



Crediton Town Council

Market Street

Crediton

Devon

EX17 2BN

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PUBLIC NOTICE

You are hereby invited to attend a Meeting of Crediton Town Council's Administration & Personnel Committee, which will be held on **Tuesday, 20th March 2018**, at the **Council Chamber**, Market Street, Crediton at **6.00 pm**, for the purpose of transacting the following business.

In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

Clare Dalley (Mrs)

Town Clerk

13th March 2018

Members of the press and public requiring access to any of the documents mentioned in this agenda are asked to contact the Town Clerk (electronic links to documents are provided where available).

AGENDA

1. **To receive and accept apologies** (Please make any apologies known to the Town Clerk)
2. **Declarations of Interest** – To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda.
3. **Public Question Time** - To receive questions from members of the public relevant to the work of the Council (A maximum of 30 minutes is allowed for this item, verbal questions should not exceed 3 minutes)
4. **Order of Business** - At the discretion of the Chairman, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.
5. **Chairman's and Clerk's Announcements** - To receive any announcements which the Chairman and Clerk may wish to make. For information only.
6. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 17th October 2017, as a correct record.
7. **Matters Arising** - At the direction of the Chairman, to report on matters arising from the minutes of the Administration and Personnel Committee held on 17th October 2017, for information only.

8. **To discuss the office workload including the Office 'To Do' list.** (A copy of the Office 'To Do' list will be issued prior to the meeting.)
9. **To receive an update from the Town Clerk regarding the actions required to be compliant with the General Data Protection Regulation and agree a course of action, this will include reviewing the following new documents:**
 - **General Privacy Notice**
 - **Privacy Notice for Staff, Councillors and Role Holders**
 - **Data Protection Privacy Policy**
 - **Data Protection Consent Form**(A copy of the documents will be issued prior to the meeting.)
10. **To review the role of the Town Crier.** (Further information will be issued with the agenda.)
11. **To discuss Councillor training, including the Council's annual training event, and agree any actions required.**
12. **To discuss the creation of a focus group comprising a diverse range of the community to enable qualitative research on the community's perceptions, opinions, beliefs and attitudes about the work of the Council.**
13. **To review the www.crediton.gov.uk website analytics.** (Copies of the website analytics will be issued with the agenda.)
14. **To review and evaluate the Committee's aims and objectives against the Council's Strategic Plan.** (A copy of the Committee's aims and objectives will be issued prior to the meeting.)

PART TWO

15. **It is recommended that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information.**
16. **To receive an update from the Town Clerk on current staffing including staff appraisals.**
17. **Close**