



NAILSWORTH TOWN COUNCIL
Minutes of the Personnel Committee

Meeting in Town Hall at 2pm on Friday 17th February 2023. The meetings of this Committee will be confidential and are not open to the public.

Present:

Cllr Jonathan Duckworth (Chair)
Cllr Ros Mulhall
Cllr Shelley Rider
Cllr Colleen Rothwell
Cllr Patsy Freeman

Minutes:

Clerk

Apologies:

Cllr Mike Kelly (Mayor)
Cllr Angela Norman

Declarations of Interest and Dispensations

There were none.

To consider a Volunteer Policy

The Committee was happy that the Volunteer Policy reflected common volunteer policies currently in use. The construction of the Policy, with questions and answers, was praised.

It was **recommended** to adopt the Volunteer Policy.

All agreed.

To consider the adoption of an Information and Data Protection Policy

The contents of the Policy were noted and that 'data' and 'information' refer to all forms of written communication.

It was **recommended** to adopt the Information and Data Protection Policy

All agreed.

To consider the annual review of NTC's Policies

The reviewed policies were noted. There was a discussion about what a review of policies means for a council;

- Up to date policies ensure a council passes the annual audit
- Keeps in line with legislation
- Maintains public information in line with the Transparency Act
- Helps the proper running of the council
- Helps the understanding of staff, cllrs and members of the public of the regulations guiding the council

Policies are reviewed every year and the next review is due by March 2024.

The following policies were reviewed and no amendments were made;

1. Attendance Policy
2. Co-option Policy
3. Complaints Policy
4. Disciplinary Procedure



5. Environmental Policy
6. Equality and Diversity
7. Expenses Policy
8. Grants Award Policy and Application Form
9. Grievance Policy: this is included in the Staff Handbook.
10. Health and Safety Policy
11. Internet Banking
12. Lone Workers Policy and Risk Assessment
13. Open Spaces Policy
14. General Privacy Notice
15. Procurement Policy
16. Publication Scheme
17. Risk Management Policy
18. Safeguarding Policy
19. Sickness (return to work form)
20. Social Media Policy
21. Vexatious complaints Policy

It was **recommended** that the reviewed policies are adopted in line with the AGAR and best practice.

All agreed.

The following Governance documents and Policies will be reviewed at the next meeting;

1. Code of Conduct: SDC have just produced a unified Code of Conduct including a version adapted for use by town and parish councils. It has been recommended by GAPTC to adopt this version.
2. Financial Regulations: these to be reviewed in line with updated Standing Orders.
3. Standing Orders: to be reviewed using most up to date NALC version (2022) with Section 18 (Public Contracts) updated.

To consider a draft Staff Handbook in line with current practices and policies

There was a discussion about the length of time since the Staff Handbook was produced by NTC's HR and Employment Law service, and its consideration by the Personnel Committee (since July 2022).

It was agreed to use the Frome TC section from their handbook to allow for flexibility to attend healthcare appointments, it was agreed to use wording similar to that used in Frome TC's Handbook.

The Staff Handbook will be discussed with the staff team to ensure they understand its contents, then it will be recommended for approval by Full Council.

To consider progress on the recruitment for a new Deputy Clerk

Interviews will be held on Tuesday 21st February. The process was discussed.

ENDS.