

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

18 April 2016 7.00pm

MEETING ROOM Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Councillors, Boyes Broadhurst, Cox, Grajewski (Chairman), Johnson and Pragnell.

In Attendance: Duncan Murray (Parish Clerk) and Cllr Foulds.

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllrs, Atkinson, Duguid, and Luffman.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 15 FEBRUARY 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 14 MARCH 2016.

These were noted.

4. MATTERS FOR RESOLUTION

- a) **To discuss and agree to make a recommendation to full council to adopt the updated grants policy to ensure clarification of community initiatives, community grants and other budget headings.**

The Chairman thanked the Clerk for the detailed briefing note. The Clerk then briefed Members on the proposed changes to clarify the grants and financial aid status especially under the General Power of Competence.

Debate took place around the restrictions councillors had placed on them and it was agreed that the 'should' after grant applications in the N.B. at the end of the Equality paragraph on page 3 should be replaced with '*can*' and that the 'i.e.' should be replaced with '*e.g.*' Following proposal and seconding and on a show of hands it was AGREED to make the RECOMMENDATION to Full Council that the updated Draft Grants Policy should be adopted.

- b) **To discuss and agree to make a RECOMMENDATION to Full Council to adopt a Dignity at Work (Harassment and Bullying) Policy from the Society of Local Council Clerks template.**

Members discussed various aspects of the draft policy and in the definition of Harassment agreed the replacement of 'sex' with '*gender*'; in 2.2.1 'Personnel' was replaced by '*HR*'; in 2.3 '(It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality)' had '*as referred by HALC*' added and '(...right of appeal)' had added '*as per the Disciplinary and Grievance Policy*'; in 2.4 the Members' section had an appeal section added '*An Appeal process will be made available to any Member who has a claim upheld against them which will*

require an Appeal hearing in which Members who have not been previously engaged in any of the inquiry to date will take part.' and 'The range of disciplinary sanctions available to the council, where a member has been involved in bullying/harassment are limited....' was replaced with '*The range of disciplinary sanctions available to the council, where a claim against a member has been upheld in bullying/harassment are limited...*'; in 3 'There needs to be agreement about how "robust people management" and "bullying" differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face to face basis in confidential surroundings' was placed in parenthesis to clarify that it was explanatory; and in the penultimate paragraph of the document 'The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms' 'request' was replaced with '*require*'.

Following proposal and seconding and on a show of hands it was AGREED to make the RECOMMENDATION to Full Council that the Draft Dignity at Work (Bullying and Harassment) Policy should be adopted.

5. TO NOTE THE FINANCIAL REPORTS:

i. SAGE current account reconciliations from 19 January 2016 to 18 February 2016 (most recent bank statement), HSBC Events Account (Funtasia) and the EBC Deposit Account with (October – March) accrued interest

These were noted.

ii. To agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques

Following proposal and seconding and on a show of hands these were agreed.

iii. To note, for information, income and expenditure the first draft (pre-year end reconciliation, pre-accountants and pre-Internal Audit) Balance Sheet etc for the year end to 31 March 2016.

These were noted.

6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

There were no matters to be taken forwards.

7. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 23 May 2016, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 7.45 pm.

Chairman.....