



EPWORTH TOWN COUNCIL

PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Janney Committee Chairman

Cllr Harm Cllr Mitchell

Cemetery Lodge
Burnham Road
Epworth
Doncaster
North Lincolnshire
DN9 1BY

Minutes of a meeting of the Personnel Committee of Epworth Town Council held on Thursday February 22nd 2018 at 7pm.

Tel: (01427) 872086

In view of the confidential nature of the business concerning members of staff or legal issues about to be transacted, it is advisable and in the public interest that the press and public be temporarily excluded and they are asked to withdraw under the terms of the Public Bodies (Admission to Meetings) Act 1960 and of Standing Orders. THE COMMITTEE MAY RESOLVE to exclude members of the press and public for the following agenda:

1. **To record** the names of members present. Cllr Janney Committee Chairman, Cllrs Harm and Mitchell.
2. **To receive Declarations of Interest by any member of the Committee** in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. (*Localism Act 2011 Code of Conduct*). None declared.
3. **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.
4. **To approve** minutes of the meeting of October 11th 2017, proposed seconded **RESOLVED** an accurate record and signed by the Committee Chairman.
5. **To make** arrangements for the clerk's appraisal. Clerk to liaise with Cllr Mitchell for an appointment.
6. **To discuss** amendments which will be needed to the Data Protection Policy in light of and changes in the Law. Brief presentation needed to full council to inform of changes and potential resource implications; main issue the "employment" of a "Data Protection Officer".
7. **To discuss** amendments to the Equality Policy. Proposed changes to policy for presentation to full council. PLUS: in line with Equality duty recommend that contractors be requested to submit a copy of their "equal opportunity policy" as part of the quotation/tendering process. Inclusion of a simple "Do you have a policy YES/NO" if YES please attach to your submission. Additional form for equality in recruitment will be needed- to discuss with implementation of recruitment policy.
8. **To receive** DRAFT copies of Contracts of Employment for Groundsman and Cleaner. Committee discussed updating clauses on holiday entitlement and suggested other amendments to the contracts.
9. **To devise** a system to monitor sickness leave and holidays for all staff. Use of Holiday Planner to be put on wall once office painted. Add to letter to staff that staff must advise clerk re holiday/sickness notification. Add to appraisal for monitoring purposes
10. **To receive** new risk assessment forms for discussion and amendment re cleaner and groundsman; consider risk assessment for the clerk. Propose to full council forms can be simplified; discussion on work required on policies generally and responsible person – expertise required to deal with this-
11. **Financial Regulations:** to discuss items 7.6 and 7.8 (delegated from full council). The Personnel Committee recommends the removal of both clauses as covered by other policies and procedures.

Clerk: Caroline Maguire 01427 872086 answer phone
Mobile: 07926 791209 8.30 a.m. – 5.00 p.m. Monday – Friday
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- 12. Health & Safety** to receive current “statement” and discuss new policy and requirement for “accident report form”. Accident Book now provided and kept with First Aid Kit.

Health & Safety statement and Policy to be reviewed. New risk assessment documents required. RIDDOR. Etc. work needed in this area
Role of the clerk? – more training required. Or consider if can “buy in” consultant to carry out risk assessments; or use a councillor with the appropriate skills; enquiries to Zurich Insurance help line; investigate other sources of support.

- 13. To review:** Social Media Policy. Cross reference policy with web-site and facebook management. Wording paragraphs 6 and 7 amended for presentation to full council.
- 14. Policies:** Present list to full council; note that recommendation is that committee structure will have to be reviewed particularly in relation to the reduction in numbers of councillors in May 2019. Freedom of Information Policy required.
- 15. To discuss** councillors duties/obligations/engagement in terms of training and Code of Conduct expectations. (to be an effective councillor.) defer to next meeting.

The clerk left the meeting at 9.19pm.

- 16. To discuss** the clerks hours – these have been monitored over 7 months and demonstrate clearly Clerk consistently working in excess of contracted hours. Discuss possible solutions with full council.
- 17. To record** the closure of the meeting at 9.30pm.

cm.27.02.18

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