



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861 Fax: (01305) 266085

Dennis Holmes, Town Clerk

14th March, 2012

Dear Sir or Madam,

A MEETING of the **POLICY COMMITTEE** will be held in the **COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER** on **TUESDAY, 20th MARCH, 2012** commencing at 7.00pm.

I hope that it will be convenient for you to attend.

Yours faithfully,

Town Clerk

Public Rights to Speak

If any member of the public wishes to speak at this meeting they may be allowed to do so at the discretion of the Chair. It would be helpful if anyone who wishes to address the Committee made their desire known to the Chair before the meeting starts: anyone allowed to speak will be expected to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Declaration of Interests

Members are reminded that the Code of Conduct requires Members to declare any interest which they have in any matter under discussion. If the interest is regarded as a Personal Interest the Member may remain and take part in the consideration of the item but if the interest is a Prejudicial Interest the Member must withdraw from the Chamber during the consideration of it.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES**

To read, confirm and sign the Minutes of the Meeting of the Committee held on 17th January, 2012 (adopted by Council on 24th January, 2012).

3. **MINUTES OF MANAGEMENT PANELS**

(a) **Resources Panel – 12th March, 2012**

To receive and consider the Minutes of the Meeting of the Resources Panel held on 12th March, 2012 (copy enclosed).

(b) Risk Management Panel – 13th March, 2012

To receive and consider the Minutes of the Meeting of the Risk Management Panel held on 13th March, 2012 (copy enclosed). (The attention of the Committee is drawn to the fact that the Panel was inquorate when it met. Unfortunately, there is no opportunity for it to be reconvened because the Council will need to formally minute the outcome of a review of its risk management arrangements on 27th March and it will, therefore, be necessary for the Minutes of the Panel to be confirmed as if the meeting had been quorate.)

4. MANAGEMENT ACCOUNTS

To consider the enclosed copy Management Accounts for the period ended 29th February, 2012.

5. MEDIUM TERM FINANCIAL STRATEGY

To consider the enclosed copy report of the Financial Services Provider.

6. CORPORATE GOVERNANCE

The Council's corporate governance arrangements are under-pinned by a number of policies and procedures which are periodically reviewed. The various documents mentioned below are due for review; in the interests of economy it is not proposed to circulate copies of all of them to all Members but they are available for inspection. If any Member feels that amendments are necessary they should inform the Council Offices by 30th April so that the matter(s) can be addressed at the meeting of the Policy Committee on 15th May.

The documents scheduled for review are –

Constitutional

- Code of Corporate Governance
- Data Protection Policy
- Member-Officer Protocol
- Member Development and Training Strategy
- Procurement Strategy
- Publication Scheme
- Role of Town Councillors

Financial

- Asset Management Plan
- Treasury Management Policy

Personnel

- Appeals Procedure
- Code of Conduct for Staff
- Complaints Procedure
- Confidential Reporting Procedure
- Disciplinary Procedure
- Disciplinary Rules
- E-mail and Internet Acceptable Use Policy
- E-mail Guidelines

- Equality Policy
- Grievance Procedure
- Harassment and Bullying Policy
- Information Technology Security Strategy
- Personal Achievement and Development Scheme
- Safety Policy
- Sickness Absence Control Policy
- Stress Management Policy

Other

- Anti-Fraud and Corruption Policy

7. **URGENT ITEMS**

To consider any other items which the Chairman or Town Clerk decides are urgent.