

SHEDFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

MINUTES OF THE PERSONNEL & PROCEDURES MEETING HELD 7.15 P.M. MONDAY 11 MARCH 2019 AT SHEDFIELD PAVILION

Present:

Parish Councillors: Kevin Dye, presiding
Stuart Jones
Arthur Reading

Clerk: Mandy Cooksley

Public: None

1/19 **Apologies for absence.** Councillor Margo Berry.

2/19 **Declarations of Interest** – none.

3/19 **Minutes of the Meeting held 8 October 2018.** The Minutes of the Meeting were accepted as a true record and signed by the Chair as correct.

4/19 **Public Participation** – none.

5/19 **Terms of Reference.** The amendment tabled at the 8 October 2018 meeting had been presented to Full Council 10 December 2018. It was resolved that no further changes are required at this time.

6/19 **Policy/Procedure Documents**

a. Freedom of Information/Model Publication Scheme. Reviewed. 'Lists and Registers', Register of Council members' interests to be amended to reflect also available from Winchester City Council; Register of gifts and hospitality to be amended to reflect also Full Council Meeting Minutes. Resolved to review bi-annually. To be presented to Full Council 8 April 2019. **Action: Clerk.**

b. Risk:

i. *Risk Management Policy.* Draft Policy had been prepared and distributed prior to the meeting. Resolved to review bi-annually. To be presented to Full Council on 8 April 2019. **Action: Clerk.**

ii. *Risk Assessment Financial.* Draft Policy had been prepared by Councillor Arthur Reading and distributed prior to the meeting; further amendments required prior to presenting to Full Council 8 April 2019. To be reviewed annually. **Action: Councillor Reading/Clerk.**

iii. *Risk Assessment General.* Draft Policy had been prepared by Councillor Reading and distributed prior to the meeting; further amendments required prior to presenting to Full Council 8 April 2019. To be reviewed annually. **Action: Councillor Reading/Clerk.**

- c. Transparency Code:
- i. *Data Protection Policy*. Draft Policy document had been discussed at Full Council 10 December 2018 and adopted subject to review at this meeting. As Parish Councils are exempt from appointing a Data Protection Officer (DPO), it was resolved to amend the document to reflect Parish Clerk throughout, rather than DPO. Resolved to review bi-annually or as required. To be presented to Full Council 8 April 2019. **Action: Clerk.**
 - ii. *Risk Assessment Office Working*. It was resolved to accept the Policy as detailed with the following amendments:
 - New Paragraph 6 “All staff should set their PCs to automatically sleep/lock after 5 minutes non-use”. **Action: All staff.**
 - New Paragraph 9 to read “All fire extinguishers should be in date/serviced regularly”.
 Resolved to review bi-annually. To be reported to Full Council 8 April 2019. **Action: Clerk.**
 - iii. *Press & Media Policy*. Reviewed; no changes required. Resolved to review bi-annually. To be reported to Full Council 8 April 2019. **Action: Clerk**
 - iv. *Protocol for Reporting at Meetings*. Reviewed; no changes required. Resolved to review bi-annually. To be reported to Full Council 8 April 2019. **Action: Clerk.**
 - v. *Equality & Diversity Policy*. Reviewed; no changes required. Resolved to review bi-annually. To be reported to Full Council 8 April 2019. **Action: Clerk.**
 - vi. *Lone Working Policy*. Reviewed; no changes required. Resolved to review bi-annually. To be reported to Full Council 8 April 2019. **Action: Clerk.**
 - vii. *H&S Policy Statement (at Work Act 1974)*. Reviewed; no changes required. Resolved to review annually. To be reported to Full Council 8 April 2019. **Action: Clerk.**
 - viii. *Legal Powers & Duties of Local Councils*. Reviewed; no changes required. Resolved to review bi-annually. To be reported to Full Council 8 April 2019. **Action: Clerk.**
 - ix. *Relationships at Work, Bullying, Harassment & Bribery*. People Factsheet received from HALC. A policy to be drafted to reflect this and discussed at the next meeting. **Action: Clerk.**
 - x. *Complaints Procedure/Policy*. NALC Legal Topic Note 9E Handling Complaints (England) had been distributed prior to the meeting, together with an old version (2009) of this Policy. The Chair and Clerk to prepare an updated Complaints Procedure/Policy. **Action: Chair/Clerk.**
 - xi. *Recruitment Policy*. A policy to be drafted and discussed at the next meeting. **Action: Clerk.**
 - xii. *COSHH/REACH – policy*. Required; Clerk to investigate. **Action: Clerk.**

7/19 **Parish Council Disaster Planning**. Clerk to investigate and discuss with other local Parish Councils. Clerk to check disaster plan of Affordable IT (computer support provider). **Action: Clerk.**

8/19 **NALC Legal Briefing - The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018.** Distributed prior to the meeting. E-mango to be contacted to ensure compliance with the WCAG2.1 standard. **Action: Clerk.**

9/19 **HALC LCPD News Winter 2018.** Distributed prior to the meeting; contents noted.

10/19 **Staffing Matters:**

- a. Staff Holidays. The new leave year commences 1 April 2019; only one week's outstanding leave can be carried over.
- b. Staff Appraisals. Appraisals for the Clerk, RFO and Planning & Projects Officer have been completed; a copy of each appraisal to be held by the Chair.
- c. Job Descriptions. Job descriptions for the Clerk, RFO and Planning & Projects Officer have been reviewed; it was resolved that no changes are required.
- d. Staff Working Hours/Timesheets. All staff to complete a monthly timesheet; to be held by the RFO. Hours of work for the Clerk were confirmed as 0800 – 1600 Tuesday & Thursday and 0830 – 1630 Wednesday. It was noted that the Cemetery Clerk works 2 hours per week.
- e. Training. A training log to be established. It was recommended that all Councillors attend the two-part Knowledge and Core Skills Course as a minimum. Mileage costs will be reimbursed. **Action: Clerk.**
- f. Pension Automatic Enrolment duty. It was acknowledged that re-declaration of compliance has been completed by the RFO.
- g. Processing of Pay. Full Council 10 December 2018 requested consideration is given to outsourcing to an agency. Update to be given at the next meeting. **Action: RFO.**
- h. Actual to Budget for Salaries and Pension. Details had been sent to the Committee by the RFO in advance of the meeting and acknowledged as correct. It was recommended that the RFO be invited to attend meetings of each committee when budgets are being set. **Action: Clerk/RFO.**
- i. Salary Review. Completed at the last meeting; the Chair has now written to staff detailing any increase awarded with effect from 1 April 2019.

11/19 **Date of next meeting** - 7.15 p.m. Monday 30 September 2019.

With no further business to be conducted the Chair closed the meeting at 8.25 p.m.