



KEIGHLEY TOWN COUNCIL

Minutes of the Policy & Governance (PG) Committee held Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 6 September 2022

Present: Councillor Westerman - Chairman
Councillor Abberton
Councillor Ahmed
Councillor Akhtar
Councillor Curtis
Councillor M Walker
Councillor Maunsell – Ex Officio

Also Present: Joe Cooney, Town Clerk

Minute Ref	Agenda Item
024/2022 (PG)	Welcome from Chairman Cllr Westerman welcomed members to the meeting.
025/2022 (PG)	Apologies for Absence Cllr Kates RESOLVED to accept and record the above apologies.
026/2022 (PG)	Declaration of Interest RESOLVED there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.
027/2022 (PG)	Public Question Time None.
028/2022 (PG)	Minutes The following amendment was made to minute 020/2022(PG) “RESOLVED members recommend to Full Council that Cllr M Walker be re-appointed to the Community Governance Working Group.” Proposed by Cllr Westerman, seconded by Cllr Adams that the above amendment be made to the minutes.

	RESOLVED Members approved the amended minutes of the meeting of the Policies & Governance Committee held on Tuesday 5 July 2022.
029/2022 (PG)	<p>Progress Report</p> <p>Members received a progress update on decisions taken at the last committee meeting on Tuesday 6 July 2022.</p> <p>NOTED.</p>
030/2022 (PG)	<p>Town Plan</p> <p>Members received an update report from the Assistant Town Clerk/CDO on the town plan progress.</p> <p>RESOLVED members noted the Town Plan progress.</p>
031/2022 (PG)	<p>Community Governance Review</p> <p>Members considered a report from the Town Clerk on the progress of the Community Governance Review and the internal structure of the town council.</p> <p>RESOLVED members noted the update on the Community Governance Review process being undertaken by Bradford MDC.</p> <p>RESOLVED members disbanded the current Community Governance Steering Group following its completion of the review of the council wards and Councillor numbers.</p> <p>RESOLVED members established a Working Group to review the internal governance of the council.</p> <p>RESOLVED members approved the Terms of Reference for the Working Group</p> <p>RESOLVED members appointed Cllrs Abberton, Adams, Curtis and M Walker plus the Town Mayor and Deputy Town Mayor to sit on the working group.</p> <p>RESOLVED members requested recommendations from the Working Group be presented to a future Policies & Governance Committee meeting for consideration.</p>
032/2022 (PG)	<p>Press Coverage</p> <p>Members considered a report from the Town Clerk detailing the council's recent press coverage.</p> <p>NOTED.</p>
033/2022 (PG)	Violence at Work Policy

	<p>Members considered a report from the Town Clerk on a draft Violence at Work Policy.</p> <p>RESOLVED members recommend Full Council adopt the Violence at Work Policy.</p>
034/2022 (PG)	<p>Key Performance Indicators</p> <p>Members considered a report from the Town Clerk detailing the performance of the council's KPI's in the first quarter (April 2022 – June 2022).</p> <p>NOTED.</p>
035/2022 (PG)	<p>Town Plan Refresh</p> <p>Members considered a report from the Town Clerk on the arrangements for the start of the Town Plan Refresh.</p> <p>RESOLVED members noted the Community Development Committee has allocated £3,750 towards the Town Plan refresh programme.</p> <p>RESOLVED members noted the budget allocated by the Community Development Committee will be managed by the Town Clerk.</p> <p>RESOLVED members delegated authority to the Town Clerk to undertake the necessary consultations to assist members in developing the Town Plan 2023 - 2027.</p> <p>RESOLVED members requested regular updates on the consultation process be presented to the Policies & Governance Committee.</p> <p>RESOLVED members noted the important role all elected members will have as part of the consultation process.</p>
036/2022 (PG)	<p>Keighley Locality Plan</p> <p>Members considered a report from the Town Clerk regarding Bradford MDC Keighley Locality Plan.</p> <p>RESOLVED members noted the Keighley Locality Plan 2022-2025.</p> <p>RESOLVED members approved the town council response to the Locality Plan.</p> <p>RESOLVED members requested the Town Clerk share the town council response with all town Councillors and district Councillors.</p> <p>RESOLVED members requested the Town Clerk ensures relevant town council committees are consulted on support for the locality plan and any budgetary requirements are approved by the relevant committee.</p>

