

COLDEN COMMON PARISH COUNCIL

SUMMONS to attend a VIRTUAL

MEETING OF THE POLICY, PROCEDURES AND STAFFING COMMITTEE

to be held on Wednesday, 31st March 2021 at 7pm

Due to the current Coronavirus pandemic, the Parish Council will meet virtually via Zoom by clicking [HERE](#) rather than in the Community Centre. You can also use the link below

<https://us02web.zoom.us/j/2892053439>

Zoom is available for Personal Computers, Apple Mac's, mobile phones and tablets.

Just go to the appropriate app store.

To join the meeting the ID is 289 205 3439, No password

The press and public may not speak when the Council is in session.

Members of the press and public will be muted when joining the meeting.

The Press and Public can make points or ask questions regarding items on the agenda only, in the allocated time during agenda item

To do so please raise a virtual hand during this agenda item and wait to be invited to speak by the Chair.

Background papers if appropriate are available on request before the meeting.

They will be circulated to Councillors in the days before the meeting.

Debbie Harding, Clerk to the Council, Friday 26th March 2021

A G E N D A

Agenda No	Business/Decision	Lead Cllr	Timing	Page
27/20	Apologies for absence	Cllr Hill	7.00	
28/20	To receive declarations of interest for any items on the agenda	Cllr Hill	7.01	
29/20	To agree the accuracy of the minutes of the meeting held on the 14 th October 2021	Cllr Hill	7.02	2-7
30/20	To receive any updates from the minutes of the last meeting	Cllr Hill	7.05	
31/20	To receive questions from members of the Public	Cllr Hill	7.10	
32/20	To consider the following new policies and recommend them to the Parish Council for approval <ul style="list-style-type: none">• Corruption and Bribery policy• Use of private e-mail policy	Cllr Hill/ Cllr Byrne	7.20	
33/20	To discuss the recent spate of non-dwelling burglaries in the village and resolve any initiatives which warrant further research for future formal consideration.	Cllr Hill	7.40	No papers
34/20	To consider developing a Parish Council emergency plan and agree the type of emergency and the highest risks to prioritise	Cllr Hill Cllr Byrne	8.10	No papers
35/20	To discuss the merits of a Covid memorial in the village, if supported consider what form this should take and make a recommendation to the Council for support in principle for further research.	Cllr Veck	8.30	
36/20	To resolve to close the meeting to members of the public to discuss employment contracts. Proposed motion In view of confidential nature of the business to be discussed in relation to employment contract it is in the public interest that public and press be excluded from this part of the meeting under legislation contained in the Public Bodies (Admission to Meetings) Act 1960	Cllr Hill	8.45 8.46	
37/20	To discuss review and make a recommendation to the Full Parish Council for any contractual and non-contractual changes to remuneration in employment contracts from 1 st April 2021	Cllr Hill	9.10	Confidential paper

- Memorial bench policy
- Use of Council open space policy
- Equality policy
- Data Protection Policy

The Committee reviewed all the policies and made some changes as detailed in the summary attached to these minutes. It was resolved to recommend adoption of these policies to the Parish Council, resolved by Cllr Maggie Hill, seconded by Cllr Rob Veck and carried.

P 23/20 TO REVIEW THE EXISTING POLICIES BELOW AND CONSIDER ANY AMENDMENTS NECESSARY AND RECOMMEND IF NECESSARY, TO THE PARISH COUNCIL

- Publication scheme
- Posting of Agendas, minutes etc
- Recruitment and selection
- Tree and Hedge Policy
- Lone working policy
- Volunteer agreement
- Volunteer policy
- Protocol of press and public reporting
- Complaint procedure
- Performance Management Procedure
- Capability Procedure
- Maternity, Paternity, Parental and Shared Parental leave
- Jury Service
- Grant Funding Policy
- Managing Sickness Policy

The Committee reviewed all the policies and made some changes as detailed in the summary attached to these minutes. It was resolved to recommend adoption of these policies to the Parish Council, resolved by Cllr Rob Veck, seconded by Cllr Richard Izard and carried.

P 24/20 TO UPDATE THE COMMITTEE ON THE PROGRESS OF THE COUNCIL MEETING THE WEB CONTENT ACCESSIBILITY GUIDELINES FOR THE PUBLIC SECTOR

The Clerk reported that the Assistant Clerk has made all the required changes to the Parish Council website to meet the deadline to achieve **Website Content Accessibility Guidelines (WCAG) 2.1 AA rating**. This rating is required in the Public Sector Bodies Accessibility regulations.

An Accessibility Policy Statement is on the website as is Accessible Documents Statement. Our documents are required to be displayed in an accessible format and the Clerk and Assist Clerk are attending a virtual course with the Society of Local Councils on 17th November to learn how to convert them / prepare them in an accessible / screen reader format.

