

Minutes of a Meeting of the **REVIEW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 24<sup>th</sup> AUGUST 2016 at 6.00 p.m.**

**PRESENT**                    **Councillor Mrs W.P. Hillary** (Chairman) and  
Councillors A.M. Chandran, M.A. Dalton, Mrs. M. Dalton, B.  
Hall, J.P. Hillary, K. Robson and C.A. Wheeler

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

7.     **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R.S. Fleming and Mrs V.M. Raw.

8.     **MEMBERS' DISPENSATIONS**

There were no applications for dispensations.

9.     **DECLARATIONS OF INTEREST**

There were no declarations of interest.

10.   **MINUTES**

It was proposed by Councillor M.A. Dalton, seconded by Councillor Mrs M. Dalton and

**RESOLVED** – that the minutes of the meeting of the Review Sub-Committee, held on the 22<sup>nd</sup> June 2016, be accepted as a correct record.

11.   **REVIEW OF POLICIES**

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

- a)    Model Publication Scheme
- b)    Confidential Reporting
- c)    No Smoking
- d)    Training Statement of Intent
- e)    Public Access to Meetings
- f)    Byelaws
- g)    Business Continuity Plan
- h)    Risk Management Strategy

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

- i)    Model Publication Scheme - the policy, as amended, be accepted.
- ii)   Confidential Reporting – the policy, as amended, be accepted subject to item 2.3 (j) remove the words 'amounts to'.

- iii) No Smoking – the policy, as amended, be accepted.
- iv) Training Statement of Intent – accepted, subject to changing the title to Training & Development Policy.
- v) Public Access to Meetings – this should be deleted from the policy list and the information included in the Council’s Standing Orders, to be agreed at the next Annual General Meeting.
- vi) Byelaws – Town Park and St Oswald’s Park – the Byelaws be accepted.
- vii) Business Continuity Plan – the Plan, as amended, be accepted.
- viii) Risk Management Strategy – the Strategy, as amended, be accepted.

12. **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.

- Comments and Complaints
- Data Protection
- Freedom of Information
- Hospitality and Gifts
- Officers’ Code of Conduct
- Commendation

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

**CHAIRMAN**