



PUBLIC NOTICE

Procedures Review Committee members are hereby summoned to attend a meeting of the

Procedures Review Committee

to be held on Thursday 19th January 2023 at 2pm in The Parish Office

AGENDA

Public Open Forum - 5 minutes maximum

1. To receive apologies and record absences
2. To record any declarations of interest.
3. To receive and confirm the minutes of the meeting held on 3rd November 2022.
4. To consider any matters arising not elsewhere on the agenda
5. To complete the annual review of Standing Orders (begun at the November meeting) with particular reference to amendments made as a result of Legal Topic Note 5E.
 - Sections 2C (definition of DPI);
 - 3.3 J Public Open Forum at Committee meetings
 - 3.4 I Public Open Forum at Ordinary Meetings
6. To carry out a review of the GPC Code of Conduct, adopted May 2021, and decide how frequently it should be reviewed in future.
7. To share comments arising from members reviewing the council's website, as per last minutes, and to review the Quality Statements.
8. To consider any new policies:
 - Freedom of Information Created May 22
9. To consider making recommendations to Council as to how the Business Plan should be monitored and to share any sample Business Plans reviewed by members.
10. To discuss the GPC Equal Opportunities Policy along with a NALC sample Equality and Diversity Policy and presentation in order to decide the way forward.
11. To consider the need for a Home Working Policy and look at a sample policy.
12. To agree the date and time of the next meeting

Signed Jayne Cooper, Clerk, 11th January 2023

Recording of Parish Council Meetings: It is permitted for meetings to be recorded or filmed without prior permission being sought apart from confidential business. Members are reminded that they should avoid saying anything which could be slanderous. While the council and its officers may be filmed or recorded, that does not apply to filming or recording members of the public as their permission must be sought first. Any filming or recording must not be disruptive to the business of the meeting. (Ref: "The Openness of Local Government Bodies Regulations 2014").

Health & Safety: Gnosall Parish Council intends to adequately control risks to the health and safety of all parishioners and visitors to the parish, that may be adversely affected its assets, actions or inactions. The control of such risks are the responsibility of all Gnosall Parish Councillors and Gnosall Parish Council staff.