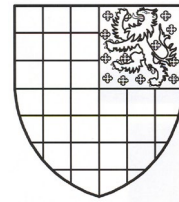


Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)  
[www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

**To: Cllrs Baah; Catlin; Chartier; Makepeace; Mayhew; Murray (S); O'Keeffe; Rowell.**

A Meeting of the Working party formed to review governance policies will be held on **Wednesday 27<sup>th</sup> March 2019**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am** which you are requested to attend.

S Brigden, Town Clerk  
19<sup>th</sup> March 2019

## **AGENDA**

### 1. QUESTION TIME

To receive any questions regarding items on the agenda for this meeting.

### 2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the working-party who are unable to attend.

### 3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

### 4. REMIT of the WORKING PARTY

To note the remit of the working party, as defined by Council:

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

### 5. MINUTES

To agree Minutes of the meeting held on 19<sup>th</sup> June 2018

*(attached, page 3)*

### 6. BUSINESS OF THE MEETING

To confirm policy recommendations arising from review at previous meeting:

*Policy documents to follow for Working Party members*

***For further information about items on this agenda please contact the Town Clerk at the above address.***

**This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)**

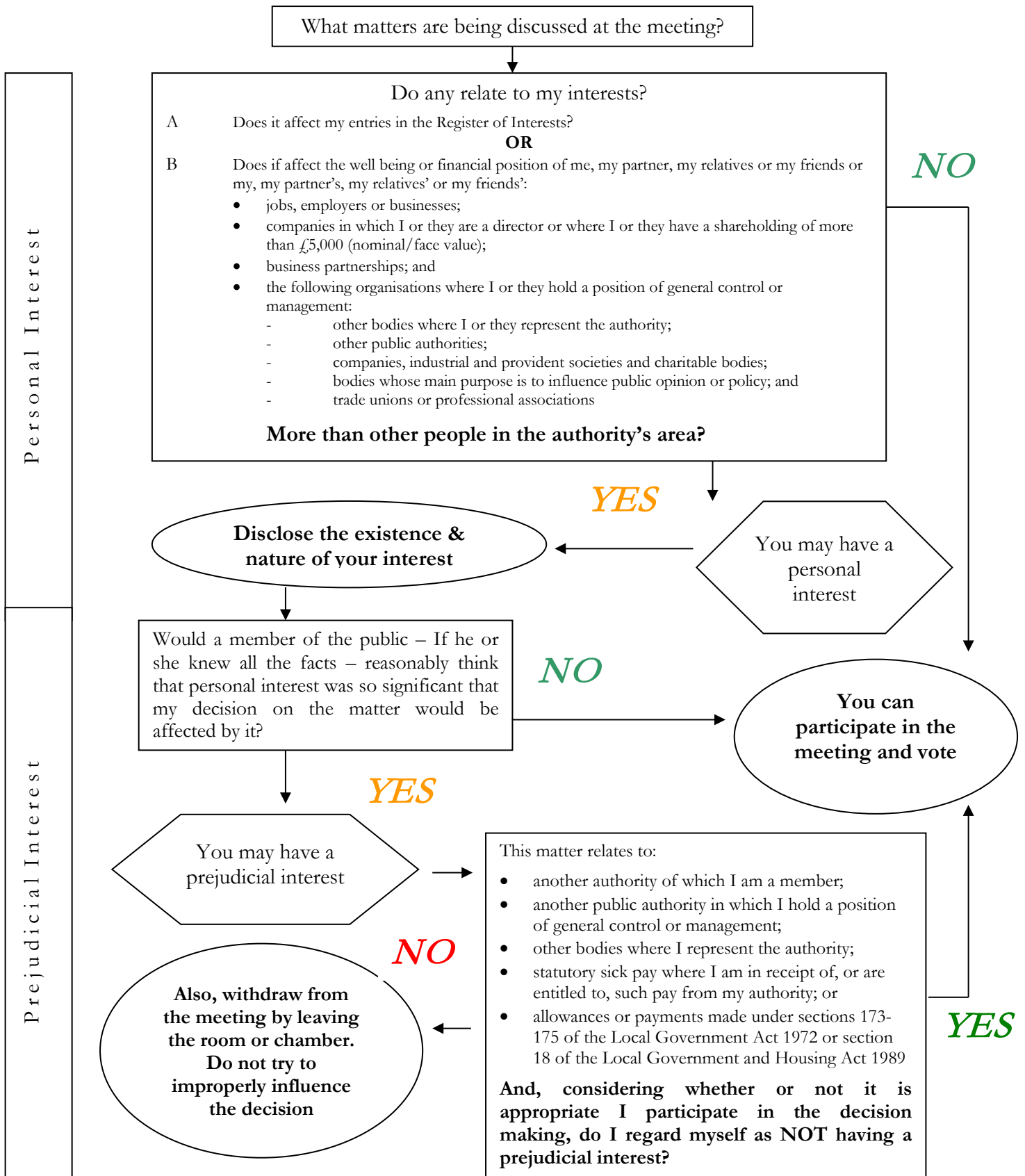
**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. **PLEASE NOTE:** As space is limited we would appreciate advanced warning if you plan to attend in a group; perhaps with neighbours, or to bring a party of student observers. We may be able to arrange for the meeting to be held in an alternative room. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

