



MINUTES OF THE POLICY AND RESOURCES COMMITTEE

LG1, SALISBURY GARDENS

9AM

18 DECEMBER 2024

Members present:-

Councillors: Steve Cooper (Chair); Ian Bond; Julie Hutchison; Steve Milford; John Watkins

Clerk: Katherine Baldwin

MINUTE	SUBJECT	DRAFT
70/24	PUBLIC FORUM There were no members of the public.	
71/24	APOLOGIES FOR ABSENCE There were no apologies for absence.	
72/24	DECLARATIONS OF INTEREST There were no Declarations of Interest.	
73/24	MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2024 The Minutes of the Policy and Resources Committee meeting of 11 November 2024, having been previously circulated to Members were taken as read. Cllr Bond wished to note that Cllr Mark Jefferies had also spoken on the item regarding the Committee Restructure in the Public Forum section of the meeting. Cllr Jefferies had noted that the proposed Committee Restructure would revert to working groups which had not worked effectively prior to the current structure. Cllr Bond requested that the resolution with regard to the Committee Restructure be re-worded to replace “until May 2025” with “for the next council to review during its term, should it so decide”. It was unanimously resolved to: Accept the minutes of the Policy and Resources Committee meeting of 11 November 2024, subject to the amendments proposed by Cllr Ian Bond.	
74/24	POLICIES REVIEW <u>Adult Safeguarding Policy; Safeguarding Young People Policy; Child Protection and Vulnerable Adults Policy</u> The Child Protection and Vulnerable Adults Policy was discussed, and it was agreed that the NALC model should be adopted. It was agreed to: Approve the replacement of the current Adult Safeguarding Policy, and Safeguarding Young People Policy with the Child Protection and Vulnerable Adults Policy, and refer the Child Protection and Vulnerable Adults Policy to the Town Council for adoption. The Child Protection Policy is to be reviewed in September 2026. <u>Data Protection Policy</u> The Data Protection Policy was discussed, and it was agreed that the NALC model should be adopted. It was agreed to: Approve the replacement of the current version of the Data Protection Policy, as adopted by the Town Council meeting of 9 September 2023, with the NALC model version. The Data Protection Policy is to be reviewed in July 2026.	

Document Retention and Disposal Policy

The Documents Retention and Disposal Policy was discussed. Cllr Milford noted that the retention period for financial records is seven years so this needs to be amended.

It was agreed to:

Approve the replacement of the current Document Retention and Disposal Policy with the SLCC Model version subject to the amendment suggested by Cllr Milford. The Document Retention and Disposal Policy is to be reviewed in July 2026.

Health and Safety Policy

The Health and Safety Policy was discussed, and it was noted that the fire section is too light and needs to be revised. The reference to senior managers needs to be removed and there needs to be reference as to the appointed Fire Marshals and First Aiders. S27 needs to refer to the legal requirement to look at contractors' risk assessments and how they will do the work and mitigate risk.

It was agreed that:

The Health and Safety Policy is to be amended and reconsidered at the Policy and Resources Committee in February 2025.

Lone Working Policy

The Lone Working Policy was discussed, and it was questioned whether the staff are using their own devices for communication. The Town Clerk confirmed that staff had not been issued with work mobiles so it would be their own devices.

It was agreed to:

Approve the replacement of the current Lone Working Policy with the SLCC model version. The Lone Working Policy is to be reviewed in June 2026.

Publication Scheme

The Publication Scheme was discussed.

It was agreed to:

Approve the replacement of the current Publication Scheme with the SLCC model version. The Publication Scheme is to be reviewed in September 2026.

Redundancy Policy

The Redundancy Policy was discussed. Section 6 requires more information regarding a rationale on consultation, how many staff would be involved, how the consultation would be conducted and the involvement of councillors and trade unions. Section 5.2 is to be removed. At the end of 7.5, the words "who can act as the employee's advocate" needs to be added. In 7.5, it needs to refer to the Mayor and two members appointed by the Policy and Resources Committee.

It was agreed to:

Approve the Redundancy Policy subject to the amendments suggested by the Committee. The Redundancy Policy is to be reviewed in February 2026.

Scheme of Delegations

The Scheme of Delegations was discussed.

It was agreed to:

Approve the amendments to the Scheme of Delegations. The Scheme of Delegations is to be reviewed in April 2026.

Sickness Absence Policy

The Sickness Absence Policy was discussed. The references to the HR Committee need to be replaced with Policy and Resources Committee.

It was agreed to:

Amend the Sickness Absence to make reference to the Policy and Resources Committee. The Sickness Absence Policy is to be reviewed in September 2025.

Social Media Policy for Councillors

The Social Media Policy for Councillors was discussed. The reference to monitoring is to be removed and any references to Twitter need to be changed to X.

It was agreed to:

Amend the Social Media Policy for Councillors with reference to monitoring, and Twitter. The Social Media Policy for Councillors is to be reviewed in June 2026.

Social Media Policy

The Social Media Policy was discussed. Any references to Twitter need to be changed to X.

It was agreed to:

Amended the Social Media Policy to change any references to Twitter to X. The Social Media Policy is to be reviewed in June 2026.

Staff Structure

It was noted that the Staff Structure is out of date and the Town Clerk would present the new structure in early 2025.

Standing Orders

The Committees were discussed with specific concerns raised as to meetings just being quorate despite having five members for each committee. It was suggested that there could be a substitute for each Committee and an attendance record could be published.

It was agreed to:

Delete the notice requirements in 6a (iv) of the Standing Orders. Refer to the Town Council the matter of having a substitute for each committee. The Standing Orders are to be reviewed in April 2026.

Volunteer Policy

The Volunteer Policy was discussed. It was noted that the word “activity” was missing after “regulated” in 8.1. It was noted that 4.2 should include “adhere to”. It was suggested that a paragraph is added to note that the Policy is applicable to Councillors when they are acting in a voluntary capacity such as assisting at the summer events organised by the Town Council.

It was agreed to:

Amend the Volunteer Policy as suggested by the Committee. The Volunteer Policy is to be reviewed in July 2026.

75/24 COMMUNICATIONS

The methods of communications used by Ventnor Town Council were discussed. It was noted that Councillors should be having input with regard to the newsletter. The Town Clerk would be sending out a newsletter quarterly with the next edition to be sent out in January 2025. It was suggested that the Town Clerk provide the Councillors with some guidance as to the length and content of articles and whether photographs can be included. The Town Clerk would email Councillors regarding content for the January newsletter. It was suggested that the newsletter could be distributed with the Chronicle.

It was suggested that the Members have a dedicated space on Facebook which would be for information only and not political. It was suggested that comments are turned off. The Town Clerk would ask officers about the best way to approach setting up a group/dedicated space on Facebook.

It was noted that there are noticeboards in various locations which are not used by the Town Council and there is uncertainty as to who owns the boards. The Town Clerk would check on the boards and ownership.

The website was discussed.

76/24 **EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the following items:

It was resolved under the Public Bodies Admissions to Meetings (1960) Act: to exclude the Public and Press whilst the next items are under discussion as they are of a confidential nature.

The meeting closed at 11.28 am

SIGNED BY THE CHAIR

DATE
