

## KEIGHLEY TOWN COUNCIL



Mr Joe Cooney  
Town Clerk  
15<sup>th</sup> January 2020

E-mail: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the **Policies & Governance** Committee to be held in the **Victoria Meeting Room**, Keighley Civic Centre on **Wednesday 22<sup>nd</sup> January 2020 at 6pm.**

Mr Joe Cooney  
Town Clerk

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### COMMITTEE MEMBERSHIP

Mayor or Deputy Mayor (Ex-Officio)  
Councillor J. Adams – Chairman  
Councillor M. Westerman- Vice-Chair  
Councillor J. Akhtar  
Councillor C. Chapman

Councillor S. Cooper  
Councillor M. Curtis  
Councillor M. Dowse  
Councillor M. Walker

\*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 Town 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.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

## **AGENDA**

### **1. Fire Announcement**

### **2. Apologies for absence**

Members are asked to receive apologies of absence for this meeting

### **3. Declarations of Interest**

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests)

(Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer).

i) Declarations of Interest from Members

ii) Declarations of Interest from Officers

### **4. Public Participation**

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item. Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### **5. Minutes – For Decision**

To approve the draft minutes of the ordinary meeting of the Policies and Governance Committee held Monday 4th November 2019.

To approve to draft minutes of the extra-ordinary meeting of the Policies and Governance Committee held Thursday 9<sup>th</sup> January 2020.

Copies attached

### **6. Handbook for Councillors – For Noting**

The Town Clerk is in the process of reviewing all current Council documentation, including a handbook for Councillors. A further report will be provided at a future committee meeting.

### **7. Handbook for Staff – For Noting**

Ellis Whittam the Council's HR advisors are currently writing a new staff handbook which will be presented to committee at the March meeting.

### **8. Councillor Tablets and GDPR Training – For Noting**

Currently 3 Councillors are yet to undergo the required GDPR training. Further training dates are currently being investigated.

### **9. Review for the following Policies: - For Decision**

- i) Employee Code of Conduct
- ii) Complaints Policy
- iii) Document Retention Policy
- iv) Freedom of Information Act
- v) Health & Safety Policy

- vi) Member Code of Conduct Policy
- vii) Recording of Meetings Policy
- viii) Volunteer Policy

#### **10. Any items for discussion for a future agenda**

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

#### **11. Date of next committee meeting – For Decision**

The next scheduled meeting of the Policies and Governance Committee is due to be held on Monday 2<sup>nd</sup> March 2020.