

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at **10.30am on Thursday 7th September 2017 in Harpford Village Hall, Harpford**

Present: Chair, Cllr. V Ranger, Cllrs. Jeffery & Tillotson. Also present: Clerk, Paul Hayward.

No members of the public or press in attendance.

Fire regulations outlined. No public forum.

382	<p>Apologies</p> <p>Cllrs. Coppel and Zirker.</p>
383	<p>Declarations of Interest</p> <p>All members present are, by definition, members of the NPPFF Trustee Board.</p>
	<p>Minutes of Policy and Personnel Committee dated 2nd August 2017 will be considered for approval by Full Council on 25th September 2017</p>
384	<p>a) Business to be conducted</p> <p>i) Appraisal and Training Policy. After discussion and revision, it was proposed (P) by Cllr. Tillotson, and seconded (S) by Chair that the substantive policy be adopted by Council. 3/0 So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
385	<p>ii) Play and Recreation Policy. After discussion and revision, it was (P) by Cllr. Jeffery, and (S) by Chair that approval of the substantive policy be deferred until further information as to the mandatory nature of playground inspections can be ascertained. So resolved Clerk: please note and obtain information as required and circulate to PPC members for consideration at next meeting.</p>
386	<p>iii) Retention of Records Policy. After discussion and revision, it was (P) by Cllr. Jeffery, and (S) by Chair that the substantive policy be adopted by Council. 3/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
387	<p>iv) Web and Social Media Policy. After discussion and revision, it was (P) by Chair, and (S) by Cllr. Jeffery that the substantive policy be adopted by Council. 3/0. So resolved Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>
388	<p>v) Press and Media Policy After discussion and revision, it was (P) by Cllr. Jeffery, and (S) by Cllr. Tillotson that the substantive policy be adopted by Council. 3/0. So resolved Cllr. Jeffery stated that she believed this policy needs to be considered in the wider context of Community Engagement. A review before May 2018 may be required. Clerk: please circulate policy to members, add to Policy Matrix, add to Policy Master File and upload dated copy to website.</p>

389	<p>vi) Ethical Policy. Chair has brought together some draft ideas for this nascent policy and thus the matter was deferred until a later meeting of PPC so that all members of the committee can have some input into the formulation of this policy. Clerk: please note and add to next agenda as a discussion subject.</p>
390	<p>vii) To review Policy Matrix. An updated version of the Policy Matrix was presented to members for their consideration. Clerk: once the details of the above policies have been added to the matrix grid, please circulate revised version to all members with their papers for the September ORD meeting on the 25th.</p>
391	<p>It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. (P) Cllr. Jeffery. (S) Chair. 3/0. So resolved.</p>
392	<p>Part B: Business to be considered in committee.</p> <p>Staff Matters. (Superannuation) Clerk advised that the Council had now passed the threshold for Auto-Enrolment under the new Pension Regulations. After discussion with the Clerk, committee resolved unanimously (proposed Cllr. Jeffery, seconded Chair, 3/0) to instruct the Clerk to initiate the creation of a Council N.E.S.T. account and to send the statutory correspondence to all parties with regards to auto-enrolment. As previously budgeted, Council has indicated its intention to make contributions of 3% of gross salary to any such superannuation schemes. Clerk: Please note and action accordingly. Please also contact the Pensions Regulator to update their records re: correspondence address, contact emails etc. and to submit an up-to-date Compliance Statement. Committee referred the matter of contributions to next FC meeting taking into account budgetary arrangements already in place for ratification. Clerk: Please note and action accordingly.</p> <p>Social Media / Websites Clerk advised that the website referred to at the previous meeting was still “live” online and, whilst there had been several redactions made, certain elements of the website were still matters which had caused the committee concern. Chair reiterated her earlier comments that it was down to individual members to take action if they felt that their reputations had been impugned or if they felt they had been subject to defamation.</p>
393	<p>Matters considered as urgent by presiding Chair.</p> <p>Councillors Code of Conduct. Chair asked that this policy be considered again at the next PPC meeting as she felt it required a more thorough review given the fact that it shared a great deal of content with that version used by the higher authority, EDDC. Clerk: Please note and action accordingly. Add to next agenda for consideration.</p>
394	<p>Date and time and venue of next meeting: Not decided. Clerk to liaise with committee Chair to arrange and publish agenda as per statutory requirements.</p>

	<p>With no further business to conduct, the Chairman closed the meeting at 11.40am</p>
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Chair: _____

Date: _____