

Decisions of the General Functions Committee

25 March 2014

Cllr Joan Scannell (Chairman)

* Claire Farrier
* Susette Palmer

* Barry Rawlings
* Daniel Thomas

* denotes Member Present

1. **MINUTES (Agenda Item 1):**

RESOLVED – That the Minutes of the meeting of the Committee held on 4 November 2013 be agreed as a correct record.

2. **ABSENCE OF MEMBERS (Agenda Item 2):**

Apologies for absence were received from Councillor Wendy Prentice, and Councillor Robert Rams.

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS (Agenda Item 3):**

Vacancies of School Governing Bodies

Councillor David Longstaff declared a non-pecuniary interest as he is a School Governor at Foulds School.

4. **PUBLIC QUESTION TIME (IF ANY) (Agenda Item 4):**

None received

5. **MEMBERS ITEM (IF ANY) (Agenda Item 5):**

None received.

6. **CALENDAR OF MEETINGS 2014-2015 (Agenda Item 6):**

The Committee noted the calendar of meetings detailed in appendix A of the report. In addition the Committee noted that following the publication of the report the proposed Policy and Resources meeting on 01 July 2014 is now amended and is due to take place on 27 July.

RESOLVED –

- (1) That the Committee note the calendar of meetings
- (2) That the Committee note that a report will be submitted to the Annual Council meeting in order for the Calendar of meetings to be approved.

7. VACANCIES ON SCHOOL GOVERNING BODIES (Agenda Item 7):

RESOLVED – The following appointments set out in the schedule were made:

School	Appointment
Barnfield	Ammar Navqi Mr Michael John Cattley
Brunswick	Mr Robert Pavitt
Church Hill	Mr Mark Rutter
Claremont	Hilary Kirkham
Foulds	Councillor David Longstaff
Garden Suburb Infant and Juniors	Jane Harris
Holly Park	Councillor Brian Salinger
Monken Hadley	Mrs Rosemary Gwilliam
Northway	Mr Matt Dreisin
Queenswell	Mrs Cynthia Lake Paula Mortimer
Woodcroft	Steve Blomer
Oak Lodge	Mr Gerry Kirby

8. POLLING PLACES - LATE CHANGES OF LOCATION (Agenda Item 8):

The Assurance Director introduced the report and informed the Committee of the need to approve delegated responsibility to the Chief Executive. This requirement is in order for the Council to find alternative polling stations if required as highlight within section 9.2 of the report.

Following the consideration of this report the Committee:

RESOLVED

- That the Committee approve the delegated responsibility to the Chief Executive to find an alternative polling station(s) for the forthcoming Local Government Election and European Elections on 22 May 2014 only.
- That the Committee note that in any such event appropriate publicity and notification be conducted as outlined within the report and including candidates agents.

9. INFORMATION MANAGEMENT POLICIES (Agenda Item 9):

The Head of Information Management introduced this report and highlighted the new and revised Information Management policies which the Committee were requested to approve.

Resolved

- That the Committee approve all policies subject to the following amendments.
 - Page 14, paragraph 8.3 delete the following

'Members are therefore acting in their own right and not on behalf of the council. As such Members are responsible as Data Controllers for the handling of that information.'

- Page 15, 9.2 to insert after the following:

Only corporately managed machines... *'or devices managed to the same system or higher...'*

- Page 38, paragraph 4, insert after the following:

Note, at the Council's discretion of the... *'Monitoring Officer' ...*

- Page 46, paragraph 3, insert after the following:

This must be reported... *'to the police'*

- That the Committee request that the approved policies be communicated to all Members of the Councils and for this information to feature in a Member induction pack for the municipal year 2014/15.

10. ANY ITEM(S) THAT HE CHAIRMAN DECIDES IS URGENT (Agenda Item 10):

There were no urgent items.

The meeting finished at 19:30