

## KEIGHLEY TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
05 September 2017

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**YOU ARE HEREBY SUMMONED TO ATTEND** a Meeting of the Policies & Governance Committee to be held in the **Brigg Room, Town Hall, Keighley** on **Wednesday 13 September 2017 at 6.00pm**

Town Clerk

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### COMMITTEE MEMBERSHIP

Councillor Adams (Chair)  
Mayor or Deputy Mayor (Ex-Officio)  
Councillor J Akhtar  
Councillor Curtis  
Councillor Maunsell

Councillor Corkindale (Vice Chair)  
Councillor Anayat  
Councillor Thorne  
Councillor Westerman

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days notice to the Town Clerk; this may be waived at the Clerk's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Town Clerk, based on subject matter.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

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## AGENDA

### 1 To receive and approve apologies for absence

### 2 Disclosures of Interest (Members Code of Conduct)

To receive disclosures of personal and prejudicial interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting when it only becomes apparent to the member during the meeting.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner. Members must withdraw from the meeting if the interest is a prejudicial interest unless a dispensation has been obtained from the Town Clerk.

Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received

### 3 Officers Disclosure of Interests

Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers

### 4 Public Participation

To adjourn the meeting to allow members of the public to make representation on the business item on the agenda for the meeting.

Note: No resolution can be made under public participation

### 5 Minutes

5.1 To approve the draft minutes of the Policies and Governance committee meeting held on 21 June 2017

5.2 To approve the draft minutes of the Extraordinary Policies and Governance committee meeting held on 19 July 2017

### 6 Local Government Information

To receive the White Rose update newsletter dated August 2017 (previously circulated)

- 7 Keighley Community Emergency and Flood Plan**  
To receive an update on the development of the plan and consider any further actions required by the committee or Council
- 8 University Leeds Research Project**  
To receive a report from Councillor Fletcher (Council representative) on the recent attendance at the University of Leeds to assist with a research project – deferred from the last meeting
- 9 Keighley Town Council Newsletter**  
To receive an update from the working group on the KTC connect Autumn 2017 newsletter
- 10 Mayoral Handbook**  
The full Council at its meeting held on the 27 July 2017 recommended that the Policies and Governance committee review the mayoral handbook with specific reference to the effect on political career; Point 6 (111) ad Point 12'
- 11 Mayoral Cadet Scheme**  
The full Council at its meeting held on the 27 July 2017 recommended that the Policies and Governance committee recommends to research and explore the mayoral cadet scheme, making any necessary changes to the mayoral handbook, to bring back to full council to adopt and implement the scheme. The Clerk will table information for members to consider.
- 12 Notice of Motion: Changes to the Scheme of Delegation**  
In accordance with standing order 9: Motion moved by Councillor Luke Maunsell  
To review the Scheme of Delegation and to consider changes that relate to the discharge and delegation of duties for Officers in Section 10C.
- To add:
- The Deputy Town Clerk is empowered to: attend the committees listed in (8C.10) as the committee Clerk, advise the committees as required and for the discharge of all matters relating to those committees.
  - The Deputy Town Clerk is not authorised to deal with any matters relating to any other committees unless delegated to do so by the Proper Officer. In these circumstances, the delegation must be noted in the Delegations Register and the reason for the delegation minuted at the relevant committee's meeting.
- 13 Youth Council and Building Links with Schools**  
To reconsider and investigate setting up a youth council – Minute reference 2015/051, Councillors Dermondy and Khan were tasked to possibility of setting up a Youth Council and building links with schools
- Note minute reference 2015/051: Councillor Dermondy provided an update. Some schools are interested but others did not have the time to be allocated for this. There was the possibility of having a Junior/ Deputy Mayor however there was caution around this as the Council's Standing Orders have already adopted an annual 'School Achievement Awards' ceremony. It was an idea that perhaps something additional could be built in conjunction with the schools. A school could be selected to award a pupil the duty of being Junior Mayor for a month to recognise good achievement and have replica attire. Further research to be undertaken and reported at the next meeting – no further reports were made available to the committee
- 14 Local Council Award Scheme**  
To receive an update on the application and criteria requirements for the scheme

**15 Training**

To receive the YLCA training calendar from September to November 2017 and to consider any training needs for members of the committee and the council. The Clerk has received a request from a vice-chair to attend the full chairmanship training course at a cost of £115.00. The full day course has previously been recommended for committee chairs only due to budget constraints.

**16 Council Strategy – Aims and Objectives 2017/18**

To consider a vision and strategy for Keighley and the Council which incorporates economic, environmental and health issues and where possible compliments the district strategic policy, whilst ensuring best practices for the Town Council. A copy of the Council's Aims and Achievements that were agreed last year and which forms part of the Annual Report is to be tabled. This committee is tasked to update the document and agree the aims and objectives for 2017/18.

**17 Social Media & Keighley Town Guide**

17.1 To receive an update on the production of the Keighley Town Guide

17.2 To receive an update from the Town Mayor on the formal complaint submitted to the Standards board (minute reference 2017/016.4)

17.3 To review the Social Media and Press Policy in view of a response received from the BMDC Locum Lawyer, Property, Commercial and Planning Team Officer in relation to a complaint submitted by the Proper Officer to the Standards board. As this agenda item may contain sensitive/confidential information, it may be proposed to be held under the Public Bodies Admissions to Meetings Act 1960.

**18 Financial Committee Reports**

18.1 To approve the Policies and Governance committee payments for July 2017 and to note that there are no payments made for June 2017

18.2 To receive the Policies and Governance monthly financial committee report

The schedules of committee payments shall be signed by the Committee chair and included as an annex to the minutes, subject to any redaction to protect personal information.

**19 Any items for discussion for a future agenda**

To notify the Clerk of matters for inclusion on the agenda of the next meeting.

- Standing Orders (Attendance during confidential sessions at HR meetings)

**20 Date of next committee meeting**

To note the date of the next committee meeting scheduled for Wednesday 08 November 2017, Brigg Room, Town Hall.