

## **REVIEW SUB-COMMITTEE**

**WEDNESDAY, 9<sup>TH</sup> OCTOBER 2019 – 6 P.M.**

Minutes of a Meeting of the REVIEW SUB-COMMITTEE held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on WEDNESDAY, 9<sup>th</sup> OCTOBER 2019 at 6.00 p.m.

### **PRESENT**

Councillors M. Ashcroft, Arun M. Chandran, Mrs M. Dalton, Jed Hillary and Ken Robson

### **OFFICERS**

Mrs C.A. Walton (Corporate and Policy Officer)  
Miss A. Donald (Town Clerk's PA)

### **1. APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor M. Ashcroft, seconded by Councillor Jed Hillary, that Councillor M. Iveson be appointed Chairman of the Review Sub-Committee for the municipal year 2019/20.

It was proposed by Councillor Ken Robson, seconded by Councillor Arun M. Chandran, that Councillor M. Ashcroft be appointed Chairman of the Review Sub-Committee for the municipal year 2019/20.

A vote was taken and it was

**RESOLVED** – that Councillor M. Ashcroft be appointed as Chairman of the Review Sub-Committee for the Municipal Year 2019/20.

**Councillor M. Ashcroft took the chair for the meeting.**

### **2. APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor Jed Hillary, seconded by Councillor M. Ashcroft, that Councillor M. Iveson be appointed Vice Chairman of the Review Sub-Committee for the municipal year 2019/20.

**RESOLVED** – that Councillor M. Iveson be appointed Vice-Chairman of the Review Sub-Committee for the Municipal Year 2019/20.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wendy Hillary, M, Iveson and Mrs S.J. Iveson.

### **4. MEMBERS' DISPENSATIONS**

There were no applications for dispensations.

## 5. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 6. PUBLIC QUESTIONS

There were no public questions.

## 7. MINUTES

It was proposed by Councillor Arun M. Chandran, seconded by Councillor Ken Robson, and

**RESOLVED** – that the minutes of the meeting of the Review Sub-Committee, held on the 3<sup>rd</sup> April 2019, be accepted as a correct record and signed by the Chairman.

## 8. EXCLUSION POLICY

Management Team submitted a report providing an updated Exclusion Policy for Members' consideration and approval.

**RESOLVED** – that it be recommended that the policy be approved, subject to reference to the Pre-School being included as one of the Council's facilities.

## 9. COMMENTS AND COMPLAINTS PROCEDURE

Management Team submitted a report providing an updated Comments and Complaints Procedure for Members' consideration and approval.

**RESOLVED** – that it be recommended that the policy be approved.

## 10. ANNUAL LEAVE PROCEDURE

Management Team submitted a report providing an updated Annual Leave Procedure for Members' consideration and comment.

**RESOLVED** – that it be recommended that the policy be approved, subject to leave arrangements for staff who work bank holidays being included.

## 11. LONE WORKING POLICY

Management Team submitted a report providing an updated Lone Working Policy for Members' consideration and approval.

**RESOLVED** – that it be recommended that the policy be approved.

**12. DRAFT WORKPLACE DRUG AND ALCOHOL POLICY**

Management Team submitted a report providing a Draft Workplace Drug and Alcohol Policy for Members' consideration and approval.

It was agreed to defer consideration of this policy to the next meeting to allow guidance just received from the Council's HR Advisers to be evaluated and incorporated where appropriate.

**13. DRAFT RE-GRADING POLICY AND PROCEDURE**

Management Team submitted a report providing a Draft Re-Grading Policy and Procedure.

It was agreed to defer consideration of this policy to the next meeting to allow guidance just received from the Council's HR Advisers to be evaluated and incorporated where appropriate.

**CHAIRMAN.**