

**2018 GOVERNANCE REVIEW ACTION PLAN**

	Recommendation	Resolution - EGM Sept 2018	Action at EGM	Action to date – February 2019
R1	The Council should develop a comprehensive and ongoing training and development strategy.	This is considered priority 1	The council were given several examples of training policies and these need to be reviewed and the statement of intent adopting	<ul style="list-style-type: none"> <li>In-house Cllr training event arranged for 25 Feb 2019</li> <li>Further training to be arranged following this session once requirements established.</li> <li>Training Budget for Cllrs and Clerk included in 2019/20 Estimates.</li> </ul>
R2	The Council should develop an agreed understanding of the role and expectations for individual councillors when they are acting as Full Council, as committee members, as individuals and as representatives of the Council externally.		The Council felt that much of this was included in the Good Councillors Guide, but would like further guidance from NCALC	<ul style="list-style-type: none"> <li>To be included in In-house training event arranged for 25 Feb 2019</li> <li>Policy to be written and adopted by May 2019 setting out expectations.</li> </ul>
R3	The Council should review its policy as to how correspondence is dealt with and responded to without absorbing the limited administrative resources available to the Council. This would include an agreed policy for dealing with persistent or vexatious correspondence.	This is considered priority 1 and definitely needs to be addressed asap	Councillors were given examples of correspondence and vexatious correspondence policies to review and to be adopted as soon as possible	<ul style="list-style-type: none"> <li>Unreasonable Complainant Policy &amp; Procedure adopted Jan 2019</li> <li>Customer Service Policy to be written and adopted to set out standards of responses</li> </ul>
R4	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This is considered a priority 1	As from Oct 2018 the council will allocate 10 minutes at the start of the meeting to discuss any governance issues	<ul style="list-style-type: none"> <li>Adopted – regular agenda item</li> </ul>
R5	The Council and the clerk should agree a work schedule to ensure that the clerk’s limited availability is focussed and that there are realistic expectations on her time.		It was Resolved to set up a Staffing Committee to oversee all staff issues	<ul style="list-style-type: none"> <li>Staffing Cttee to be reformed now that all vacancies have been filled</li> <li>Member/Officer Protocol adopted at Jan 2019 meeting</li> </ul>
R6	The Council needs to agree a member-officer protocol which would include a shared agreement as to the circumstances when members should have access to officer time and how the clerk should respond to queries from individual members.	Priority 1	To be addressed	<ul style="list-style-type: none"> <li>Member/Officer Protocol Adopted at Jan 2019 meeting</li> <li>Further work required on response times to and from Cllrs and Clerk</li> </ul>
R7	The Council should ensure that there is an appropriate performance appraisal framework in place for the clerk which supports development of the clerk and ensures performance is rewarded accordingly and a clear route for the clerk to raise staffing issues.		To be addressed by the new Staffing committee	<ul style="list-style-type: none"> <li>Action outstanding – to be reviewed along with Clerks role for new appointment</li> </ul>
R8	All councillors should give an individual signed undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity.	It was Resolved to Reject this Proposal	It was felt that the councillors should have a specific meeting to address the issues and for each councillor to have their say.	<p>Resolution at Feb 2019 meeting</p> <ul style="list-style-type: none"> <li>That item R8 should remain as an outstanding matter and be reviewed at a future meeting following the NCALC full Council training scheduled for 25 February 2019</li> </ul>

	Until such respect is shown the Council cannot move forward.		The meeting would require an independent mediator and the clerk will contact Danny Moody about this. There wasn't a unanimous vote to have a closed meeting so it was Resolved to have an open meeting but it would require 100% attendance.	
R9	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed they should discuss this with the clerk and the clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. Where the concern is legitimate such a ruling should include the steps needed either to rectify the matter or the changes needed to prevent the matter re-occurring.		The six-month rule is already in the standing orders and needs to be followed	Resolution at Feb 2019 meeting <ul style="list-style-type: none"> <li>That the Clerk ensure an electronic copy of all up to date Policies and Procedures be available at all meetings for reference</li> <li>That all Councillor be issued with electronic copies of all up to date Policies and Procedures except Cllr Bates who should be provided with a hard copy</li> </ul>
R10	Where advice is needed from East Northamptonshire Council or the Northants CALC on procedural matters this should always be done through the clerk. The Monitoring Officer will continue to provide advice to individual councillors on their personal position in relation to declarations of interest but if there are concerns about the position of other councillors that advice should be asked for by, and given to, the clerk.		It was Resolved to add this statement to Standing Orders	<ul style="list-style-type: none"> <li>Action outstanding - To be included for adoption in May</li> </ul>
R11	The Parish Council should consider a process for recording or filming of future meetings.		This is already in Standing Orders	<ul style="list-style-type: none"> <li>Recording of Meetings Policy to be presented for consideration</li> </ul>
R12	The Parish Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with the clerk, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate.		It was Resolved to include this with R8	<ul style="list-style-type: none"> <li>The use of the term Clerk/Chairman and Cllrs within meeting has been introduced by Locum Clerk and Cllrs have adopted unofficially at the current time.</li> </ul>
R13	The Council needs to adopt a Disciplinary and Sickness and Absence Policy for the Clerk.		To be addressed by the staffing committee	<ul style="list-style-type: none"> <li>Action outstanding - Staff handbook to be presented for consideration</li> </ul>
R14	The Council needs to adopt a 'need to know' policy in line with legal requirements so that members are clear what information they are entitled to see.	Priority 1	To include with R1	Resolution at Feb 2019 meeting- <ul style="list-style-type: none"> <li>That further work be undertaken on the Councils governance for delegation of duties through working parties and committees</li> </ul>
R15	The Council needs to adopt an agreed policy on reporting of fly-tipping.		It was Resolved to publish on the websites the policy for reporting fly tipping	<ul style="list-style-type: none"> <li>Action unknown – if adopted it is not a written policy and not advertised on the website</li> </ul>

