

Minutes of the meeting of the **Advisory and Scrutiny Committee** held on Thursday 16th April 2026 at 7.30pm via Zoom.

In attendance: Cllr K Applegate (Chair), Cllr R Tungate, Cllr A Bonham
Clerk: Mrs Claudia Dickson
Members of the public: 0

1. Apologies for absence

None.

2. Declarations of interest

None received.

3. Minutes of the last meeting

The minutes of the meeting held on 17th March 2026 were AGREED as a true and correct record of the meeting and will be signed by the Chair.

4. Matters arising from the previous minutes

None.

5. Public Participation

None.

6. Meeting resumed

7. Training Policy

The committee considered a new Training Policy drafted by the Staffing Committee. No amendments were put forward.

The Training Policy was recommended to full Council for approval.

8. Risk Register (Risk Management Scheme)

This has not been reviewed since 2021. The Clerk updated the Actions column to reflect current working practices. It is a register of identified risks. The amendments were accepted.

The updated Risk Register was recommended to full Council for approval.

9. Risk Management Policy

This has also not been reviewed since 2021. The committee did not understand the second part of the Policy. The Roles and Responsibilities flow chart was removed.

The Risk Management Strategy was renamed Risk Management Guidelines. Small wording changes were made to the working party guidelines and a separate Risk Management Guidelines section was created for individuals undertaking inspections on behalf of the Council. Both of these were moved to a separate document to be given to volunteers.

The revised Risk Management Policy was recommended to full Council for approval.

10. IT and Equipment Policy, Social Media Policy, Communications Policy

The three policies were considered together.

The IT and Equipment Policy was amended to be just the IT Equipment Policy. References to the specific equipment necessary was removed, including payment of home working expenses. How files are backed up was amended as everything is accessible from the Cloud.

The amended Information Technology Equipment Policy was recommended to full Council for approval.

The new SAPPP Model IT Policy was accepted. This will help the Council comply with the new Assertion 10 on the AGAR (Annual Governance and Accountability Return). A couple of amendments were made to include reference to

the IT Equipment Policy and to add contact details for the IT assistance company. Space for a signature of approval was removed.

The new IT Policy was recommended to full Council for approval.

The Communications Policy was revised to update the office address and remove the section on flyposting. This was not considered a communications issue.

The revised Communications Policy was recommended to full Council for approval.

11. Information Audit Spreadsheet

The committee questioned what the columns titled Legal Basis and Privacy Notice meant. The Clerk was unsure so will investigate to bring back to the next meeting.

12. Items for the next agenda

Information Audit spreadsheet

13. Dates for the next meetings:

2nd June

The meeting finished at 21:12

Signed:

Dated: