

STAPLEHURST PARISH COUNCIL

Policy Group

Meeting notes - Thursday 27th August 2009

Present: Councillors Arger, Perry, Fairfax, Best (notes).

Apologies: None.

Matters carried forward from previous meeting

Action Point 060809-01 Councillor Fairfax to draft Democracy and Citizenship section - ongoing

Action Point 060809-02 Councillor Best to draft Training - ongoing

Action Point 060809-03 Councillor Best to investigate costs and overheads of supporting commercial activity on the website. - ongoing

Quality Council Accreditation

Councillor Fairfax reported that the program of work for submitting the Quality Council re-accreditation proposal was proceeding on schedule and the deadline date for completion was October 9th. It is expected to have all the work completed by mid-September.

It was agreed that the documentation being submitted for re-accreditation did not require prior approval from the Full Council and should be submitted when complete.

In connection with the Training Policy, Councillor Best presented a draft People Development and Skills Training Needs Analysis. This was briefly discussed and then it was agreed that following consultation with the Clerk, this analysis would be taken forward for inclusion in the statement of intent section of the training policy.

It was agreed that to meet the Health & Safety training needs, a risk assessment of employee's work places and working practices would need to be completed. Councillor Best agreed to pursue this matter.

Action Point 270809-04 Councillor Best to progress Health & safety risk assessments.

Procurement and Contracting Policy

It was agreed that the Council should extend its existing policy for procurement and contracting to include guidelines on when a service or product should be supplied under terms and conditions and/or a written contract. It was agreed that a financial value above which a formal written contract should be used needs to be set and that the guidelines should also consider the matter of criticality to Council operations and business continuity. It was also agreed that this matter should be dealt with as an update to the Finance Regulations.

Action Point 060809-05 Councillor Best to propose appropriate guidelines for when formal contract arrangements should be put in place.

Meeting closed at 7.30pm

Date of Next Meeting: THURSDAY 29th October 2009, 7.00pm PARISH OFFICE