



## Wendover Way Ahead Project

### Notes of Briefing to Wendover PC 17<sup>th</sup> July 2008 by Pat Edwards, LCS #

1. Welcome & introductions. Present: Cllrs Jennifer Ballantine, Nicky Gregory, Sadia Hersant (part), Sue Hetherington, Alan Myers, Chris Richards, Karen Saunders, Sue Toft-Hunt, Joel Stevens, Stephen Worth. Staff: Elizabeth Dowell, Christine Jensen, Fiona Lippmann, Suzanne Myers (part).
2. Purpose of meeting: to confirm commitment to the project and consider early action recommendations.
3. The Way Ahead Project & terms: previously agreed and noted. #
4. The ten general principles of public life #: Failure to abide by these principles may lead to breach of code of conduct. Noted.
5. **Heads of commitment: those present confirmed their commitment under 5 heads:**
  - a) **Courage to**
    - a) Seek advice, learn from others
    - b) Involve partners
    - c) Open discussion
    - d) Admit we have a lot to learn & we've made mistakes
    - e) Make some difficult decisions
  - b) **Dignity**
    - a) In meetings, workplace & in public
    - b) Dignity in Workplace policy
  - c) **Discretion, to**
    - a) Speak with one voice
    - b) Leave it to the champions/lead people
    - c) Give the project a chance
    - d) Let staff do their job: Cllrs set policy framework, clerk manages office & delivery
    - e) If in doubt .....
  - d) **Letting go**
    - a) The past
    - b) Those involved in complaint/grievance
    - c) Trust committees & staff – scheme of delegation
    - d) Urgent decisions
  - e) **Communication**
    - a) LCS contact with PC
    - b) Officer-member lines of communication
    - c) Keeping public, councillors, staff, partners & public informed & on board
    - d) Advice lines to council clarified – BALC, MO, SLCC & Clerk
6. **Agreed early action recommendations for formal ratification by council where required \***
  - a) **Relating to Way Ahead Project**
    - i. Officers & Cllrs involved in complaint/grievance stand back from project
    - ii. Complaints/grievance are frozen for 3 months without prejudice – parties to take advice?
    - iii. Acting Clerk (Christine Jensen) agreed as professional contact for LCS during project.
    - iv. Cllrs Sue Toft-Hunt (internal and lead champion) and Cllr Alan Myers (communications) agreed as champions to take project forward.\*
    - v. Press release explaining Way Ahead Project supported by BALC & MO
    - vi. Clerk to produce pack of Way Ahead Project papers for all councillors. #
  - b) **General**
    - i. Cllr visits to specific staff to be by arrangement.
    - ii. Delegation for urgent business to clerk/assistant in consultation with chairman/vice chairman. \*
    - iii. Commitment to bespoke urgent training for all councillors & relevant staff in local democracy & basic legal framework for parish councils.
    - iv. Commitment to basic training course including networking, in Autumn via BALC programme.
    - v. Adopt Dignity in the Workplace policy \* Model provided #
    - vi. Clerk to produce reference handbook for councillors, preferably web-based.