

**INGLEBY BARWICK TOWN COUNCIL
MINUTES OF THE POLICY COMMITTEE HELD AT
6.00PM ON THURSDAY 11TH FEBRUARY 2021
VIA ZOOM**

PRESENT: Cllr J Irwin (Chairman), J Emmerson, J Kirby, M Patterson, T Strike and S A Watson.

IN ATTENDANCE: J McGeeney (Town Clerk)

1. **Apologies for absence:** None.
2. **Introduction and Terms of Reference:** As this was the first meeting of the Policy Committee, Members were reminded of the Terms of Reference of the Committee. The primary objective of the Committee was to assist the Town Council in governing, reviewing and developing its suite of policy documents. The committee would nominate councillors and/or staff with the relevant expertise and experience to undertake policy reviews.
3. **Policy Committee Workplan:** It was felt that as a starting point to the review of the Town Councils Policies, a detailed work programme be established which would prioritise each of the Policies, assign a reviewer and detail progress made.

The Policies identified to be reviewed in the first instance included:

- Complaints Procedure Policy
- Grievance Procedure
- Persistent and Vexatious Complaints & Correspondence Policy
- Protocol between Councillors and Council Employees
- Delegation Scheme
- Communications Policy
- Social Media Policy

In addition to current Policies, it was identified that the following should also be included:-

- Email Communication between Councillors
- Privacy Notice for website
- Conflicts of interest

Further Updates would be provided to future meetings and presented to Town Council for approval.

4. **Date of Next Meeting:** The next meeting of the Policy Committee would be held on Thursday 11th March 2021 at 6.00pm

The meeting ended at 6.45pm.