

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 29th October 2014 at 5.45pm in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

PRESENT: Cllrs Philip Andokou, Julius Hogben, Emma Morgan, Susanna Rustin, Emma Sweeney

In attendance: Cllr Ryan Dalton
Linda Butcher, Director

APOLOGIES FOR ABSENCE

Cllr Musa Ahmed – family commitment
Cllr Gill Fitzhugh – family commitment
Cllr Katie Cowan – work commitment
Cllr Angela Singhate – family commitment

As both the Chairman and Vice Chairman were absent, Cllr Emma Sweeney was elected to chair this meeting.

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

There were none

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

MINUTES

Minutes of the Policy and Resources Committee meeting held on 15th October 2014

P&R.110 RESOLVED that the minutes of the Policy and Resources Committee meeting held on 15th October 2014 be taken as read, confirmed as a correct record and signed by the Chairman.

POLICY DOCUMENTS

To review policy documents

The Director explained that the Council must adopt and have on file certain documents in order to ensure that it can carry out its business in a professional manner. One matter that she required a decision upon was whether the Council intended to charge people for photocopies of items, she explain that she needed to know in order to complete the Council's Publication Scheme.

P&R.111 RESOLVED that there would be hard copies in the office for people to view and residents could request five copies per year free. Any copies over and above five would be charged at 10p per A4 sheet. All commercial requests would be charged at 10p per A4 sheet.

P&R.112 RESOLVED to adopt the Training Policy as submitted.

P&R.113 RESOLVED to adopt the *Disciplinary Policy as submitted.

P&R.114 RESOLVED to adopt the *Grievance Policy as submitted.

P&R.115 RESOLVED to adopt the Scheme of Delegation as submitted.

P&R.116 RESOLVED to adopt the Health and Safety Policy as submitted.

P&R.117 RESOLVED to adopt the Health and Safety for Volunteers Policy as submitted.

P&R.118 RESOLVED to adopt the Risk Management Policy as submitted.

P&R.119 RESOLVED to adopt the Sickness/Absence Management Policy as submitted.

* The Director explained that the Disciplinary and Grievance policies are for staff matters and that any Panel set up (comprising usually 3 Councillors) must be discrete from all other Councillors in order to ensure there is an Appeal Process available in the case of dispute over a decision. It was AGREED this matter will be explained at a Full Council Meeting.

The meeting closed at 6.23pm