



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP
Town Clerk/CEO: Keith Gray JP, FSLCC

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6 April 2022

To: **Residents of Aylesbury**

You are invited to attend a meeting of the Policy Committee to be held on **Wednesday 13 April 2022, at 7pm in the Council Chamber, Town Hall, Church Street, Aylesbury, HP20 2QP.**

A period not exceeding 15 minutes is made available prior to the formal start of the meeting, where the public so require, to raise issues relating to matters over which the council has duties, powers or influence.

Yours sincerely

Keith Gray

Keith Gray, JP
TOWN CLERK



AYLESBURY
TOWN COUNCIL

Policy Committee - 13 April 2022 - Agenda

- 1. Apologies**
To receive and note reasons for apologies for absence.
- 2. Declarations of Interest**
To receive and note any personal or prejudicial interests.
- 3. Minutes**
To receive, accept and sign the Minutes of 6 October 2021 (herewith)
- 4. Matters Arising**
To receive any updates from members or the Clerk
- 5. Committee Matters**
To receive updates from the Chairs of Committees
- 6. Policy Review**

a) JPPC Policy Changes

Committee to note, and agree, various changes to the policies by way of administrative matters and government changes. The Town Clerk has agreed changes in line with delegated responsibility.

JPPC POL01 Accident, Illness & Medication Consent Policy

JPPC POL02 Admission Policy

JPPC POL03 Aggressive Behaviour

JPPC POL04 Arrival and Departure Policy

JPPC POL05 Behaviour Management Policy

JPPC POL06 Suspension and Exclusion Policy

JPPC POL07 Complaints Policy

JPPC POL08 Confidential Policy

JPPC POL09 Data Protection Policy

JPPC POL10 Privacy Notice

JPPC POL11 Emergency Evacuation-Closure-Lockdown Procedure & Fire Policy
JPPC POL12 Equalities Policy
JPPC POL13 Food, Drink and Healthy Eating Policy
JPPC POL14 Food Safety Policy
JPPC POL15 Health and Safety Policy
JPPC POL16 Risk Assessments Policy
JPPC POL17 Manual Handling Policy
JPPC POL18 Intimate Care Policy
JPPC POL19 Key Worker Policy
JPPC POL20 Missing Child, Uncollected Child Policy
JPPC POL21 Alcohol, Drugs and No Smoking Policy
JPPC POL22 Outings Policy
JPPC POL23 Involving Parents and Carers Policy
JPPC POL24 Play Policy
JPPC POL25 No Platform Policy
JPPC POL26 Safeguarding and Child Protection Policy
JPPC POL27 SEN Policy
JPPC POL28 Social Media Policy for staff and casual playworkers
JPPC POL29 Staff Behaviour Policy
JPPC POL30 Visitors Policy
JPPC POL31 Parent Carer Handbook
JPPC POL33 CCTV Policy (Code of practice)
JPPC POL34 Designated Deputy
JPPC POL35 EYFS Policy
JPPC POL36 Covid-19 Policy
JPPC POL37 Minibus Accident and Breakdown Procedure
JPPC POL38 Gas Leak Procedure

b) ATC Policies

Committee to note, and agree, various changes to the policies by way of administrative matters and government changes. The Town Clerk has agreed changes in line with delegated responsibility.

ATC POL36 Recruitment Policy

7. Adoption of new policies

To review and adopt a Risk Management Policy for the council. (herewith)

8. Freda Roberts Community Award

To review and agree the criteria for the newly agreed (Policy Committee December 2021) Freda Roberts Community Award. (herewith)

9. Councillor's Emails on Website

To discuss the removal of emails from councillor's profile page on the Council's website and to be replaced with a "Contact your Councillor Form".

10. Date of Next Meeting

The date of the next meeting will be Wednesday 13 July 2022.

11. Reserved Items

To pass a motion that under the Public Bodies (Admissions to Meetings) Act 1960 (section 2) (and as extended by section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

12. Annual Appraisal of staff and Salary Increase under the Incremental Pay Progression adopted by the Council

To receive a briefing paper including proposals and recommendations regarding the above matters and to make decisions as appropriate (herewith).