09 APOLOGIES FOR ABSENCE:

There were none.

PolRevWP2018/10 DECLARATIONS OF INTEREST:

There were none

PolRevWP2018/11 REMIT of the WORKING PARTY:

Members noted the remit of the working party, as defined by Council:

Resolution FC2017/114.1 [*The working party members*]...*be asked to conduct a routine review of statutory policies.*

PolRevWP2018/12 BUSINESS OF THE MEETING:

The previous meeting had dealt-with amendments to current 'working' policies. These were not all statutory and some were included simply to take advantage of the opportunity for scrutiny. Most of these documents had required simple updating and it was simply good practice to review and confirm they remained current and fit for purpose, whilst there were one or two that needed minor updating and some recent legislative changes that ought to be incorporated.

The working party had reviewed and discussed in detail each policy which, in summary, had the effect of:

Minute extract Policies Review Working Party 19th June 2018:

1. **Standing Orders** to be updated to account for areas newly-introduced or updated in the 2018 national model, and to remove outdated references (*eg* Lead Members).
2. **Financial Regulations** updates/insertions to align with NALC latest model, revise values, and incorporate Council's payments procedure (currently a separate document).
3. **Investments and Reserves policy** minor administrative update needed.
4. **Freedom of Information Act publication scheme** minor administrative update needed.
5. **Anti-fraud policy** no change required.
6. **Code of Conduct for Members** no change.
7. **Communications policy** revise to remove outdated references. Introduce note regarding letters written by Mayor at Council request, and explain treatment of direct incoming questions. Communications Working Party may wish to review Social Media appendix.
8. **Complaints policy** revise to remove outdated references, and add/clarify role of Mayor.
9. **Dignity at Work policy** (*staff discipline; grievance, etc*) add option of Mayor to

‘first steps’, update as required to reflect ACAS 2015 Code of Conduct (current is based upon 2009 CoC).

10. *Equality policy* no change **NB** – *now superseded by the Equality & Diversity Policy adopted by Council 7th March 2019*
11. **Equal opportunities statement** introduce ‘sex’ to lists, as distinct from ‘gender’.
12. *Health & Safety at Work policy* no change

The changes required had been introduced and revised policies (shown in bold type) had been prepared, and distributed.

The purpose of this meeting was for Members to satisfy themselves of this, for the assurance of Council.

There was detailed discussion on the amendments and one or two points of contention were resolved with a vote. It was noted that the Equality Policy, listed as item 10, had been superseded by a new Equality & Diversity Policy; adopted recently by Council as recommended by a dedicated Working Party.

PolRevWP2018/13 CONCLUSIONS/RECOMMENDATIONS:

- 1 Revised policy documents were agreed as discussed and noted, and would be recommended to Council for formal re-adoption.
- 2 Unchanged policies will be submitted to Council for re-adoption alongside those revised, for completeness.

PolRevWP2018/14 There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 11:55pm

Signed..... Date