

NAILSWORTH TOWN COUNCIL
Minutes of PERSONNEL COMMITTEE
held at Town Hall, Nailsworth
on Monday 11th June 2018

Present	Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Ron Kerby Cllr Jonathan Duckworth
Apologies	Cllr Sue Reed and Cllr Angela Norman

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

	Action
<p>3. Election of Personnel Committee Chair Cllr Jonathan Duckworth proposed Cllr Anne Elliott remains Chair of the committee. Seconded by Cllr Ron Kelly, agreed unanimously</p>	
<p>4. To agree Council Policies and regulations Cllr Sally Millett asked for hard copies of Standing Orders and Code of Conduct for all cllrs when the new ones are approved.</p> <p>All policies will go on the NTC website when approved by Full Council.</p> <p>Code of Conduct: 4.5 was amended to include public perception of conflict of interest. The amended policy was agreed. Attendance Policy: The amended policy was agreed. Commemorative Policy: it was agreed to review this in September 2018 Co-option Policy: recently agreed by NTC Complaints Policy: agreed Data Processing & Protection/Privacy/GDPR: see agenda item 6 Disciplinary Policy: agreed Environmental Policy: recently agreed by NTC Equality & Diversity Policy: agreed Expenses Policy: agreed Financial Regulations: agreed by NTC February 2018 Grants Policy: recently agreed by NTC Grievance Policy: agreed Health & Safety Policy: agreed Health & Safety Statement: agreed Induction Procedure: agreed Internet Banking: recently agreed by NTC Open Spaces Policy: this is not yet written Procurement Policy: Clerk to write Risk Assessment (NTC): updated regularly before Full Council meetings Risk Management Policy: agreed Safeguarding Policy and appendix: agreed. This can be used as a template for the Arkell Community Centre Trust Sickness return to work form: agreed Social Media Policy: agreed</p>	Clerk

<p><i>*Cllr RK left the meeting at this point</i></p> <p>Standing Orders: agreed. New version available from NALC to be brought to the next Personnel committee meeting and then put to Full Council. Volunteer Agreement: agreed</p> <p>To recommend to Full Council to approve/adopt the policies reviewed by the Personnel committee.</p>	
<p>5. To consider the committee's priorities for 2018 It was decided to consider this at the next meeting.</p>	
<p>6. To review the new GDPR regulations and Privacy Policy Current advice from GAPTC is to wait until this new legislation settles down. The legislation currently doesn't take into account the special circumstances for parishes and this is going through Parliament.</p> <p>Clerk to ask SDC if they're in a position to run a training course for parishes.</p> <p>Weeding out of excess information held by NTC is an ongoing project but good progress has been made over the past two years.</p>	Clerk
<p>7. To review the Occupancy Agreement for Hazelwood bungalow The employee and employer's responsibilities in the Occupancy Agreement need to be clearer. An Occupancy Agreement differs from a tenancy agreement. Cllrs Sally Millett and Anne Elliott agreed to review the Occupancy Agreement.</p> <p>This will be added to the committee's priority list, with a deadline.</p>	AE/SM
<p>8. To receive a report on the progress of the new Admin Assistant The Deputy Clerk is the new Admin Assistant's line manager and will be carrying out appraisals during this probation period. The Clerk discussed the good progress of the new Admin Assistant.</p> <p>The Admin Assistant will be taking three weeks holiday in June/July which was previously booked. It has been agreed with the Admin Assistant that his probation period will be extended from three to four months to compensate for this.</p>	
<p>9. To receive a report on the Clerk's CiLCA training The committee discussed the pressures of this training and supports the Clerk in her efforts to achieve this important qualification.</p>	
<p>10. To agree the date of the next meeting The date of the next meeting will be Tuesday 10th July, 11am</p>	

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Chair

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Date