

Minutes of a Meeting of the **REVEIW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 19<sup>th</sup> AUGUST 2015 at 6.00 p.m.**

**PRESENT**                    **Councillor M. Iveson (Chairman)** and  
Councillors W.M. Blenkinsopp, A.M. Chandran, Mrs. M. Dalton, R.S. Fleming, B. Hall, J.P. Hillary, Mrs. W.P. Hillary and Mrs. S.J. Iveson.

**OFFICERS**                Mr. A. Bailey (Town Clerk)  
Mrs. C. Walton (Corporate and Policy Officer)  
Miss C. Ryder (Senior Admin. Officer)

12. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors J. Atkinson and C. Wheeler.

13. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

14. **MINUTES**

The minutes of the meeting of the Review Sub-Committee held on the 5<sup>th</sup> August 2015 were circulated for consideration.

It was proposed by Councillor A.M. Chandran, seconded by Councillor W.M. Blenkinsopp and

**RESOLVED** – that the minutes of the 5<sup>th</sup> August 2015 be accepted as a correct record prior to being forwarded to the Policy and Resources Committee for consideration.

15. **DRAFT TOWN COUNCIL SERVICE DELIVERY PLAN**

Members considered the Draft Town Council Service Delivery Plan following amendments which had been carried out to the document prior to being formally submitted to the Policy and Resources Committee.

**RESOLVED** – that the Town Council Service Delivery Plan be accepted to be submitted to Policy and Resources.

16. **REVIEW OF TARGETS – 2015/2016**

The Management Team submitted the amended Targets document for 2015/16 following the discussions at the meeting on the 5<sup>th</sup> August.

Following consideration of the document it was felt that a further target should be added under Aim No. 1 “To provide a good quality governance and management of the Council” as Target No. 13 –Develop and implement an annual appraisal scheme for all staff.

**RESOLVED** – that the amended targets for 2015/16 be now accepted by the Review Sub-Committee with the addition of Target No. 13 – “Develop and implement an annual appraisal scheme for all staff”.

17. **RETIREMENT AND PENSIONS POLICY**

Detailed consideration was given to the current policy for Retirement and Pensions. A number of suggestions for changes in the policy were asked to be clarified through the Council's HR Advisor and a further draft policy submitted to a future meeting.

**RESOLVED** – that the current Retirement and Pensions Policy with suggested changes be forwarded to the Council's HR Advisor for his advice.

18. **REDUNDANCY POLICY AND PROCEDURE**

Detailed consideration was given to the Redundancy Policy and Procedure. A number of suggestions for changes in the policy were asked to be clarified through the Council's HR Advisor and a further draft policy submitted to a future meeting.

**RESOLVED** – that the current Redundancy Policy and Procedure with suggested changes be forwarded to the Council's HR Advisor for his advice.

19. **OFFICERS' ALLOWANCES POLICY**

Detailed consideration was given to the Officers' Allowances Policy. A number of suggestions for changes in the policy were asked to be clarified by the Finance Manager and the Council's HR Advisor and a further draft policy submitted to a future meeting.

**RESOLVED** – that the current Officers' Allowances Policy with suggested changes be passed to the Finance Manager for his comments and then forwarded to the Council's HR Advisor for his advice.

20. **COUNCIL POLICIES**

To carry on with the rolling programme of reviewing all of the Council's policies it was proposed that the following policies be considered at the next meeting of the Review Sub-Committee.

- Dignity at Work
- Annual Leave Procedure
- Grievance Procedure
- Capability Policy and Procedure
- Disciplinary Policy and Procedure

**RESOLVED** – that the above five policies be subject to a review at the next meeting of the Review Sub-Committee.

**CHAIRMAN.**