

Personnel and Asset Management Enclosures 17th September 2021





Extraordinary Minutes of the Meeting of the Personnel & Asset Management Committee

Civic Hall

At 10pm on Wednesday 11th August 2021

Those Present:

Members with voting rights:

Town Mayor Cllr Johanna Maitland (JM), Deputy Town Mayor Cllr John Stewart (JS).
Cllrs: Sara Knowles (SK), Amanda Stott (AS), John Weston (JW) Angela Williams
(AW)

Town Clerk: Julie Mason

Chair: Town Mayor Cllr Johanna Maitland

Members of the Public

No members present

Apologies

Nil

Declarations of Interest:

None were declared.

PA 30/21 To accept the minutes from the Personnel & Assets Committee held on 21/07/21 including Appendix 1

Resolved the minutes held on 21/07/21 were accepted as a true and accurate
record.

PA 31/21 To receive updates from the minutes

No updates were received.

PA 32/21 To note the request to leave the Committee by Cllr S Knowles.

All members agreed they did not wish Cllr SK to leave the committee and asked if
there were ways to accommodate the situation to allow her to attend meetings in the
daytime due to work commitments.

Resolved the Personnel & Assets Committee would meet on Fridays as opposed to
Wednesdays at 10am in the future.

It was agreed the Clerk would circulate the new dates.

PART B

Under Standing Orders 3d - Exclusion of the Public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential natures of the business to be transacted or for other special reasons.

The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

It was **Resolved** to move to Part B

PA 33/21 To accept and make decisions on the staff one to one's with the Town Clerk and the Chair of Personnel following on from the September 2020 appraisals and staff evaluation.

[REDACTED]

To note the next meeting was to be confirmed

Meeting closed at 11.45 am



RECRUITMENT POLICY

1. INTRODUCTION

This policy provides guidance to those involved with the recruitment of Council staff.

The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities policy. All selection processes will take place within the framework laid down by this policy.

The Council will also use the employment guidance provided by NALC, SALC and SLCC.

All those involved in selecting candidates for employment should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2. AIMS

The key aims of the Council's recruitment policy are:

To maximise the effectiveness of the recruitment and selection process;

To ensure the recruitment and selection processes are consistent, fair, transparent and in accordance with legislation; and

To ensure the recruitment and selection processes are in accordance with the Council's Equal Opportunities policy.

3. APPLICATIONS

The Clerk will provide a job description and person specification for each vacancy, and these documents will form the basis for the selection process. The Clerk will be responsible for ensuring these are reviewed and reflect the current responsibilities of the role.

The person specification will include a list of skills, experience and qualifications which are essential and/or desirable for the role. Candidates will be assessed and selected for interview against the person specification criteria.

The job description and person specification will be included in the recruitment pack, which will also provide details of working hours, pay scales and type and length of contract.

Vacancies will be advertised internally and externally, except where the Council are amending a temporary or fixed-term contract to a permanent position, where the existing post-holder (assuming their performance is satisfactory) may be offered the position prior to any other advertising.

The Council will consider the viability of part-time and/or job share candidates for each role and will make clear in its advertisement if this will be considered.

The Council uses application forms for recruitment and will not accept CVs. All potential applicants should be directed to apply formally through the official contact named in the advertisement.

4. SHORTLISTING

The Council will agree a shortlisting panel to assess the applications. The composition of the panel will vary according to the type of post being filled.

Any Member with a personal connection to any of the candidates will be excluded from the entire selection process.

As soon as possible after the closing date for applications, the shortlisting panel will select candidates for interview by assessing the information in their application form against the job description and person specification.

5. INTERVIEWS

The Council will agree the composition of the interview panel, which will normally comprise the members of the shortlisting panel.

To ensure a consistent and fair approach, all candidates will be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities. The questions will vary depending on the vacancy.

The interview panel must take extreme care to ensure they do not imply discrimination by asking questions about personal circumstances which are unrelated to the job.

