

Minutes of a Meeting of the **REVIEW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 21st NOVEMBER 2018 at 6.00 p.m.**

PRESENT Councillors M. Ashcroft, Arun M. Chandran, J. Clark, M. Iveson and Mrs S.J. Iveson

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

1. **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor Mrs S.J. Iveson, seconded by Councillor M. Ashcroft, that Councillor M. Iveson be appointed Chairman of the Review Sub-Committee for the municipal year 2018/19.

RESOLVED – that Councillor M. Iveson be appointed as Chairman of the Review Sub-Committee for the Municipal Year 2018/19.

Councillor M. Iveson took the chair for the meeting.

2. **APPOINTMENT OF VICE CHAIRMAN**

It was proposed by Councillor J. Clark, seconded by Councillor Mrs S.J. Iveson, that Councillor M. Ashcroft be appointed Vice Chairman of the Review Sub-Committee for the municipal year 2018/19.

RESOLVED – that Councillor M. Ashcroft be appointed Vice-Chairman of the Review Sub-Committee for the Municipal Year 2018/19.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jed Hillary, Mrs V.M. Raw and Ken Robson.

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 Mrs S.J. Iveson, and

RESOLVED – that the minutes of the meeting of the Review Sub-Committee, held on the 10th January 2018, be accepted as a correct record.

8. **DRAFT GRIEVANCE POLICY AND PROCEDURE**

The Management Team submitted a report requesting Members to consider an updated draft Grievance Policy and Procedure.

RESOLVED – that it be recommended that the draft policy be accepted.

9. **DRAFT APPEALS NOTIFICATION AND PROCEDURE**

The Management Team submitted a report requesting Members to consider an updated draft Appeals Notification and Procedure.

RESOLVED – that it be recommended that the draft policy be accepted.

10. **AIMS AND TARGETS REVIEW AND UPDATE**

The Management Team submitted a report updating Members on progress on the current aims and targets.

Members considered and discussed a number of current targets.

RESOLVED – that it be recommended that the update report be accepted.

11. **DRAFT DOCUMENT RETENTION AND DISPOSAL POLICY**

The Management Team submitted a report requesting Members to consider an updated draft Document Retention and Disposal Policy.

RESOLVED – that it be recommended that the draft policy be accepted.

12. **DRAFT SICKNESS ABSENCE AND ATTENDANCE MANAGEMENT POLICY**

The Management Team submitted a report requesting Members to consider an updated draft Sickness Absence and Attendance Management Policy.

It was explained that, in view of its nature, it had previously been agreed that this policy should be submitted to the Personnel Committee for consideration. However, further amendments had been made and members' opinions on its content were sought as a preliminary measure.

Following discussion it was:

RESOLVED – that the Town Council's HR advisors at Durham County Council be asked to comment on the policy, prior to its submission to the Personnel Committee.

CHAIRMAN