

**INGLEBY BARWICK TOWN COUNCIL  
MINUTES OF THE POLICY COMMITTEE  
HELD AT 6.00PM MONDAY 6<sup>th</sup> FEBRUARY 2023**

**Present:** Cllr Patterson, (Chairman), Dodds, Irwin and Watson.

**Also in attendance:** J McGeeney Town Clerk.

1. **Housekeeping** - The Chairman advised those present of the emergency escape procedures. It was requested that mobile phones be switched to silent. If a call was received and had to be taken Members were politely requested to leave the room.
2. **Apologies for absence** – Cllr Emmerson.
3. **Declarations of Interest:** None.
4. **Workplan and Review Progress** – The following policies would be referred to the February 2023 meeting of the Town Council for approval and adoptions:-
  - Cash Handling
  - Expenses – employees
  - Expenses – members
  - Training and Development

In respect of the current workplan the following policies would be reviewed as follows:-

- CCTV – Cllr Dodds
  - Holiday Entitlement Policy – Cllr Patterson – Public/Extra statutory holidays to be checked against the Green Book and returned to the next Policy Meeting
  - Flexible Working Policy – Cllr Patterson – Section on overtime pay to be reviewed against the Green Book and returned to the next policy committee.
  - Capability Policy – Cllr Watson – working to NALC Guidance
  - Dignity at Work – Bullying and Harassment Policy – Cllr Watson – Working to NALC Guidance
5. **Date of next meeting** – Tuesday 7<sup>th</sup> March at 6.00pm

The meeting ended at 7.25pm