**NEWTON POPPLEFORD AND HARPFORD   
PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE**

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at 8.00pm on Tuesday, 12th July 2022 in The Pavilion, Back Lane, Newton Poppleford.

**Present: Cllrs. Burhop, Carpenter, Dalton and Lipczynski  
In attendance: Clerk, Jacqui Baldwin**

As no members of the public or press were in attendance no Public Forum took place.

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|  |  |  | **Action** |
| PPC22/001 |  | **To consider apologies for absence and approve if accepted** (LGA 1972 S.85(1)) |  |
|  |  | Apologies received from Cllr. Chapman and Cllr. Tillotson. Noted and approved. In the absence of Cllr. Chapman it was unanimously agreed that Cllr. Burhop should take the chair. Chair outlined Fire Regulations. |  |
| PPC22/002 |  | **Declarations of interest from members / Dispensations afforded** |  |
|  |  | (this does not preclude the duty to declare further interests during the meeting as applicable) |  |
|  |  | All Committee members are members of the NPPFF Trustee Board by virtue of their elected office.  Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant. |  |
| PPC22/003 |  | **To consider and, if thought fit, approve the Minutes of the Policy & Personnel Committee held on 15th March as circulated to members**  **Proposed by Cllr. Dalton, seconded by Cllr. Carpenter. Resolved unanimously**  **Matters Arising from those Minutes**  None raised not dealt with elsewhere on the agenda. |  |
| PPC22/004 |  | **To consider any matters listed on this Agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960 – see Agenda item PPC22/009** |  |
| PPC22/005 |  | **Business to be conducted:** |  |
|  |  | 1. **To review proposed amendments to Allotments Terms & Conditions**   New proposed Allotment Terms & Conditions to be circulated and reviewed in preparation for the next PPC meeting. | **Clerk** |
|  |  | 1. **To review of Council policies within matrix circulated** 2. Disciplinary and Grievance Policies   Proposed by Cllr. Burhop that the words “staffing committee” be substituted by “Policy and Personnel Committee” throughout the documents; that additional points highlighted yellow, included in the latest DALC templates, be added; and, as there is only one employee and no trade union, relevant clauses be amended to state that an employee may be accompanied to hearings by a representative from the Devon Association of Local Councils. It was noted that Code of Conduct complaints against Councillors not resolved through the informal stages of the Council’s Grievance Procedure must now be referred to the EDDC Monitoring Officer.  **Proposed amendments unanimously approved.**  **Clerk to amend wording accordingly and forward new, revised version to all members for ratification and adoption at the July ORD meeting.**   1. Training, Development and Appraisal   Cllr. Bilenkyj to be asked to update this document as previously agreed.  **Clerk to contact Cllr. Bilenkyj and carry forward to next meeting agenda.**   1. Gifts, Awards and Honours   In the absence of Cllr. Tillotson, Cllr. Burhop offered to carry out a review of this policy for discussion at the next meeting.  **Clerk to note accordingly.**   1. Retention of Records   Cllr Carpenter circulated a revised version of the Retention of Records Policy incorporating minor amendments to grammar and layout. Cllr. Carpenter proposed that the Minimum Retention Period for signed Minutes of Council Meetings, Annual Accounts, Register of Burials and property deeds should be amended from “Indefinite” to “Permanent”. It was noted that this policy relates to both paper and electronic records.  **Proposed amendments unanimously approved.**  **Clerk to amend wording accordingly and forward new, revised version to all members for ratification and adoption at the July ORD meeting.**   1. Complaints and Correspondence   Cllr. Dalton apologised for not having reviewed this document. To be carried forward to the next meeting.  **Clerk to note accordingly**   1. Press and Media Policy   Cllr. Lipcynski agreed to review this policy for discussion at the next meeting.  **Clerk to note accordingly**   1. Emergency Planning/Community Resilience   Cllr. Carpenter confirmed that he would carry out a review of this document in preparation for discussion at the next meeting.  **Clerk to note accordingly** | **Clerk**  **Clerk**  **CB/Clerk**  **Clerk**  **LD/Clerk**  **RL/Clerk**  **BC/Clerk** |
| PPC22/006 |  | **Matters considered as urgent by the Chair**  Cllr. Burhop emphasised the importance of the regular review of policies as per the Policy Matrix. It was noted that the Dispensation Policy and Statement of Community Engagement had not been reviewed since 2017. Cllr. Burhop proposed that Cllr. Chapman be asked to review the Dispensation Policy in preparation for discussion at the next meeting. Cllr. Burhop agreed to review the Statement of Community Engagement.  **Clerk to note accordingly** | **Clerk** |
| PPC22/007 |  | **Date and time of next meeting**  7.30pm on 13th September 2022 at the Pavilion.  **Clerk to note and publicise accordingly** | **Clerk** |
| PPC22/008 |  | This matter for consideration was not heard as no members of the public were present. |  |
| PPC22/009 |  | **To consider Employment issues in Committee session** |  |
|  |  | 1. To consider Clerk’s Employment Terms & Conditions   **Clerk to re-submit draft Contract of Employment to Cllr. Burhop for review by the end of July.**   1. To consider arrangements for the Clerk’s performance appraisal   Noted that the Clerk’s 6-month probationary period ended on 4th July. Cllr. Burhop confirmed that an informal review had been carried out after 3 months but objectives and goals should be set in accordance with the Appraisal policy. | **CB/Clerk** |
|  |  | **With no further business to discuss the Acting Chair closed the meeting at 9.00pm** |  |