Each member of the interview panel will take notes to support their assessment of the candidates' suitability of the role, and the panel may agree a scoring system to help objectively assess the candidates.

Once all of the candidates have been interviewed, the panel members should compare their notes and agree the most suitable candidate, ensuring their decision is based on the criteria in the job description and person specification.

6. NOTIFICATION AND APPOINTMENT

Post interview arrangements are the responsibility of the Clerk, or where the vacancy is for the role of the Clerk, the Town Mayor as Chair of Personnel Committee.

Candidates should be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate but must be formally confirmed in writing. The offer is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK and any copies of qualification certificates.

If unsatisfactory responses to references are received, the Council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Council may make an offer to one of the original unsuccessful candidates or decide to begin the recruitment process again.

This policy was:

Reviewed by the Personnel Committee 29/07/20

Approved by the Council on 04/08/20

Data Protection in Recruitment

How does the GDPR affect recruiting?

When candidates fill out your job application forms, they provide you with their personal data. Because job applications correspond to actual job openings, you have legitimate interest in processing this data and you do not need to ask for explicit consent. But, to be fully compliant with GDPR, ensure you:

- **Ask only for personal data you need.** The data you collect from candidates must be “necessary and relevant to the performance of the job which is being applied for.”
- **Be transparent.** In your job ads, let candidates know that you intend to use their data for recruitment purposes only and how long you may need to keep this data. If you plan to gather more information about candidates (for example, by reviewing their social media profiles) as part of your screening process, you need to say that explicitly and explain how and why.
- **Link to your privacy policies.** Your company’s/organisation’s privacy policy should be easily accessible. It should include instructions to candidates on how they can ask you to delete, rectify or stop sharing their personal data. In your job ad, let candidates know that they can find that information in your privacy policies.

Here are a few key directives of GDPR that affect recruitment:

- **You need legitimate interest to process candidate data.** GDPR obliges you to collect data only for “specified, explicit and legitimate purposes.” This means, for example, that you can source candidate data as long as you collect job-related information only and you intend to contact sourced candidates within 30 days.
- **You need to have candidate consent to process sensitive data.** GDPR requires you to ask for consent when you want to process data like disability information, cultural, genetic or biometric information or information gathered for the EO monitoring or a background check. In

these cases, you must ask for consent in a clear and intelligible way and provide candidates with clear instructions on how to withdraw their consent should they wish to.

- **You need to be transparent about processing candidate data.** You must have clear privacy policies and recruiters are obliged to make those policies available to candidates. You must also disclose where you store candidate data and state that you will use this data for recruitment purposes only.
- **You need to assume responsibility for compliance (accountability.)** Your company/organisation needs to be able to demonstrate compliance with the GDPR. For example, under GDPR, your company/organisation is responsible for who it does business with (e.g. third party recruiter or sourcing services.) If they fail to comply with the law, your company/organisation is accountable as well.

Also, you are obliged to comply when candidates exercise their rights under GDPR:

- **Candidates have the “right to be forgotten.”** Candidates have the right to ask you to delete and stop processing their personal data. You must locate every place that you keep their information (e.g. spreadsheets) and delete it within one month after receiving the candidate’s request.
- **Candidates have the right to access their data and ask you to rectify it.** Candidates have the right to ask what data of theirs you hold. They can also request that you make corrections to any inaccuracies (rectify.) You must grant both requests within one month and provide candidates with a free, electronic copy of their own personal data.

