

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD THROUGH VIDEO  
TELECONFERENCING ON TUESDAY 16<sup>TH</sup> JUNE 2020 AT 6.30PM**

PRESENT: Mrs J Antill – Chair

The Mayor, Mr J Owen (Ex-Officio)  
Mrs S Ayres  
Mr S Barrett  
Mr T Cresswell  
Mrs J Osborne  
Miss A Owen  
Mr R Spivey

Mr C Griffin – Town Clerk  
Mrs J Budd – Deputy Town Clerk  
Cllr S Hall – In attendance  
Cllr Ms E Murphy – In attendance

1. **SUBSTITUTES AND APOLOGIES**

**Apoloies for absence were received from Mr N Bennett, Ms L Fowler and Mr D Williams.**

**Mr T Cresswell attended as a substitute for Ms L Fowler.**

**Miss A Owen attended as a substitute for Mr D Williams.**

2. **DECLARATIONS OF INTERESTS**

**In accordance with guidance from Babergh District Council’s Standards Committee, Mrs Ayres, Mr Cresswell, Miss Owen and Mrs Osborne declared that they are Babergh District Councillors. Mr Owen declared that he is a Suffolk County Councillor. Members asked that it be noted that their views expressed at this meeting would be based on information available at the time and might not be the same as those expressed at meetings involving other councils.**

3. **DECLARATION OF GIFTS AND HOSPITALITY**

**No declarations of gifts or hospitality were received.**

4. **REQUESTS FOR DISPENSATION**

**No requests for dispensation had been received.**

5. **MINUTES**

**RESOLVED**

**That the minutes of the Policy and Resources meeting held on the 19<sup>th</sup> May 2020 be confirmed and signed as a correct record. These had been approved and adopted at the June Full Council meeting.**

## 6. POLICIES

The Town Clerk had circulated to members a table showing all the existing policies that he could find on the Council 'Master' drive. These were grouped as follows:

- Policies that had been officially adopted by the Council.
- Policies that were dated but not adopted.
- Policies that were neither dated nor adopted.
- Protocols and Procedures.
- Policies required.
- Past Political Policy Positions.

He suggested that members consider the priority for reviewing existing policies and drafting new policies.

The Town Clerk advised that, where there was no mandatory requirement for more frequent review, a standard timescale of review every 5 years after adoption would be appropriate.

The highest priority for new policies was to create an Alcohol and Drugs policy, followed by an Information Technology Use policy. Since he had drafted the table, the need for a policy on the loan of Council property had become apparent and he proposed this as the third priority.

In addition, the Town Clerk informed members that he was drafting a Staff Handbook and that would be the most appropriate place to bring all the HR policies together. This would include; maternity, paternity, whistle blowing, stress, etc. When this draft is ready, it will first go to the HR Committee for their approval.

### **RECOMMENDED**

**That the Town Clerk continues to work on the following new policies as the highest priority:**

**Alcohol and Drugs  
Information Technology Use  
Loan of Council Property**

**That the policies for Grant Aid and Anti-Fraud & Corruption be placed on the July agenda for updating.**

**That the July meeting discuss the proposal for a Lesbian, Gay, Bi-sexual and Transgender (LGBT) policy and whether this might form part of a wider holistic equality policy, together with the current Racial Equality and Equal Opportunities policies.**

**That the proposed review dates be added into the right hand column and the 'comments' column be filled in with as much detail as required. The review date for each policy should be every 5 years unless otherwise stated.**

**That the Sudbury & Its Future policy be replaced with the current Sudbury Vision document.**

**That the 'A' board policy be added onto the list.**

7. FORWARD WORK PLAN

**RECOMMENDED**

**This matter was deferred to the July meeting.**

The meeting concluded at 7.15 pm

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Chairman