



NAILSWORTH TOWN COUNCIL
 Minutes of PERSONNEL COMMITTEE
 held at Town Hall, Nailsworth
 on Tuesday 17th July 2018

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

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

| | Action |
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| <p>3. To consider the committee's priorities for 2018</p> <p>The list of priorities to be rearranged with new outstanding items at the top and also to convert into Excel. The committee went through each Personnel committee priority and assigned timescales.</p> <p>It was agreed that in the list of policies, the Code of Conduct backed by a Grievance Policy would be sufficient, with no need for a Bullying and Harrassment policy.</p> <p>Procurement Policy: Clerk to check whether a separate Procurement Policy is required or whether this is already covered by Standing Orders and Financial Regulations.</p> <p>An interim review of Financial Regulations to be included in the next Personnel committee meeting.</p> <p>Data Protection Policy in response to GDPR, to be included in September Personnel committee meeting</p> <p>New model Standing Orders from NALC to be included in September Personnel committee meeting and Full Council meeting</p> <p>Online calendar for October</p> <p>Volunteer Agreement to be sent to AN for use at the Arkell Centre and privacy notice added to the Agreement</p> <p>Allocation of work following the staff review: this is evolving as the new Admin assistant settles in.</p> <p>Risk assessments: these are being gathered to produce a manual of risk assessments for NTC's regular activities eg Groundsman's duties</p> <p>Occupancy Agreement for bungalow: SM and AE</p> | <p>JD</p> <p>Clerk</p> <p>Clerk/Deputy Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>JD</p> <p>Clerk</p> <p>Clerk/ Groundsman</p> <p>SM/AE</p> |



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| Cleaner/Caretaker contracts to be written | AE/Clerk |
| <p>4. To consider a Privacy Notice for staff and also for the public as part of GDPR compliance</p> <p>The two Privacy Notices were considered. These will be put on NTC’s website and can be referred to when new stationery is printed and at the bottom of emails.</p> <p>A draft Privacy Policy will be put to the next Personnel committee meeting. Use of NTC email addresses by staff and cllrs needs to be in the policy and also good housekeeping: clearing out paper and electronic files; cllrs email usage and mobile phone usage; data audit; password protection for cllr devices. Password protection for files and the new online calendar need to be considered</p> <p>Model NALC Privacy Policy to be circulated to the Personnel committee by email for comments before being put to Full Council.</p> <p>To recommend to Full Council to adopt the two Privacy Notices reviewed by the Personnel committee at the same time as the Privacy Policy.</p> | Clerk |
| <p>5. To agree the date of next meeting</p> <p>The next Personnel committee meeting was agreed as 11am, Thursday 20th September.</p> | |

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Chair

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Date