Create a privacy policy for recruiting

Your company/organisation must have a transparent privacy policy in place explaining how it collects, processes and protects data and giving instructions to data subjects on how to ask you to delete and rectify their data. In addition to this privacy policy, you may find it useful to have a privacy notice for recruitment. This note will address candidates directly and should include all information required by GDPR Article 13 and Article 14 as well as a recount of your actions to ensure data protection:

- **The name and contact details of your organisation.** If you have appointed a Data Protection Officer (DPO), include their contact details as well.
- **A statement that any data requested will be used for recruitment purposes only.** You need to explain your legitimate interest too.
- **The types of information about a candidate that reside in your files.** These could be contact details, social and professional profiles, education and work experience.
- **Who you will share the data with.** For example using a third party in your recruitment process.
- **Where you find candidate data.** It's important that you mention you use your sources lawfully.
- **Where the processing is based and where you store data.** This is especially important if you transfer data outside the EU.
- **How long your organisation intends to store each candidate's data.** If this isn't possible, you need to explain with what criteria you determine this period.
- **The candidates' rights.** These include the right to be forgotten, to rectify or access data, to restrict processing, to withdraw consent, to be kept informed about the processing of their data.
- **Instructions on how candidates can take action on the processing of their personal data.** Let them know how to access their data or request that you delete, rectify or restrict processing of their data.
- **How you protect candidate data.** You could sum up or link to your general privacy policy which should include all the ways you protect data (e.g. encryption, privacy by design.)

Using a Third Party to Recruit

Definition of Data Controller and Data Processor

'controller' means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

This would be the TC in the case of recruitment

'processor' means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

What responsibilities does a controller have when using a processor?

The controller is responsible for assessing that its processor is competent to process personal data in line with the UK GDPR's requirements. This assessment should take into account the nature of the processing and the risks to the data subjects. This is because Article 28(1) says a controller must only use a processor that can provide "sufficient guarantees" (in particular in terms of its expert knowledge, resources and reliability) to implement appropriate technical and organisational measures to ensure the processing complies with the UK GDPR and protects the rights of individuals

Article 28(3) states that:

Processing by a processor shall be governed by a contract or other legal act under domestic law, that is binding on the processor with regard to the controller.

This means every time a controller uses a processor to process personal data, there must be a written contract that binds the processor to the controller in respect of its processing activities.

What details about the processing must the contract include?

Article 28(3) states that the contract (or other legal act) must include the following details about the processing:

- the subject matter and duration of the processing;
- the nature and purpose of the processing;
- the type of personal data and categories of data subject; and
- the controller's obligations and rights.
- The controller therefore needs to be very clear from the outset about the extent of the processing it is contracting out.

What are the minimum required terms?

Article 28(3) also sets out the following specific terms or clauses that must be included in the contract:

- Processing only on the documented instructions of the controller.
- Duty of confidence.
- Appropriate security measures.
- Using sub-processors.
- Data subjects' rights.
- Assisting the controller.
- End-of-contract provisions.
- Audits and inspections.

Cylix Quote for eLearning:

Total number of learners in the organisation is 19, all Bollington Town Council councillors and employees.

Data Protection Essentials x 18
Information Security Essentials x 18
Freedom of Information Essentials x 5
Health & Safety Essentials x 7
Equality and Diversity Essentials x 19
Challenging Unconscious Bias x 19
Managing Diversity x 2

Option for 5 x supporting mental health at work

Quote

The one year licence renewal price for deploying the first seven courses to the user numbers you've defined is: £915.61 + VAT.

If you add user licences for the Supporting Mental Health at Work course, this will push the licence price up to £973.94 + VAT. The prices include:

- Web hosting the courses under our Elumos learning management system, enabling you to track/report on usage.
- Legislation and maintenance updates for the full licence period.
- Second line technical support for your IT team for the full licence period.

The licences will be valid for a year and will allow registered users to access – and re-access – the courses as many times as they wish during this period. See the attached software licence agreement for further details on this and the other terms of usage.

On the basis that you deploy the same courses to the same user numbers per year, the discounted three year licence prices would be:

- First seven courses: £2,289.03 + VAT
- First seven courses plus Supporting Mental Health at Work: £2,434.85 + VAT

This discounted figures are offered on the basis that you pay the full three year licence price upfront.

