

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – POLICY & PERSONNEL COMMITTEE

Minutes of the Policy and Personnel Committee (PPC) of the Parish Council held at **7.30pm**  
on **Tuesday 6<sup>th</sup> February 2018** in **Harpford Village Hall, Harpford**

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

No members of the public or press in attendance.

Fire regulations outlined. No public forum.

<b>PPC18/01</b>	<p><b>Apologies</b></p> <p>Cllrs. Coppell and Tillotson.</p>
<b>PPC18/02</b>	<p><b>Declarations of Interest</b></p> <p>All members present are, by definition, members of the NPPFF Trustee Board.</p>
<b>PPC18/03</b>	<p><b>Business to be conducted a) Policy Matters</b></p> <p><b>i) Ethical Standards Policy.</b> Members of Committee considered that this nascent policy should incorporate aspects of Councils adopted Code of Conduct and also seek to determine rules for the protection of the parish environment and matters relating to financial governance and controls. A suggestion was made to incorporate a suitable Ethical Statement into all other policies which would have a similar effect as a stand-alone policy. After further deliberation, it was agreed for the Committee to consider this policy further “offline” and bring back to PPC at the next meeting for a more substantive draft to be created. <b>Clerk: please note for next PPC agenda.</b> <b>Members of PPC: please consider content / wording and circulate amongst committee members prior to next meeting.</b></p>
<b>PPC18/03</b>	<p><b>ii) Play and Recreation Policy / Procedures.</b> It was agreed that Council will seek an accompanied inspection with ROSPA of the play area in March at a cost of £42 plus VAT. <b>Clerk: please contact ROSPA and book this inspection asap.</b> It was further proposed by Chair, and seconded by Cllr. Jeffery, that the weekly task of routine play area inspection be assigned to Handyperson Contractor as part of their ongoing Parish Council duties. Clerk to create a suitable weekly printed checklist in conjunction with ROSPA following the accompanied inspection and this is to be used to ensure compliance with guidelines for Play Equipment inspections as advised to Council. <b>Clerk: please prepare checklist and liaise with Handyperson when complete.</b> Committee also considered the recent correspondence between Council and EDDC S.106 officers regarding the provision of the gazebo in the Back Lane play area. Council is currently awaiting a decision as to whether S.106 funding will be released as per resolution at recent ORD meeting of Council 29/1/18.</p>
<b>PPC18/03</b>	<p><b>iii) To review extant Standing Orders.</b> Cllr. Jeffery will circulate the version of the Standing Orders approved in 2015 to compare against the current adopted version. It was suggested that a working party be established to review the Standing Orders to ensure that they are consistent with other policies approved by Council and that they incorporate all aspects of the Council’s governance to allow projects and actions to proceed in the future. <b>Cllr. Jeffery: please circulate that version to all committee members.</b> <b>Clerk: once received, please invite Councillors to form the working party.</b></p>

PPC18/03	<p><b>iv) To consider substantive Grant Assessment, Application &amp; Award Policy.</b>  The substantive document had been referred to PPC by Fin.Comm. recently and members considered the draft received. There was still some minor disagreement on the wording of the policy and the consistency with the actual application form and also with regards to the timing and deadlines for grant applications during the financial year. It was agreed that members will consider “offline” and then circulate a final draft between themselves by 16<sup>th</sup> February 2018, to then go forward to ORD meeting on 26<sup>th</sup> February for final consideration and, if thought fit, approval.  <b>Members of Committee: please note and action accordingly.</b>  <b>Clerk: please add to ORD agenda for February for consideration as above.</b></p>
PPC18/03	<p><b>Business to be conducted b) GDPR compliance</b>  Clerk outlined the current status of legislative progress towards the new GDPR compliance and the advice circulated by the ICO, NALC and the SLCC.  Clerk is scheduled to attend a training event on 13<sup>th</sup> March and will report back to PPC thereafter. In the meantime, and based on existing DPA legislation, it was suggested that Clerk undertake a data audit for the Council and report back once complete in line with above event. Cllr. Jeffery offered to assist.  <b>Clerk: please liaise with Cllr. Jeffery to find a suitable template for Data Audit and complete as directed.</b></p>
PPC18/03	<p><b>Business to be conducted c) Request for training course expenditure</b>  Clerk outlined a forthcoming CiLCA training event which will enable Clerk to complete his CiLCA qualification which, in turn, provides commensurate benefit to Council.  Clerk also advised that his 3 other Council employers had agreed to each fund a ¼ of the cost in accordance with their mutual understanding on training costs for a shared Clerk resource. Total costs of course: £140 plus Vat, so NPHPC contribution £35. ( VAT element will be borne by lead Council – All Saints ).  <b>(P) Cllr. Zirker. (S) Chair. 3/0. So resolved.</b>  <b>Clerk: please note and arrange for lead Council to bill NPHPC accordingly.</b></p>
	<p><b>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.</b></p>
PPC18/04	<p><b>Confidential Business to be conducted in committee.</b></p> <p><b>i) Staff Matters (Remuneration)</b>  Clerk outlined current negotiations between NALC and NJC (National Joint Council for Local Government Services) for the 18/19 and 19/20 financial settlement for Clerks and Local Authority staff. PPC is aware of Clerk’s contractual terms with regards to incremental raises for appraisals and exam qualifications and thus awaits the NALC recommendations; If not received in time for April 2018 salary payment, back-dated pay can be made through salary adjustment thereafter.  <b>Clerk: Please note and update PPC when more information received.</b></p> <p><b>ii) Appraisal format and timing arrangements.</b>  Chair had provided a draft appraisal format to Clerk who was in agreement with the use of this format. Therefore, Clerk will self-appraise as requested by the 20<sup>th</sup> February and return form to Chair. This will then be circulated to all Councillors by PPC Chair for their review, with comments back to Chair over the following 2 weeks ie. by 6<sup>th</sup> March. It was stressed that this process was subject to confidentiality regulations and content was not for dissemination outside of closed Councillor group. Upon receipt, a meeting will be arranged between Chair of PPC and Chair of Council to discuss the Councillors feedback with Clerk and finalise appraisal process with a post-appraisal discussion. <b>Clerk: Please note and provide your comments by 20<sup>th</sup> February.</b></p>

PPC18/04	<b>iii) To consider disciplinary and grievance procedures.</b> Nothing was raised under this agenda item.
PPC18/05	<b>Matters considered as urgent by presiding Chair.</b> Nothing was raised under this agenda item.
PPC18/06	<b>Date and time and venue of next meeting:</b> <b>To be convened as required. Clerk: please note.</b> <b>Please circulate draft minutes as quickly as possible for consideration at next ORD meeting of Council.</b>  <b>With no further business to conduct, the Chairman closed the meeting at 21.15hrs.</b>

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Chair: \_\_\_\_\_

Date: \_\_\_\_\_