



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Email: clerk@aldingbourne-pc.gov.uk

NOTICE OF MEETING

You are hereby summoned to the Aldingbourne Parish Council Governance & Staffing Committee to be held in the Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA on Tuesday 4 June 2024 (to follow the Full Council meeting that starts at 7.00 pm).

AGENDA

1. Agenda item 1 - Apologies for absence

Cllr Sue Foott (personal).

2. Agenda item 2 - Declarations of Interest

Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.

3. Agenda item 3 - Public Participation

The Public Forum will last for a period of up to 15 minutes during which members of the public may ask layout, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.

4. Agenda item 4 - To receive and approve minutes of previous meeting 15 June 2023

5. Agenda item 5 - Matters arising from previous minutes 15 June 2023

To note that the IT policies previously agreed at the above meeting, that should be consolidated have been left as standalone documents following advice from NALC.

6. Agenda item 7 - Personnel

- To note that the Clerks Performance Management review took place 25.03.24 by Cllr Harbord Targets set are below:-
 - i. To take over administration of the new Street Scene Committee as an additional responsibility.
 - ii. To liaise fully with the ACSC to create an Emergency Resilience Plan for the Parish.
 - iii. To continue ensuring the Parish Council is completely up to date with all matters.

- iv. To look at a Parish Council Action Plan which will provide a more active approach and raise awareness within the community.
- To note that the new NALC 2023/2024 pay scales have been received November 2023 and have been applied through payroll as previously agreed, also noted at Full Council.
- To note changes to ADC Local Assessment Procedures 2021 which outlines how Code of Conduct complaints are considered by the Monitoring Officer, which has changed from 20 working days to 30 working days. E-mail received from ADC 15.03.24.

7. Agenda item 8 - Governance

- To review the updated policies schedule (copy attached).
- To approve the following policies:-
 - a. Annual Leave Policy
 - b. Appraisal/Performance Management Policy
 - c. Bereavement/Compassionate Leave Policy
 - d. Broadcasting/Filming Policy
 - e. Dignity at Work Policy
 - f. Guidance for using the Dignity at Work Policy
 - g. Disciplinary Policy
 - h. Grievance Policy
 - i. Lone Working Policy
 - j. Press & Media Policy
 - k. Protocol for Disciplinary & Grievance Hearings
 - l. Recruitment Policy
 - m. Sickness Absence Policy
 - n. Social Media Policy
 - o. Stress Policy
 - p. Training & Development Policy
 - q. Co-option Eligibility Form
 - r. C-option Application Form

To note policies in red have previously been adopted but are now being brought in line with all other Governance Policies.

- 8. Agenda item 9 - Any other business for information:** – Items for inclusion on the next agenda
None.
- 9. Agenda item 10 - Exempt Business:** – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business. Nothing to note.
- 10. Agenda item 11 - To agree the next meeting of the Governance & Staffing Committee**
Councillors agreed that the meetings should be held annually, and the next meeting would be June 2025.