Fixed Asset Register - May 2021

Date Acquired	Asset Name/Description	Purchase Cost	Location Held	Anticipated Replacement Year	Disposal Date	Disposal Value
	Town Hall					
	Office Equipment					
30/11/2020	Laptop (E&MO)	£ 470.00	Employee's Private Address	2023/24		
14/10/2020	Monitor (E&MO)	£ 78.61	Employee's Private Address	2023/24		
14/10/2020	Keyboard and Mouse (E&MO)	£ 16.65	Employee's Private Address	2023/24		
20/07/2020	Monitor (RFO)	£ 88.28	Employee's Private Address	2023/24		
09/07/2020	Monitor (Clerk)	£ 210.00	Employee's Private Address	2023/24		
01/07/2020	Webcams x 2	£ 73.78	Employee's Private Address	2023/24		
01/07/2020	Keyboard and Mouse (RFO)	£ 22.79	Employee's Private Address	2023/24		
09/06/2020	Headsets x 3	£ 141.33	Employee's Private Address	2023/24		
04/05/2020	Keyboard and Mouse W&IO)	£ 46.94	Employee's Private Address	2023/24		
09/01/2020	Screen in Council Chamber	£ 180.38	Town Hall	2023/24		
02/05/2019	Personal Computer (Town Hall Assistant)	£ 510.81	Town Hall	2023/24		
01/11/2019	CCTV at Town Hall	£ 1,475.00	Town Hall	2023/24		
04/12/2018	Laptop for (Warden/Chamber)	£ 464.98	Town Hall	2022/23		
01/05/2018	Personal Computer (RFO)	£ 1,007.63	Town Hall	2021/22		
05/04/2018	Personal Computer & Monitor (Clerk)	£ 794.06	Town Hall	2021/22		
06/06/2017	Laptop for Clerk	£ 1,249.17	Town Hall	2021/22		
31/10/2017	Personal Computer (Mayor's Secretary/Admin)	£ 869.78	Town Hall	2021/22		
03/03/2016	Telephone Equipment	£ 320.71	Town Hall	2020/21		
07/06/2016	Laptops for Councillors	£ 907.00	Town Hall	2020/21		
23/09/2016	Laptops for Councillors	£ 208.00	Town Hall	2020/21		
01/11/2016	Laptop for RFO	£ 540.83	Town Hall	2020/21		
01/04/2004	Laser Printer Samsung	£ 36.00	Town Hall	2016/17		
01/04/2007	Laser Printer Hewlett Packard	£ 133.00	Town Hall	2016/17		
01/04/1998	A3 Laminator	£ 100.00	Town Hall	2016/17		
01/04/2005	Digital Camera	£ 192.00	Town Hall	2016/17		
01/04/2018	Photocopier (leased)	£ 3,500.00	Town Hall	2021/22		
18/03/2018	Projector	£ 1,409.00	Town Hall	2022/23		
01/04/2012	Projector	£ 963.00	Town Hall	2017/18		
01/04/2012	Projector Screen	£ 200.00	Town Hall	2017/18		
01/04/2014	PA Equipment	£ 156.00	Town Hall	2018/19		
		£ 16,365.73				
	Notice Boards					
01/04/2010	Notice Board: Town Hall	£ 626.00	Town Hall	2015/16		
01/04/2007	Street Bench: Heathcotes	£ 418.00	Heathcotes Wellington Road			
01/04/2006	Notice Boards, Finger Posts (Parish Plan)	£ 8,920.00	Various locations in Bollington			
01/04/2005	Notice Boards: Bulls Head & Grimshaw Lane	£ 1,141.00	Bulls Head and Grimshaw Lane Bollington			
		£ 11,105.00				
	Vehicle					
01/07/2017	Volkswagen Van	£ 6,000.00	Town Hall	2021/22		
		£ 6,000.00				
	Other Items					

Note for Annual Return: Assets should be included at purchase cost or proxy cost. Proxy cost can be the insurance value but the value used for 2011 should be fixed at this point and not revalued each year

