

<b>PURTON PARISH COUNCIL</b>	<b>LIAISON MEETINGS POLICY</b>
<b>APPROVED BY COUNCIL 12-7-22...</b>	
<i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
<b>Signed by Clerk:</b>	<b>Dated:</b>

**1. LIAISON MEETINGS**

This policy is designed to guide Councillors and Staff on protocol and procedure with regards to representing the Council on any official business.

**2. COUNCIL REPRESENTATIVE**

At the May Annual Council meeting committees are decided and Councillors/Staff proposed as the representatives for various outside bodies on behalf of the Council.

- Health and Safety
- Public transport
- Police Tasking Group
- Area Board
- (CATG)
- Schools Liaison
- Youth
- Hills Liaison Meetings
- Neighbourhood Plan
- Operational Flood Working Group
- Dementia Community
- Climate Change

The representation of outside bodies/organisations by Councillors and Staff allows a greater coverage of areas of responsibility and ensures information and highlighted actions are carried out to safeguard the Council and residents alike.

**3. AUTHORITY**

A Councillor who represents the Parish Council on any organisations and/or represents the Council at user Group meetings does not have authority to make decisions. The Councillor must bring any request back to the relevant Committee for inclusion in agenda discussions and with a written proposal from that group. No decision taken by a Councillor will be upheld if there is cause for complaint and or concern over the action taken if this format is not adhered to.

**4. MINUTES/REPORTING**

All meetings undertaken on behalf of the Council must be reported in writing back to the Council and noted as part of the agenda item for discussion. If the meeting has minutes officially taken by the organisation, this will be sufficient to use as an attachment for that agenda item once received.

**5. CONTACT VIA OUTSIDE ORGANISATIONS/USERS**

If you are approached by an organisation directly as the Council representative, you must not make any decision or answer their request and/or concerns without either speaking to the Clerk direct or bringing to the attention of that Committee for consideration.

**6. SAFETY OF REPRESENTATIVE**

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Please ensure that any meetings attended are in a safe environment, if attending outside, ensure you are wearing appropriate high visual jackets, footwear and head safety equipment if required. Also ensure the office know your attendance or are aware of your venue.

Please use your judgement when attending any site or venue whereby your safety maybe at risk. Do not jeopardize your safety or that of others.

**7. CORRESPONDENCE**

Please ensure that all correspondence is directed through the Office (i.e.: quotations/brochures etc). If you need to write/reply to any organisation on behalf of the Council it must go through the office and not be directed by yourself unless instructed to do so by Full Council or the Clerk. Copies of all correspondence not sent via the office must be copied to the Clerk.

**8. NON-ATTENDANCE**

If you are the representative of an organisation/body and cannot attend the next scheduled meeting, please send your apologies to the organisation concerned and copy the Clerk of the Council who may be able to attend in your absence.

<b>Review Date</b>	<b>Review Detail</b>
9 <sup>th</sup> November 2015	New policy adopted (Council meeting 9-11-15)
11 <sup>th</sup> July 2022	Removal of MJ Church as no longer meeting – policy reviewed and adopted
17 <sup>th</sup> April 2023	Two changes, adding Climate Change and dementia to the list of representing bodies