



Minutes of Credition Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 20th March 2018, at 6.00 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Committee Chairman), Mr F Letch, Mrs H Zorlu and Mrs E Brookes-Hocking

In Attendance: Mrs Clare Dalley Town Clerk

66. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Anne Hughes (Proposed by Cllr Letch)

67. Declarations of Interests

Cllr Letch declared that as members of more than one authority, that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.

68. Public Question Time

There were no members of the public present.

69. Order of Business

There were no changes to the order of business.

70. Chairman's and Clerk's Announcements

There were no announcements.

71. 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. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 17th October 2017, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Letch)

72. Matters Arising

Page 12, minute number 53 – Cllr Brookes-Hocking advised that she would be attending GDPR training on 19th April 2018.

73. To discuss the office workload including the Office 'To Do' list. The Clerk provided members with an updated 'To do' list. The Clerk confirmed that the workload, although substantial, was manageable. Cllr Letch advised that, at the Town Council meeting, he would urge Town Councillors not to add to the office workload over the coming two weeks, whilst the Clerk is on annual leave.

74. 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 had been issued prior to the meeting. The Clerk advised that the documents were prepared using templates provided in the National Association of Local Councils (NALC) General Data Protection Regulation (GDPR) Toolkit, which provides a number of practical tools to assist councils with GDPR compliance. NALC had been supported in the production of the toolkit by Winckworth Sherwood, a firm of solicitors based in London, Oxford and Manchester. NALC has advised councils to follow the GDPR Toolkit carefully and use the checklist and forms contained within it to ensure they are compliant with the new law. The Clerk advised she is in the process of working through it. She recommended that the Council immediately adopt the General Privacy Notice, Privacy Notice for Staff, Councillors and Role Holders and Data Protection Consent Form. The Data Protection Privacy Policy could not be adopted until the Council gained further information from its website and IT contractors.

She advised that the notices and consent forms may need tweaking in the future, but it was important to start the process of compliance with the new GDPR. She also advised that the Council will need to appoint a Data Protection Officer. This would need to be an independent third party and she was currently obtaining quotations for this service.

It was **resolved** to recommend to full Council that the General Privacy Notice, Privacy Notice for Staff, Councillors and Role Holders and Data Protection Consent Forms be adopted with immediate effect. (Proposed by Cllr Letch)

75. **To review the role of the Town Crier.** The Clerk confirmed a review of the role of Town Crier had been completed and a copy of the completed review form had been issued with the agenda. Mr Payne was happy to continue in the role. The Committee felt Mr Payne was doing an excellent job and **resolved** for him to continue in his role. (Proposed by Cllr Harris)
76. **To discuss Councillor training, including the Council's annual training event, and agree any actions required.** The Clerk advised that she thought it would be appropriate for Councillors to undertake GDPR training. She had hoped that a training event would have been organised by now, however, GDPR trainers are currently in high demand. She suggested there may be a possibility of this being undertaken by a Data Protection Officer once they have been appointed. It was **resolved** for the Clerk to arrange GDPR training for all Town Councillors. (Proposed by Cllr Harris)
77. **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.** After discussion it was **resolved** to gain feedback from representatives of the community that the Council works with (statutory organisations, charities and community groups), by inviting individuals to an informal social evening on Thursday 21st June 2018, to be held in the Council Chamber. The Clerk was asked to put together a list of possible invitees and draft a short informal invite letter for approval by members. (Proposed by Cllr Letch)

- 78. **To review the www.crediton.gov.uk website analytics.** Copies of the website analytics had been issued with the agenda. It was **resolved** to note the website analytics. (Proposed by Cllr Harris)
- 79. **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 had been issued prior to the meeting and were reviewed by members.

PART TWO

- 80. It was **resolved** 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. (Proposed by Cllr Letch)
- 81. **To receive an update from the Town Clerk on current staffing including staff appraisals.** The Clerk advised Councillors that all the staff appraisals had been completed satisfactorily. The Clerk advised that the Administrative Assistant has expressed her willingness to increase her hours to 10.00 am to 3.00 pm daily. The Clerk confirmed this would be beneficial due to the office workload and would provide an extra hour of administrative support when the office is closed. The Clerk confirmed there was sufficient money in the 2018-2019 budget to cover the increase. It was **resolved** to increase the hours of the Administrative Assistant by 1 hour per day working 10 am to 3 pm commencing on 1st April 2018. (Proposed by Cllr Letch)
- 82. **Close**
The meeting closed at 6.47 pm

Signed.....
(Chairman)

Date.....