

Lawford Parish Council



Minutes of the Personnel, Policies and Regulations Committee Meeting held at the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm on Monday 4 March 2019.**

1. Present:

Councillors: Langstone (Chair), Pretty, Woods and Brown
Clerk: Mrs Peachey

2. Apologies:

None

3. Minutes of the last meeting:

Minutes of the meeting held **7 January 2019** were agreed as a true record.

Proposed: Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

4. Actions from the previous meeting:

Standing Orders for amendment ref Committee Terms of reference/additional powers (budget allocation) and Provision to review Clerks Salary (ref Cllr Langstone/EALC) to be updated and brought to Personnel in January	Ongoing
Financial Regulations; amendment following agreement that Amenities committees is allocated a budget. Amendment to be updated and circulated following agreement of the allocated budget - <i>minute ref: 47/1819 b) Full Council 17 September 2018</i>	Ongoing
For review: a revision to the Code of Conduct. Proposed LPC do not take up TDC's policy but work from the EALC/NALC policy. <i>Clerk & Cllr Langstone to draft the policy.</i>	Ongoing
Clerk requested to enquire of the Handyman if he would be willing to increase his hours	Completed
Committee suggested an increase of hourly rate to £15.00 – to Full Council as the next Finance Meeting is not scheduled until March.	Completed
GDPR Policy - Clerk will circulate to all councillors. Take to Full Council for approval.	Completed
Mrs St James was requested to provide a further copy of the documents, providing an Office Copy and a copy for loan.	Completed
Cllr Langstone provided committee with a 'Flyer' for the event to go on the Website, Facebook, Noticeboards, and 'In Touch'.	Completed
Cllr Langstone will chase Link Line regarding the provision of refreshments for the event.	Completed
Application form to be amended with new date and venue	Completed

5. Declarations of interest:

None

6. Parish Clerk:

- a) **For Information;** clerk has no holiday entitlement remaining of the 2018/19 entitlement
Arranged leave:
- 28 March 2019

7. Clerical Assistant and others representing council:

- a) To pay Mr Saint James for the additional work caused by a Microsoft update - 10. 75 hrs as itemised in circulated document.

Payment proposed: Cllr Pretty Seconded: Cllr Brown Agreed

- b) Purchase of Laptop to network with new computer (advised not cost effective to repair old computer) **Note: on Personnel Agenda to discuss requirement. Outcome will be taken forward to Finance for purchase/cost decision as next Finance meeting is July 2019. In light of the Dell Laptop, previously used to download VAS data, being determined not fit for this particular purpose, it was recommended Council purchase a new laptop to a maximum cost of £450.00, together with a Life time copy of Microsoft Office. It was noted offers were available where an old laptop would be taken in part exchange for a new laptop, giving a £50 discount.** **Proposed: Cllr Brown Seconded: Cllr Pretty Agreed**

- c) IT Support – it was suggested contact be made with Colchester IT (Nigel Finks or Mike Brown) **Action**

- d) Review Continuing GDPR support – 3hrs per week provided by Mrs Saint James. Much work remains and it was proposed Mrs Saint James continue working 3hrs per week until July when Personnel can again review.

**Proposed: Cllr Pretty Seconded: Cllr Brown Agreed
Action**

8. Council/Councillors:

- a) **For information:** Clerk continues to work with Cllr Langstone to amend/update Standing Orders, Financial Regulation and Code of Conduct. *As this work cannot be completed due to time constraints, and given the pending elections, it was decided this work should be taken forward to the new Personnel Committee.*

Proposed: Cllr Brown Seconded: Cllr Pretty Agreed

- b) **For review:**

- i. GDPR - to identify the Data Controller and Data Processor.

Note: Council are Data Controllers and have to appoint Data Processors

It was **Proposed** the Clerk and Mrs Saint James be appointed Data Processors.

Proposed: Cllr Langstone Seconded: Cllr Pretty Agreed

- ii. Recommended by Mrs St James - council set up a GDPR Committee. It was **proposed** rather than set up a separate committee, this responsibility sit with Personnel Committee and it be renamed **Personnel, Policies, Regulations and GDPR Compliance Committee**

Proposed: Cllr Brown Seconded: Cllr Woods Agreed

- c) **For Information: The Public Bodies (Websites and Mobile Applications) (No2) Accessibility Regulations 2018** – from 23/09/19 every new public sector website and app will need to meet certain accessibility standards and publish a statement stating they have been met. **Existing websites** will have until the 22/09/2020 to comply. **It was noted** that when a new website is implemented this must be taken into account.

9. Parish Meeting 2019:

14 March 2019 – Cllr Langstone advised

- a) Linkline will be doing the catering.
b) To date there are 10 tables + council's table

10. Legal Updates:

Circulated with Agenda

11. Matters to be raised by members for the next agenda:

- a) Special Constables to be placed on the next Agenda as this has not be progressed.
- b) Quality Council on next Agenda

The next **Personnel Committee Meeting** is scheduled **1 July 2019**

Signature: (Chair)**Date.....**