

Minutes of a Meeting of the **REVIEW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 30th MARCH, 2016 at 6.00 p.m.**

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

OFFICERS Mr. A. Bailey (Town Clerk)
Mrs. C. Walton (Corporate and Policy Officer)
Mr. D. Austen (Finance Manager)
Miss A. Donald (Senior Admin. Officer)

44. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors M. Iveson and Mrs. S.J. Iveson.

45. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

46. **MINUTES**

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

RESOLVED – that the minutes of the meeting of the Review Sub-Committee held on the 17th February 2016 be accepted as a correct record.

47. **END OF YEAR BUSINESS RISK REPORT**

The Management Team submitted a report detailing the end of year 2015/2016 status for business risks.

RESOLVED – that the report be received.

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

The Management Team submitted a report and Draft Town Council Service Delivery Plan for consideration, prior to the draft being considered by the Policy and Resources Committee.

RESOLVED – that the report and draft Service Delivery Plan be received.

49. **POLICY REVIEW PROGRESS REPORT**

A report was submitted by Management Team updating Members on progress with the review of the Council's Policies. An amended Special Leave Policy (including Bereavement and Emergency Leave) was also considered.

RESOLVED – it was resolved that:

- i) The report be received
- ii) The Special Leave Policy be approved.

50. **REVIEW OF POLICIES**

The following policies had been chosen for review at the last meeting of the Review Sub-Committee as part of the rolling programme of reviewing all of the Council's Policies.

- (a) Appeals Notification and Procedure
- (b) Format of Grievance Appeal Meeting (previously considered in February 2016)
- (c) Flexible Working Policy

RESOLVED – that following consideration of the policies it be recommended as follows:-

- (a) That the Appeals Notification and Procedure be accepted, subject to the inclusion of a clause stating that, following the decision of the Panel, there is no further right of appeal.
- (b) That the Format of Grievance Appeal Meeting be accepted.
- (c) That the Flexible Working Policy be accepted.

51. **DISQUALIFICATION BY ASSOCIATION POLICY AND PROCEDURE**

Consideration was given to a new Disqualification by Association Policy and Procedure, a legal requirement for the Council to carry out under the Childcare (Disqualification) Regulations 2009.

RESOLVED – that the policy and procedure be accepted.

CHAIRMAN.