R16	The Council needs to review its scheme of delegation to ensure it is working as efficiently as possible.		It was Resolved to include this as part of the training policy	Resolution at Feb 2019 meeting- <ul style="list-style-type: none"> <li>That further work be undertaken on the Councils governance for delegation of duties through working parties and committees</li> </ul>
R17	The Council needs to ensure its minutes are simply a record of agreed actions and decisions in line with best practice and that those present at a meeting are clear what has been agreed.		It was Resolved that to ensure clarity the clerk will repeat back what the proposal is and what is voted on.	<ul style="list-style-type: none"> <li>Locum Clerk minutes are in preferred format. Permanent Clerk to be encouraged to continue this style of minute writing</li> </ul>
R18	All members need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and avoid confusion.		It was Resolved that all councillors bring these documents to all meetings for reference	<ul style="list-style-type: none"> <li>Action outstanding – see R9</li> </ul>
R19	The Council needs to ensure members of the public understand their role at the meeting and how the Council works through provision of appropriate information.		Both R19 and R20 are covered in Standing Orders and the Chairman reads out the statement at the meeting and it is included in the agenda. It was Resolved that the chair can invite a member of the public to give	<ul style="list-style-type: none"> <li>Public Participation Policy adopted at Jan 2019 meeting and published on website</li> </ul>
R20	The '3-minute' rule in Standing Orders should be enforced and all councillors should support the chair in ensuring the meeting is run efficiently and without conflict.		Subject matter expertise if it helps with the meeting and aides with the decision making	<ul style="list-style-type: none"> <li>Recommendation adopted</li> </ul>
R21	The Council should develop a project plan as a matter of urgency to develop proposals for the future of the playing fields to be put to the community as a whole.	Priority 1	It was Resolved that this should be done as a matter of urgency	Resolution at Feb 2019 meeting – <ul style="list-style-type: none"> <li>That a working party be formed at the APM</li> </ul>
R22	The Council should develop a project plan to review implementation of the Village Plan	Priority 1	It was Resolved that this should be done as a matter of urgency	Resolution at Feb 2019 meeting – <ul style="list-style-type: none"> <li>That a working party be formed at the APM to review the implementation of the Village Plan and move it forward</li> </ul>
R23	The Council should ensure that the public understands the work of the Parish Council, and is engaged in agreeing proposals for the long-term future of the community		This is addressed as part of the Village Plan	Resolution at Feb 2019 meeting – <ul style="list-style-type: none"> <li>That a working party be formed at the APM to review the implementation of the Village Plan and move it forward</li> </ul>
R24	The Council chair and clerk should look to learn from and share best practice with outstanding local councils		It was Resolved that the Chairman and future Clerk would discuss best practice with other outstanding councils	<ul style="list-style-type: none"> <li>Locum Clerk providing best practice advice</li> </ul>
R25	Where Easton-on-the-Hill Parish Council needs to use external support to comply with these recommendations,		It was Resolved to accept this proposal	<ul style="list-style-type: none"> <li>Action unknown</li> </ul>

	they should consult with East Northamptonshire Council and the Northants CALC before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money			
R26	Easton-on-the-Hill Parish Council should report on its progress in implementing this action plan to the monitoring officer of East Northamptonshire Council in 6 months and again in 12 months after the date of this report.		It was Resolved to report back to ENC Monitoring officer in 6 months and then 12 months	<ul style="list-style-type: none"> <li>This review submitted as 6-month report.</li> </ul>