



NAILSWORTH TOWN COUNCIL
 Minutes of PERSONNEL COMMITTEE
 held at Town Hall, Nailsworth
 on Thursday 20th September 2018

Present	Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Angela Norman Cllr Sue Reed Cllr Ron Kerby
Minutes	Katherine Kearns (Clerk) Justine Hopkins (Deputy Clerk)
Apologies	Cllr Jonathan Duckworth

	Action
<p>2. Declarations of interest and requests for dispensations There were none</p>	
<p>3. To review the Data audit questionnaire as part of GDPR regulations The Deputy Clerk went through the work done so far on GDPR policies. NTC need to check if we're registered with the Information Commissioner's Office. The ICO has now changed the GDPR so that cllrs don't have to pay £40 each.</p> <p>Cllrs need to be aware of what information relating to residents they hold at home and on home PCs. Cllrs are reminded to use '.gov.uk' email addresses for NTC business to avoid having their personal or work email addresses inspected should NTC have a request for information or a breach.</p> <p>It was recommended that cllrs put all NTC work and files into a named Council folder so that it's easy to find and easy to delete when they leave.</p> <p>NTC staff are happy to shred any paperwork no longer needed by cllrs.</p> <p><i>Cllr RK arrived at this point.</i></p> <p>A Privacy Policy and Breach Policy need to be put in place to accompany the previously agreed Privacy Notices.</p> <p>It was recommended that NTC adopt the two Privacy Notices ACT: put these to next mtg</p> <p>It was suggested that the Deputy Clerk could carry out staff training when the policies are in place so that staff are familiar with the process. The Deputy Clerk will continue to work on GDPR policies for NTC.</p>	<p>Deputy Clerk</p>
<p>4. To receive a report on the schedule of work for Hazelwood bungalow</p>	



<p>The report was noted and the Clerk explained that the contractor had been in touch to arrange access to quote for the work.</p> <p>It was agreed to push on with work to the back door as a priority. The Clerk to keep the Personnel committee informed as quotes come in.</p>	<p>Clerk</p>
<p>5.To receive a report on the progress of the new Admin Assistant and confirm his successful completion of the probation period</p> <p>The Deputy Clerk, as the Admin Assistant’s line manager made a favourable report on his probation period. Due to the large number of holidays the Admin Assistant had booked before he began work for NTC, his probation period was extended from three to four months.</p> <p>It was noted that he goes above and beyond his duties.</p> <p>It was recommended that his appointment to the post of Admin Assistant be confirmed at the next Full Council meeting.</p>	<p>Clerk</p>
<p>6.To review Financial Regulations updated from new NALC Standing Orders</p> <p>The changes according to the NALC recommendation were agreed.</p> <p>It was recommended that the updated Financial Regulations be adopted.</p>	
<p>7.To receive a report on the Clerk’s CiLCA training</p> <p>The Clerk gave a report on CiLCA training.</p>	
<p>8.To review the contracts of the Cleaner and Caretaker</p> <p>The two contracts were reviewed.</p> <p>It was suggested to remove the second paragraph of 12.1 (extra holiday after five years) due to the very part time nature of the Cleaner and Caretaker roles.</p> <p>There was a discussion about the Green Book sickness pay requirement. Cllr Anne Elliott will work with the Clerk to complete the pro rata leave requirement in the contracts. The Clerk will discuss both contracts with the Cleaner and Caretaker before they are approved by Full Council.</p> <p>It was noted that consideration might be given in the future to engaging a part time handyman.</p> <p>It was recommended to adopt the amended contracts for the Cleaner and Caretaker roles.</p>	<p>Clerk</p>
<p>9.To agree the date of next meeting</p> <p>The next Personnel committee meeting is to be confirmed.</p>	

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Chair

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Date