



EPWORTH TOWN COUNCIL

## PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Janney Committee Chairman

Cllr Harm Cllr Dent Cllr Baker

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 July 12th 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 Baker and Dent.
2. **Apologies** for absence were received from Cllr Harm.
3. **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.
4. **To note dispensations** given to any member in respect to items on the agenda (*Localism Act 2011 and the Code of Conduct*). None requested.
5. **To discuss “succession planning”** in relation to the role of clerk and RFO (responsible financial officer). Current clerk 3 years to retirement. Hours worked had been compared with other (similar sized) councils where it was noted there was a clerk and deputy clerk (Kirtton in Lindsey). Noted no finance in precept for additional member of staff this financial year. Staff costs currently 44% of precept. Separating role of Responsible Financial Officer (RFO) discussed; major part of clerk’s role. Suggested deputy to take on RFO responsibilities – hours not specified, clerk to reduce hours to allow for second person. Clerk to administer trainee/deputy; long term strategy to take over from existing clerk. Skills required of an assistant? Query use of 6<sup>th</sup> form or college students on work experience. Modern apprentice scheme? College staff member support. Succession; assistant clerk to move into main role? Agreed to investigate use of work experience/modern apprentices etc.- contact to be made with Local colleges.
6. **To discuss** the requirement for a new laptop computer or other equipment in the short and long term. Cllr Dent to investigate status of current lap-top. Option new projector to connect to existing office computer OR second computer for possible second member of staff. Can laptop be upgraded? Cllr Dent agreed to provide short report on current situation and possible options for next meeting.
7. **To discuss** the Financial/General Risk assessment (items allocated specifically to the committee). NOTE: clerk to change computer password regularly. Document amended following discussion – represent next meeting.
8. **GDPR:** to discuss the provision and use of appropriate forms and paperwork. “6 steps”

**Clerk: Caroline Maguire 01427 872086 answer phone**  
**Mobile: 077343 86628 9 a.m. – 5.00 p.m. Monday – Friday**  
**E-mail: epworth.council@btconnect.com**



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Know what you have and why you have it

Manage data in structured way

Know who is responsible for it

Encrypt what you don't want disclosing

Have a security aware culture

Expect the best but prepare for the worst

Subject Access Request: one calendar month to reply; variation according

to month end; suggest standard 28 day (month) time period to reply to

requests. Further work done on form, clerk to query with SLCC/ERNLLC

re the verification section.

Form to be amended.

Privacy Notice: clerk and Cllr Janney to work through form for re-

presentation. Privacy POLICY required.

NOTE: further work required on other documents:

Contact Privacy Notice

Councillors Privacy Notice

Purchase of Exclusive rights of Burial

Privacy Impact Assessment

Consent to hold contact information

Data Audit Form (very important)

Management of Transferable Data

Information and Data Protection Policy (new option)

- 9. The Ledbury judgement:** to discuss the effect of the judgement on current council policies. NOTED: ERNLLCA in discussion with Unitary Authority- additional information and advice to follow. Currently Epworth Town Council (within Standing Orders and the current Code of Conduct) has no powers to sanction the behaviour of councillors, nor is there provision within the policies for informal resolution of disputes (between councillors and staff); committee to review current procedures and policies in light of Ledbury decision.

- 10. To record** the closure of the meeting at 8.37pm.

Next meeting week beginning August 13th

cm.17.07.18

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