

Minutes of a Meeting of the **REVIEW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 5<sup>th</sup> OCTOBER 2016 at 6.00 p.m.**

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

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

13. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J. Atkinson, K. Robson and C. Wheeler.

14. **MEMBERS' DISPENSATIONS**

There were no applications for dispensations.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

16. **MINUTES**

It was proposed by Councillor R.S. Fleming, seconded by Councillor B. Hall and

**RESOLVED** – that the minutes of the meeting of the Review Sub-Committee, held on the 24<sup>th</sup> August 2016, be accepted as a correct record.

17. **REVIEW OF POLICIES**

The following policies were considered under the rolling programme of reviewing all of the Council's policies.

- a) Comments and Complaints
- b) Data Protection
- c) Freedom of Information
- d) Hospitality and Gifts
- e) Officers' Code of Conduct
- f) Commendation

**RESOLVED** – that it be recommended that:

- i) Comments and Complaints – the policy, as amended, be accepted subject to insertion of two additional words in the section Appeal - to read '...Whose Members are drawn down from the Personnel Sub-Committee...'

In addition, the Appeal Form should be addressed to the Town Clerk rather than the Corporate and Policy Officer, as at present.

- ii) Data Protection – the policy, as amended, be accepted.
- iii) Freedom of Information – the policy, as amended, be accepted.
- iv) Hospitality and Gifts – the policy, as amended, be accepted.
- v) Officers' Code of Conduct – the policy, as amended, be accepted.
- vi) Commendation – the policy be accepted.

18. **TOWN COUNCIL SERVICE DELIVERY PLAN – AIMS AND TARGETS UPDATE**

The Aims and Targets update was considered.

**RESOLVED** – that the Aims and Targets update be accepted.

19. **BUSINESS RISK UPDATE**

The Business Risk update was considered.

**RESOLVED** – that the Business Risk update be accepted.

20. **COUNCIL POLICIES**

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

- Aims and Targets Review
- Business Risks Review
- Social Media Acceptable Use Policy

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

**CHAIRMAN**