	RESOLVED members delegated authority to the Town Clerk to develop details of the proposals with the relevant Bradford MDC Officers and provide reports to the relevant committees.
037/2022 (PG)	<p>Haworth & Cross Roads Community Governance Review</p> <p>Members considered if the town council should submit a response to the consultation on the proposal to abolish Haworth, Cross Roads and Stanbury Parish Council and replace it with two new Parish Councils; Haworth and Stanbury Parish Council and Cross Roads Parish Council.</p> <p>RESOLVED that the Council takes no view on the consultation.</p>
038/2022 (PG)	<p>Post Office Consultation</p> <p>To consider a response to the consultation on the proposed new location for the Post Office within the Town Centre.</p> <p>RESOLVED members support the proposed location and instructs the Town Clerk to submit a response to the ongoing consultation.</p>
039/2022 (PG)	<p>Civility & Respect Pledge</p> <p>Members considered a report from the Town Clerk relating to the Civility & Respect pledge.</p> <p>RESOLVED members recommend the draft Dignity at Work Policy to Full Council for approval.</p> <p>RESOLVED members recommend Full Council sign the Civility & Respect pledge.</p> <p>RESOLVED members request the Town Clerk include reference to the definitions of Antisemitism and Islamophobia into the pledge to be signed by Full Council.</p>
040/2022 (PG)	<p>Future Agenda Items</p> <p>None.</p>
041/2022 (PG)	<p>Date of next meeting</p> <p>RESOLVED The date of the next meeting of this committee will be held on Tuesday 4 October 2022</p>

013/2022 (PG) Welcome

Cllr Westerman welcomed everyone to the meeting.

014/2022 (PG) Apologies for absence

Cllr Adams
Cllr Curtis

RESOLVED to accept and record the above apologies.

015/2022 (PG) Declarations of Interest

RESOLVED there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

016/2022 (PG) Public Question Time

None.

017/2022 (PG) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday 7 June 2022 be confirmed as a true record of the proceedings and signed by the Chair.

018/2022 (PG) Progress Report

NOTED - the progress report following the last meeting held Tuesday 7 June 2022.

019/2022 (PG) Town Plan

Members considered the Town Plan Update

RESOLVED members note the report.

020/2022 (PG) Community Governance Working Group

Members considered the recommendations from the Community Governance Working Group, relating to a revised number of wards and councillors for Keighley Town Council.

RESOLVED members approved the draft warding arrangements proposed by the Community Governance Working Group. (Attached to Minutes as Appendix A)

RESOLVED members note the recommendations includes reducing the number of Councillors from 30 to 25.

RESOLVED members note the draft warding arrangements would include 5 two member wards and 5 three member wards.

RESOLVED members recommend Council the draft proposals to form part of the council's formal response to the public consultation that will be undertaken by Bradford MDC as part of the Governance Review.

RESOLVED members note that Council will be required to approve the council response to the public consultation.

RESOLVED members requested the Town Clerk provide a report to the next committee meeting on the options to review the internal governance of the town council.

RESOLVED members re-appointed Cllr M Walker to the Community Governance Working Group.

The Town Clerk advised the committee couldn't reverse a decision taken by Council on 19 May 2022 but should refer the item back to Council at their next meeting. The Town Clerk's advice was this resolution was not in accordance with the Council's Standing Orders.

021/2022 (PG) Press Coverage

Agenda item deferred to the September committee meeting.

022/2022 (PG) Items for future agenda

None

023/2022 (PG) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Tuesday 6 September 2022 at 6.00pm.

Signed Date
Chair