

Melbourn Parish Council
Minutes of Meeting

December 1, 2016

2.00

Type of Meeting: Code of Conduct Working Party

Meeting Facilitator: Diana Barker

Invitees: Julie Norman, Sally Ann Hart, Steve Kilmurray, Howard Gascoyne

I. Call to order

II. Roll call

III. Approval of minutes from last meeting: These were approved after Diana agreed to delete 2 short items.

IV. Open issues

- a) Complaints Procedure, Staff, Administration and Service Providers: It was agreed that the Panel should consist of 5 members none of whom would be members of the HR Panel. It was noted that on Page 5, employee(s) needed changing to councillors (s). Cllr Norman had checked that the disciplinary procedures are in line with current disciplinary ones.

New Business

- a) Complaints Procedure Councillors: It was agreed to add a Yes/No box with the question "Did you have any help answering this form?".
- b) Policy Decision Matrix: It was agreed to add side headings to aid ease of use. It was agreed that if a member of public is concerned about harassment by a Councillor they should contact the police. The clerk should be notified for information. It was agreed that the matrix will be available in the Clerk's Office, but will not be part of the Working Party's report.
- c) Pollock's Proposals: Discussion on these revolved largely around Mr. Pollock's 6 proposals on the second page of his letter. It was agreed that all these were being covered by the revising of the Code of Conduct and of Standing Orders, giving new Councillors CAPALC training, advertising vacancies, recording of Minutes of

meetings on the website, and the proposed production of a newsletter as part of a regular publication cycle. Cllr Norman was keen to stress that the overall aim of the Council now was to bring more people in, and to increase diversity.

- d) Working Party's Report to Council: Cllr Norman presented a draft report. Most amendments needed to these were minor grammatical ones. All agreed that Mr Pollock should be thanked for his considered contribution to the debate. It was agreed that the Working Party would meet in the New Year to review Standing Orders, and that Diana Barker would present the current report at the next Council Meeting.

VI. Adjournment: Diana Barker adjourned the meeting at 4.00.