Fixed Asset Register - May 2021

Date Acquired	Asset Name/Description	Purchase Cost	Location Held	Anticipated Replacement Year	Disposal Date	Disposal Value
09/07/2020	Barriers	£ 966.00	Town Hall	2026/27		
02/12/2019	Xmas Lights for Palmerston Street	£ 2,145.00	Town Hall	2024/25		
03/09/2019	BCYP Fencing	£ 111.00	Bollington Cross	2029/30		
02/07/2019	BCYP Fencing	£ 19,529.60	Bollington Cross	2029/30		
01/12/2017	Defibrillator	£ 870.00	Town Hall	2021/22		
01/11/2017	Xmas Lights at High Street Green	£ 855.00	Town Hall	2021/22		
01/12/2016	Road Signs	£ 1,393.35	Town Hall	2020/21		
01/12/2016	Xmas Lights for High Street Tree	£ 1,635.00	Town Hall	2020/21		
01/03/2016	Tables and Chairs	£ 1,378.00	Town Hall	2026/27		
01/11/2015	Xmas Lights for Bollington Cross	£ 1,635.00	Town Hall	2019/20		
01/11/2015	Barriers	£ 861.92	Town Hall	2019/20		
01/12/2012	Xmas Lights for Town Hall Tree	£ 300.00	Town Hall	2017/18		
01/04/2012	Gritting Equipment	£ 171.00	Town Hall	2016/17		
01/04/2012	Refrigerator	£ 133.00	Town Hall	2017/18		
01/12/2011	Xmas Lights for Town Hall Tree	£ 1,365.00	Town Hall	2016/17		
01/04/2006	Illuminations on Palmerston Street	£ 2,350.00	Town Hall	2017/18		
01/04/2002	Water Boiler	£ 88.00	Town Hall	2016/17		
01/04/2001	Wheelie Bin/Gardening Equipment	£ 300.00	Town Hall	2016/17		
		£ 36,086.87				
	Sub Total Assets	£ 69,557.60				
01/04/1974	Furniture and fittings	£ 48,552.00	Town Hall			
01/04/1974	Civic Regalia	£ 37,675.00	Town Hall			
	Land and Property					
01/01/2016	Multi Use Games Area	£ 93,500.00	Heath Road			
01/04/2019	BCYP/BHL Land and Buildings	£ 1.00	Heath Road			
01/04/2019	BCYP Football Pitches	£ 130,000.00	Heath Road			
01/04/2019	Harrop Road Allotment Land	£ 1.00	Harrop Road			
01/04/2019	Turner Rise Land	£ 1.00	Turner Rise			
22/01/2019	Town Hall and Brookbank House	£ 1.00	Wellington Road			
		£ 223,504.00				
	Monuments					
01/01/2000	Welcome Sign Cross	£ 3,500.00	Bollington Road			
		£ 3,500.00				
	Stone Bus Stops					
01/01/1982	Memorial Gardens, Palmerston Street	£ 4,000.00	Palmerston Street			
01/01/1982	Viaduct, Wellington Road	£ 4,000.00	Wellington Road			
01/01/1982	Kerridge, Jacksons Lane	£ 4,000.00	Jacksons Lane			
01/01/1982	Near School, Grimshaw Lane	£ 4,000.00	Grimshaw Lane			
		£ 16,000.00				
	Memorial Gardens, Palmerston Street					
01/10/2015	Main Monument	£ 1.00				

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Fixed Asset Register - May 2021