**Distribution: Cllrs Baah; Catlin; Chartier; Makepeace; Mayhew; Murray (S); O'Keeffe; Rowell.**

*Copies for information:*

All councillors; T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Friend of Lewes

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



## YOU WILL ALSO NEED TO CONSIDER:

### Am I biased or have I predetermined a matter?

TEST: Would an informed member of the public think that there is a real possibility that you could be biased?

### Have I made up my mind about the issue?

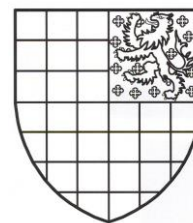
You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely open mind about a matter, this will potentially leave the decision susceptible to legal challenge because of the common law concept of predetermination.

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ [info@lewes-tc.gov.uk](mailto:info@lewes-tc.gov.uk)

🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)



**LEWES  
TOWN  
COUNCIL**

## ***MINUTES***

of the meeting of the **Working Party** formed to review governance policies, held on **Tuesday 19<sup>th</sup> June 2018**, in the **Yarrow Room, Town Hall**, Lewes at **10:00am**.

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

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

### **PolRevWP2018/01 ELECTION OF CHAIRMAN:**

Cllr Chartier was elected as Chairman of the Working Party.

### **PolRevWP2018/02 APOLOGIES FOR ABSENCE:**

Apologies had been received from Cllr O'Keeffe, who was working.

### **PolRevWP2018/03 DECLARATIONS OF INTEREST:**

There were none

### **PolRevWP2018/04 QUESTIONS:**

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

### **PolRevWP2018/05 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.*

### **PolRevWP2018/06 BUSINESS OF THE MEETING:**

Members were provided with copies of current policies.

These were not all statutory and some were included simply to take advantage of the opportunity for scrutiny. Council has other 'policies' (*eg* Farm animal welfare statement) but these did not require review.

Most of these documents 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.

With regard to Standing Orders and Financial Regulations, LTC conventionally follows the models produced by the National Association of Local Councils (NALC) and tailors it to local need. These are periodically reviewed by sector specialist lawyers and updated as required. New model SO's had been published in April 2018, and these were provided to Members.

The remainder could be considered as up-to-date in all practical contexts, although Members suggested several minor practical amendments such as removal of references to 'Lead Members'; which Council no longer recognized.

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

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
11. *Equal opportunities statement* introduce 'sex' to lists, as distinct from 'gender'.
12. *Health & Safety at Work policy* no change

Revised policies will be prepared, and submitted to Council.

*Miscellaneous decisions:*

At the beginning of each new County and District administration, local Members elected to those authorities will be contacted and advised that Town Council Agenda are routinely sent to their respective Chief Officers, and are available through them.

Policies containing references to post-holders will have references to '(s)he' inserted where appropriate.

Data Protection legislation will be incorporated as appropriate, as it evolves.

**PolRevWP2018/07**

**CONCLUSIONS:**

- 1 Revised policy documents will be prepared as discussed and noted, and brought to Council in due course.
- 2 Unchanged policies will be submitted to Council for re-adoption alongside those revised, for completeness.

**PolRevWP2018/08**

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

*The meeting closed at 12:35pm*

Signed.....

Date .....