



**MINUTES OF MEETING OF
POLICY & STRATEGY COMMITTEE
Thursday 13th April 2023**

PRESENT: Chairman: Tony Smith (TS)
Cllr Jasper Graham-Jones (JG)
Cllr Stephen Remington (SR)
Cllr Martin Gregory (MG)

IN ATTENDANCE: Cllr Edwina Hannaford (via Teams) EH
Cllr Simon Barker (via Teams) (SB)

Steve Milton – Locum Clerk (LC)

14.	Welcome The Chair welcomed everyone to the meeting	ACTIONS
15.	Apologies for absence Apologies were received and accepted from Cllr Leo Leong (LL), and Cllr James Lundy (JL). Cllrs Hannaford and Barker apologised for being unable to attend in person.	
16.	Declarations of interest There were no declarations.	
17.	Questions from members of the public No members of the public were in attendance.	
18.	Minutes Resolved: that the minutes of the last meeting of the committee held on 23 rd January 2023 be approved as a correct record and signed by the Chair.	DC publish

<p>19.</p>	<p>Looe Town Council: Strategic Priorities and Action Plan The Committee discussed the updated plan following changes recommended by committees, progress made and consultation with all committee chairs. The committee further discussed how future updates and changes to the plan should be managed. It was considered important to ensure that focus was not lost through the continual addition of new priorities. Finally, the committee considered how progress might be driven forward.</p> <p>Recommended to Council:</p> <ol style="list-style-type: none"> (1) that the updated Strategic Priorities be adopted. (2) That any changes or additions to the priorities be submitted to the Clerk of the Council in the first instance and, following appraisal, submitted to the next relevant committee for consideration. All changes to be considered by Policy and Strategy Committee before final adoption by the Council. (3) That the Clerk and Locum be requested to prioritise the creation of an action plan. 	<p>LC Recommendations to be submitted to Council</p>
<p>20.</p>	<p>Standing Orders The committee considered updates and amendments recommended by the Deputy Clerk.</p> <p>Recommended to Council: that the updated standing orders be adopted.</p>	<p>LC Recommendations to be submitted to Council</p>
<p>21.</p>	<p>Council Policy Review: The committee considered the following policies as updated by the Deputy Clerk.</p> <ul style="list-style-type: none"> • Pay & Grading Policy • Unreasonable or Vexatious Complaints Policy • Dignity at Work Policy <p>Recommended to Council: That the policies be adopted, subject to the amendment of the Pay and Grading Policy relating to annual increments as follows:</p> <p>Salary Increments <i>'.... subject to satisfactory performance as assessed through annual appraisal and the Council's normal management arrangements, employees will normally progress to the next salary point on 1st April each year, subject to having completed one year's service with Looe Town Council.'</i></p>	<p>LC Recommendations to be submitted to Council</p>

22.	<p>Committee Terms of Reference and Delegated Powers</p> <p>The Committee considered the revised terms of reference and delegated powers of the Council’s executive committees. Members noted the revision were aimed at reducing duplication; referral between committees and speeding up the decision-making process.</p> <p>Recommended to Council:</p> <p>That the terms of reference and the delegated powers of the executive committees be adopted.</p>	<p>LC Recommendations to be submitted to Council</p>
23.	<p>Communications and Events Policy</p> <p>The committee discussed the need for a clear policy to guide the council’s communications and events and to provide a basis for collaboration with partners. The members felt there may be some merit in establishing a small steering group with co-opted external partners to coordinate this work. It was agreed that the locum clerk would start work on a draft policy for consideration at the next meeting.</p>	<p>LC to draft</p>
24.	<p>Part 2 - Exclusion of members of the press and public</p> <p>No confidential business was discussed.</p>	
25.	<p>Date of the next meeting: Tuesday 6th June 2023</p>	

The Meeting closed at 19.25 pm.

Signed

Date.....