



**TO: ALL MEMBERS
OF THE COUNCIL**

Ref: PAR/SS/LM/P&R

Date: 7th February 2024

Dear Councillor,

In accordance with the provisions of the Local Government Act 1972 you are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held at Newton's Place, Wolborough Street Newton Abbot on **WEDNESDAY 14th FEBRUARY 2024** at 7.00 p.m.

Yours sincerely

Town Clerk

AGENDA

PART 1

A - GENERAL COMMITTEE BUSINESS

1. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

2. INTERESTS

In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting.

3. MINUTES

To agree as a correct record the minutes of the Meetings of the Policy & Resources Committee held on 25th October 2023. **APPENDIX A**

Town Clerk: P.A. Rowe

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4. **PUBLIC PARTICIPATION** (7.00 – 7.15 p.m.)

The Committee sets aside, a short period at the commencement of the meeting when the public can ask questions or make statements in accordance with the rules of public participation as contained at the end of this agenda.

5. **REPRESENTATIVES ON OUTSIDE BODIES**

- (a) To receive reports of Members' attendance at any meetings of outside bodies.
- (b) To receive reports received from Outside bodies.

B – ITEMS FOR DECISION

6. **POLICIES**

To consider and review the following policy for approval and adoption:

- Equality & Diversity Policy **APPENDIX B**
- Training & Development Policy **APPENDIX C**
- Recruitment Policy **APPENDIX D**
- Mobile Phone Policy **APPENDIX E**
- GDPR Policy **APPENDIX F**

7. **HEALTH & SAFETY AT WORK ACT 1974**

To discuss and consider a recommendation from the Staffing Sub-Committee in accordance with minute number 23/12(S06):

That this Council seeks legal advice under the Health and Safety Act 1974 on powers available to it, to remove or ban from its premises any individual who it deems to be a risk to the welfare of its staff, Councillors and visitors.

8. **LEGAL SUPPORT**

To discuss legal support for the Council, including Employment Law, Human Resources and Health & Safety. **APPENDIX G**

9. **SUB COMMITTEES/WORKING PARTIES/FORUMS**

To receive and in so far as may be necessary to approve reports, minutes and recommendations of the under mentioned Committees as presented by the respective Committee Chairperson: -

- The Minutes of the Meeting of the Staffing Sub Committee held on 6th December 2023, as presented by the Chairperson, Councillor D Corney-Walker. **APPENDIX H**

10. **STAFFING SUB COMMITTEE – TERMS OF REFERENCE**

- a) To consider establishing a Staffing Committee to replace the current Staffing Sub Committee.
- b) To consider and agree the Staffing Committee terms of reference.

APPENDIX I

11. **ACCOUNTS/INCOME & EXPENDITURE**

To receive and approve an overview of Income and Expenditure for the Policy & Resources Committee for the period 1st April 2023 – 31st December 2023.

APPENDIX J

C – ITEMS FOR INFORMATION ONLY

12. **LATE CORRESPONDENCE (IF ANY)**

Details will be circulated and will be for information only.

13. **DATE OF NEXT MEETING**

Wednesday 19th June 2024.

DISTRIBUTION

All Members of the Council
Representatives of the local press
Public Noticeboards

RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF NEWTON ABBOT TOWN COUNCIL AND ITS COMMITTEES/SUB-COMMITTEES

The Council will set aside a short period at the commencement of each meeting when members of the public can ask questions or make statements.

Should an individual or representative of a group or body wish to address Members of the Council the following rules are to be followed: -

1. General

Members of the public may ask questions or make statements at ordinary meetings of the Council and its Committees and Sub-Committees. If an informal group have a common interest, one of their number is to be identified to speak on behalf of the whole.

2. Order

Questions/statements will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3. Notice

A question or statement may only be taken if notice has been given by delivering it in writing or by electronic mail to the Clerk no later than 48 hours before the day of the meeting.

4. Number

At any one meeting no person may submit more than one question/statement.

5. Scope

The Clerk may reject a question/statement if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town of Newton Abbot;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential information.

6. Speaking at the meeting

The Chairman will invite the individual to put the question/statement to the Meeting. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman or Clerk to put the question on their behalf.

7. Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 5 above.