



Minutes of the Meeting of the Personnel, Policy & Governance Committee

This meeting was held in the Chambers at the Town Hall
at 10am on Tuesday 27th September 2022

Present:

Cllrs Helen Ellwood (HE) (Deputy Mayor), David Kent (DK), Johanna Maitland (JM), *substitute*, James Nicholas (JN) , Angela Williams (AW).

Declarations of Interest:

None were declared.

Members of the Public

None present.

Apologies

Cllr J Stewart due to a personal commitment and it was noted Cllr J Maitland was his substitute and Cllr A Stott due to a Cheshire East Council meeting.

PPG 12/22 To note the minutes from Wednesday 22nd June 2022 PPG 01/22 – 11/22 which had been approved at Full Council on 05/07/22.

RESOLVED the minutes were approved as a true and accurate record.

PPG 13/22 To discuss matters raised from the minutes

DBS checks still outstanding and to approve the time limit on submission

The Cllrs still outstanding were Cllr JCS, MN, JS, and KE.

RESOLVED the Councillors would be given the deadline of 30th September 2022.

RESOLVED a DBS check would be valid for three years.

To receive an update on the Local Council Award

The Clerk reported as now there was less than 2/3 of the Council members who were not elected by the public the award could not be applied for at this time.

PPG 14/22 To revisit the ‘Compassion in Politics’ Pledge as referred back to this Committee from Full Council in July.

The Chair gave the background of the reasons behind the pledge being revisited by the Committee.

There was a long debate on the reasoning behind the purpose of the pledge as the Council had the Code of Conduct in place which covered the seven Nolan principles. Cllr JM felt over her Mayoral year both members of the public and fellow colleagues

had spoken inappropriately both in person and over social media and this was a method of stating BTC would not accept such behaviour. She had researched the pledge with NALC and many Councils were adopting similar words around civility and respect for each other. She felt these Councils lead the way on good behaviour. **RESOLVED** the Committee recommended the Compassion in Politics was accepted by FC subject to one amendment.

Cllr DK wished the matter to be resolved as soon as possible as it had dragged on for too long.

PPG 15/22 To review the Corporate Plan to date and agree the next stages when budget setting 2023/24.

The plan in the enclosure pack was not the original one voted for it was the draft. The Clerk suggested the WG being reformed to review the plan before the next budget proposal.

RESOLVED the Chairs of all Committees would reform the Working Group and revisit the Corporate Plan before budget setting.

PPG 16/22 To review and take actions on the Data Protection Compliance Audit 2022 follow up on 15th July 2022 by John Henry Ltd the Town Council's DPO.

To agree the updated Information & Data Protection Policy (to include a document for Councillors and to agree the process for non-Councillor names in Working Groups)

RESOLVED the Information & Data Protection Policy was accepted by the Committee

The document to agree for the Working Groups to sign to approve their names being published in the minutes was rejected. Cllr JM felt it was duplicating unnecessary information and giving the Council another piece of documentation. The name was only one piece of identifiable information and to lead to a breach there needed to be two pieces of information.

RESOLVED the Committee recommended this piece of documentation was not accepted and the Terms of Reference for each Working Group was adapted to the cover the name of a non-Cllr would be shared in the minutes. The members would then have the option to not allow their name to be share. The privacy policy on the BTC website covered the Council.

Cllr DK wished it to be noted that if a volunteer would not share their name maybe there was a question if they should be on the WG.

To agree Information Security Policy

RESOLVED the Policy was accepted.

To agree Data Protection Impact Assessment Policy

RESOLVED the Policy was accepted.

The Clerk had circulated a document which Councillors sign to ensure due diligence was followed when working on your own devices. The Committee discussed this at length and felt there was a gap in many Cllrs knowledge.

RESOLVED the Clerk would organise training within budget for Cllrs to assist operating on your own device away from the Town Hall.

RESOLVED the Clerk and Cllr JM would adapt the document and then it would be signed by Cllrs to ensure no breach.

To agree Legitimate Interests for photographs for Civic Community Events organised by BTC

RESOLVED the Committee did not accept if photographs were taken in a public place there was a necessity to ask the individuals to sign a document. They felt a verbal consent was sufficient.

If it was a public event, they agree a poster/ and or signage should be shown to show pictures were being taken on behalf of the TC.

It was stifling the promotion of activities of the TC. If the Council was present in organisations such as schools, youth groups/council, care homes we would seek written permission.

To agree Communications & Engagement Policy

It may not be possible for the Council to respond to comments or queries on social media. To ensure a response, residents should contact the staff using the methods shown on the website contact us webpage

The Committee recommend the removal of these words and the Clerk to set up an independent FB profile, so it did not interact with the staff's personal profile. This would lead to the staff ensuring the FB posts were responded to accordingly.

RESOLVED subject to the above amendments the policy was accepted.

PPG 17/22 To review the budget spend to date

The staff costs were circulated against the budget and the Clerk noted the proposed staff salary increase of the sector which needed to be accounted for within this year's budget.

PPG 18/22 To approve a new hedge cutter for the Town Warden due to new tasks in the town.

RESOLVED the Committee allowed a budget of £500 to purchase a hedge cutter which was within budget.

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 a meeting shall be by a resolution which shall give reasons for the public's exclusion.

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

Appendix 1

PPG 19/22 To note the next date of the Personnel, Policy & Governance Committee will be held on 21st December 2022 at 10am in the Town Hall at 10am

Meeting closed at 11.45 am

