

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at **2.00pm**
on **Tuesday 19th March 2019** in **Pavilion Centre, Back Lane.**

Present: Cllrs. Ranger (Chair) and Dalton and Jeffery. Also present: Clerk, Paul Hayward.

No members of the public or press in attendance.

Fire regulations outlined. No public forum.

PPC19/10	Apologies: Cllrs. Tillotson and Zirker. Noted and approved.
PPC19/11	To consider and, if thought fit, to approve minutes of the previous meeting held 19th February 2019: Proposed Chair, seconded Cllr. Jeffery. Resolved unanimously. Minutes were signed by Chair as a true record of that meeting.
PPC19/12	To receive any declarations of interest: None declared.
	<i>Chair agreed that item 19/13b) could be dealt with before 19/13a)</i>
PPC19/13	Business to be conducted: b) To consider Business Continuity Plan: Adoption of circulated Plan proposed by Chair. Seconded Cllr. Dalton. Resolved unanimously. Clerk: please note and circulate approved policy document with draft minutes.
	a) To consider review of Standing Orders in line with recent publication of 2018 NALC Model Standing Orders: After lengthy discussion, multiple amendments were made to the NALC 2018 Model Standing Orders to personalise them for use by the Parish Council (excluding any which were statutory requirements). It was further agreed to remove all references to sub-committee's and also non-councillors with voting rights as neither of these terms currently applied to the Parish Council. Finally, it was agreed to make the document gender-neutral in its entirety. Approval and adoption of substantive Policy (Standing Orders) was proposed by Chair and seconded by Cllr. Dalton. Resolved unanimously. Clerk: Please make all relevant amendments and provide a copy of the new substantive Standing Orders to all members of Council when the draft minutes of this meeting are circulated for review.
PPC19/14	Matters considered as urgent by presiding Chair: It was agreed that a wording for the introduction of the yet-to-be-approved Ethical Policy would be circulated to member of PPC for discussion at the next convened meeting. Clerk: Please note and add to agenda accordingly.
PPC19/15	Date and time of next meeting: To be convened as required.

PPC19/16	It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. (P) Chair. (S) Cllr. Jeffery. Resolved unan.
PPC19/17	<p>Confidential Business to be conducted in committee: Employment Matters.</p> <p>i) Staff appraisal arrangements: It was agreed that the arrangements for the Staff Appraisal would be delegated to Chair of PPC and Chair of Council at a date to be mutually agreed with the Clerk.</p>
	With no further business to conduct, the Chair closed the meeting at 4pm.

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Chair: _____

Date: _____