



PERSONNEL COMMITTEE

Local Government Act 1972 section 101

Committee members:

Cllr Miemczyk Committee Chairman

Cllr Harm Cllr Mitchell

EPWORTH TOWN COUNCIL

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 June 22nd 2017 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:

No members of the public were present.

1. **To elect** a Committee Chairman. Councillor Miemczyk (Janney) was proposed seconded and elected Committee Chairman,
2. **To record** the names of members present. Cllr Miemczyk Committee Chairman, Cllrs Harm and Mitchell.
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*). Cllr Mitchell, personal interest Glover & Co
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** pension arrangements. Method required to make the pension payments to the Pension Company. Cllr Miemczyk and the clerk have appointment with Mr Campbell at Glovers on Monday June 26th. To quantify level of payroll services offered. £180.00 per year paid for the service. Query on the administration of the "pension" element. (*Report back to full council*).
6. **To discuss/amend** the "Document retention guidelines" policy – document worked through and amendments made for presentation to full council.
7. **To discuss/amend** "Freedom of information" policy. Item deferred.
8. **To revise** the "Child protection policy" Current policy inadequate, need responsibilities to vulnerable adults, require "safeguarding policy".
9. **To discuss** "volunteers" and "social media" policies. Requirement for policy for volunteers, they are part of the organisation and contributing, consider their personal development, confidentiality, safeguarding, health & safety. DRAFT document required. Social Media policy – clerk to add as committee agenda item.
10. **To recommend** amendments and updates to policies on "Equality" policy needs considerable redrafting due to introduction of 2010 Equality Act which current policy does not take into account; Committee Chairman to redraft in conjunction with clerk. Discipline" discussed with councillors and chair sought views in relation to right to be accompanied by companion instead of work colleague at disciplinary hearing. Councillors to notify chair of views and revised document to be circulated for approval before presentation to council.

Clerk: Caroline Maguire 01427 872086 answer phone
Mobile: 07926 791209 8.30 a.m. – 5.00 p.m. Monday – Friday
E-mail: epworth.council@btconnect.com



- and “Capability”. Clerk to work through amendments with Cllr Miemczyk.
- 11. Glover & Co:** to discuss working arrangements with the company. See (5).
 - 12. To arrange** the second appraisal for the clerk. Monday 26th June.
 - 13. To record** the closure of the meeting at 8.40pm.

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