Date Acquired	Asset Name/Description	Purchase Cost	Location Held	Anticipated Replacement Year	Disposal Date	Disposal Value
01/10/2015	Two Side Monuments	£ 8,000.00				
01/10/2015	Land	£ 1.00				
		£ 8,002.00				
	Total Town Hall Fixed Assets	£ 406,790.60				
	Civic Hall					
01/10/2018	CCTV	£ 1,825.00	Civic Hall	2023/24		
04/01/2017	Lighting	£ 438.20	Civic Hall	2022/23		
01/12/2012	Office Equipment	£ 1,000.00	Civic Hall	2017/18		
01/09/2014	Cleaning Equipment Floor Buffer	£ 641.00	Civic Hall	2018/19		
01/03/2014	Bar Lighting	£ 1,234.00	Civic Hall	2018/19		
01/03/2014	Stage Lighting	£ 563.00	Civic Hall	2018/19		
17/09/2014	Bowling Mats	£ 2,058.00	Civic Hall	2018/19		
08/12/2014	Dishwasher	£ 1,200.00	Civic Hall	2018/19		
01/12/2012	Kitchen Equipment	£ 6,750.00	Civic Hall	2022/23		
04/08/2014	Dance Mirrors	£ 2,173.00	Civic Hall	2022/23		
01/02/2014	Bar	£ 2,700.00	Civic Hall	2023/24		
11/02/2015	Retractable Seating	£ 33,372.00	Civic Hall	2024/25		
01/03/2016	Lighting Bars	£ 837.00	Civic Hall	2020/21		
18/03/2014	Chairs	£ 535.50	Civic Hall	2024/25		
01/09/2013	Chairs	£ 3,196.00	Civic Hall	2024/25		
01/12/2015	Chairs	£ 595.00	Civic Hall	2024/25		
01/09/2013	Tables	£ 257.70	Civic Hall	2024/25		
01/10/2013	Tables	£ 699.50	Civic Hall	2024/25		
16/03/2015	Curtains	£ 755.00	Civic Hall	2024/25		
01/10/2013	Curtains and Blinds	£ 660.00	Civic Hall	2024/25		
01/09/2013	Curtains and Blinds	£ 354.00	Civic Hall	2024/25		
01/07/2013	Curtains and Blinds	£ 3,947.66	Civic Hall	2024/25		
01/06/2013	Curtains and Blinds	£ 2,187.98	Civic Hall	2024/25		
31/07/2014	Stage Curtains	£ 298.00	Civic Hall	2024/25		
01/02/2014	Kitchen Cupboards	£ 726.77	Civic Hall	2024/25		
01/11/2013	Kitchen Cooker and Fridge	£ 750.00	Civic Hall	2024/25		
17/03/2014	Kitchen Wine Cooler	£ 224.16	Civic Hall	2024/25		
02/01/2014	Bar Sink Units	£ 620.33	Civic Hall	2024/25		
13/04/2015	Scaffold Tower	£ 740.00	Civic Hall	2024/25		
12/05/2015	Trolley for Retractable Seating	£ 551.00	Civic Hall	2024/25		
01/09/2013	Vacuum Cleaner	£ 275.00	Civic Hall	2024/25		
27/07/2015	Staging Equipment	£ 11,242.00	Civic Hall	2030/31		
		£ 83,406.80				
	Civic Hall Building (Fair Market Valuation)	£ 270,000.00				
	Total Civic Hall Fixed Assets	£ 353,406.80				
	Town Hall	£ 406,790.60				
	Civic Hall	£ 353,406.80				
	Total	£ 760,197.40				

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Fixed Asset Register - May 2021

Date Acquired	Asset Name/Description	Purchase Cost	Location Held	Anticipated Replacement Year	Disposal Date	Disposal Value
	Non Current Asset					
	Bridgend Centre Loan					
31/03/2021	Loan less capital repayments	£ 53,350.49				
		£ 53,350.49				
	Total	£ 813,547.89				
Approved by	Audit Committee	21/07/2020				
	Council	04/08/2020				
	Audit Committee	27/01/2021				
	Council	02/02/2021				
	For insurance purposes the asset valuations by Greenhams 2020:					
	Town Hall	£ 925,000.00				
	Civic Hall	£ 1,960,000.00				
Key						
Blue	to be disposed/loan repayments					
Green	added to register					

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