



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel & Governance Meeting

held on 21 November 2019, at the 18 Kings Arms Street, North Walsham

**PRESENT:** Cllr G Bull (Chair) Cllr R Harris; Cllr P Heinrich; Cllr I Jackson; Cllr P Oakes; Cllr R Sims

**TOWN CLERK:** Ms J Shields

The meeting opened at 18.00

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTEREST**

Pecuniary interest: None

Personal interest: None

**3. APPROVE MINUTES OF PREVIOUS MEETING – emailed with Agenda**

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Heinrich and seconded by Cllr Sims, it was **RESOLVED** that the minutes of the meeting held on 16 October 2019 be agreed as a true record

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action log attached – Cllr Bull asked to change the date of the Council meeting, it should say 26.10.19 not 26.11.19

**5. TO CONSIDER REVISED POLICIES (for recommendation to Full Council)**

5.1 Code of Conduct

5.2 Complaints Procedure – it was discussed to have an online a complaint form going to a complaints email address

5.3 Disciplinary & Grievance procedure

As proposed by Cllr Heinrich and seconded by Cllr Harris, it was **RESOLVED** to accept the revised policies and recommend to Council for adoption

**6. TO REVIEW SUGGESTED AMENDMENTS TO POLICIES (for recommendation to Full Council)**

6.1 Communication Protocol – item 6.7

6.2 FOI Policy – added introduction

6.3 CCTV – added

6.3.1 public interest in the operation of CCTV.....

6.3.2 The Regulation of Investigatory Powers Act 2000.....

6.3.3 CCTV will only be made for a specific purpose, at an identified time in pursuit of a legitimate aim. Access to footage is strictly controlled by the Clerk.....All access to recorded data will be logged.....

6.4 Standing Orders amended/added

Initials.....

Date: 30/1/20.....



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- 6.4.1 3z – Councillors not attending any meeting of Council or Committee for a 6 months period, will cease to be a member of the Council, unless their apologies have been accepted
- 6.4.2 4e Any Councillor missing 3 consecutive meetings, will be removed from the relevant Committee and a new member will be elected at the following Council Meeting – It was discussed to add unless in exceptional circumstances, like long term illness, but this could cause a problem of being quorate, so was decided not to add this
- 6.4.3 19h – Steps deemed necessary for unacceptable behaviour (for discussion)  
Suggestion to include this in Standing Orders came from the Governance Toolkit ‘ask your council’  
As proposed by Cllr Heinrich and seconded by Cllr Harris, it was **RESOLVED to accept the amended policies with adding to 3z ‘Full Council’ and ‘emailed apologies’ and recommend to Council**

### 7 TO ADOPT NEW POLICIES/DOCUMENTS (for recommendation to Full Council)

#### 7.1 Delegation Scheme

#### 7.2 Council Structure

As proposed by Cllr Oakes and seconded by Cllr Heinrich, it was **RESOLVED to accept the new Delegation Scheme and Council Structure Document** and recommend to Council for adoption

#### 7.3 Information Security Pack (PH)

An information security audit was conducted, and the following are to refine procedures

- 7.3.1 Information security report from Cllr Heinrich
- 7.3.2 Information Security Incident Management Policy
- 7.3.3 Information Security Incidents – A Guide
- 7.3.4 Mobile Device Policy – need a free-standing machine to do virus checks on memory sticks
- 7.3.5 Copyright Notice for Website
- 7.3.6 Confidentiality Clause for Employee Contracts
- 7.3.7 Use of Mobile Storage Devices
- 7.3.8 Photo Release Form
- 7.3.9 Photo Copyright Release

It was discussed to

- add to that no-one should not be taking any data out of the office by paper or usb.
- to include in mobile device policy controlling the use of mobile devices during meetings
- to have a standard GDPR statement at the bottom of Councillor emails
- to encrypt mobile harddrive
- to have a supply of Town Council usb’s
- Change photo to say photograph

Initials.....

Date:.....



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As proposed by Cllr Harris and seconded by Cllr Sims, it was **RESOLVED** to accept the Information Security Pack and recommend to Council for adoption

### 8. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Under confidential staffing matters

- Job description review
- Clerk substantive range scale

### 9. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters

### 10. STAFFING MATTERS

#### 10.1 Staffing Matters

- Michael Gayfer – To ask him to a meeting discussing his job description
- Apprentice Groundsman – to employ an apprentice as from beginning of March
- Permanent Groundsman – to seek a competent permanent Groundsman
- Clerks substantive range scale – Deferred to next meeting
- Accounts Clerk interviews
  - It was agreed to recommend to Council the 2<sup>nd</sup> interview candidate, working 1 full day or 2 shorter days

#### 10.2 New Appraisal Forms

As proposed by Cllr Oakes and seconded by Cllr Harris it was **RESOLVED** to adopt the new form

### 11. DATE OF NEXT MEETING

Thursday 19 December 2019 at 18.00

The meeting closed at 19.05

Initials..... 

Date:..... 