P 25/20 TO CONSIDER THE REQUIREMENT FOR A TEMPORARY CONTRACT FOR DATA INPUT AND RECOMMEND TO THE PARISH COUNCIL FOR APPROVAL

The Council has purchase parish online which is a digital mapping system. Parish online has pre-loaded “layers” which will enable the production of a variety of maps which will show parish boundaries, addresses, listed buildings, business sites and more.

It has a measuring tool to measure specific boundaries or areas.

It can create permanent, informative Map Layers for example to highlight all land that is owned by the Parish Council.

It can create an asset register. Once Assets are loaded, each asset has text fields to prompt you to add essential information, upload documents, pictures and history on condition and maintenance so that a digital history is always available online.

Sections of Parish online can be made into publicly accessible maps.

The first task is to load the assets online with pictures and information in relation to the supplier, purchase price and any relevant maintenance. This task is expected to take between 40-60 hours to complete. Once completed new assets or maintenance can be added at month end when invoices are processed or when minutes are agreed.

This task was ear marked by the Clerk for a year 10 Kings School work experience in May 2020. Due to Covid, all work experience was cancelled as year 11 were working from home on course work.

The Clerk feels that after some initial training this is a data input task. The Clerk feels that neither the Clerk or Asst Clerk currently has the capacity to fulfil this project without overtime. Given the hourly rate of the current employees, and the relatively low skill required after initial training, the Clerk is recommending that this one-off piece of work is completed by a temporary contract. However, due to the Coronavirus restrictions, employing a temporary contractor, outside of a household bubble is not possible.

The Clerk is suggesting that this work is given to her year 11 daughter as a one-off piece of work on a temporary contract. This can be completed over the weekend as paid employment with support and training given in the Clerks own time. This is the most cost effective and efficient way of completing the task. The minimum wage for an employee of this age is £4.55 per hour.

Councillors considered the options of completing this project and agreed that it would be in the best interest of the Council to get this project moving. Given the restrictions of Covid, it was felt that a temporary contract using a person in the Clerks bubble was a sensible cost-effective solution and that it should be considered by the Full Council at the next meeting. Proposed by Cllr Alex Loughran, seconded by Cllr Rob Veck and carried.

P 26/20 AGREE THE AGENDA ITEMS FOR THE NEXT MEETING IN ADDITION TO PROPOSED ITEMS BELOW

- TREE PLANTING POLICY, EMERGENCY PLANNING

Summary to changes on policies agenda items 22/20 and 23/20

New policies 22/20

Policy Number	Title	Summary
Policy 28	Use of open space policy	<p>Draft new policy to deal with requests for using all parish council open space including use of the car park for burger vans etc</p> <p>Policy Committee changes Add dog walking in section 4.6 Change no music to no music between 8pm and 10am Proximity typo corrected</p>
Policy 29	Memorial bench policy	<p>Offer a wood and plastic choice Add idea of cost so people have an idea before commitment No limit on number of plaques Possible add in insurance cost List of locations still be to determined</p>
31	Equality Policy	<p>Change senior management to Parish Clerk and Parish Councillors.</p>
32	Data protection policy	No Changes
33	Data retention policy	<p>Change staff to min of 6 years, max of 15 Correspondence varies on legal basis for holding</p>

Review of existing policies agenda 23/20

Policy Number	Title	Summary Black, Clerk changes Red, P&P Committee changes
3	Posting of agenda and minutes	Add in a legal reference regarding notice of meetings. Change to show that papers are circulated to all Councillors whether they are a member of the Committee or not. No changes to policy, but as a trial advertise agendas on information service and CCPC facebook page
4	Recruitment and Selection Policy	Slight change to recognise new legislation – added as below a legal reference The Employment Rights (Miscellaneous Amendments) Regulations 2019 and The Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018 Change to state, advertise vacancies on information system Terms to be given before start work. Add in that on declaring a vacancy, Clerk to be given delegated powers to recruit. Appointed to be reported to FPC not ratified.
5	Tree and Hedge Policy	Added in about leaves not considered a nuisance. Remove possible £250 compensation. Highlighted in yellow in document. Added in about Native Trees after section 7 (also in yellow). minor changes removing You in text and replacing.
6	Lone working policy	Updated as felt previous copy unrealistic in terms of texting in work, out of work. Need discussion Best read showing the tracked changes in red
8	Volunteer policy and agreement	Removed reference to Grounds Facilities Mgr and replace with Clerk/Councillor Expenses incurred with be met by the Council with prior agreement by the Clerk

9	Protocol for press and public recording	Added legal reference, no longer an appendix to standing orders (as they are updated) buy a policy/procedure
10	Complaint procedure	No changes The outcome of any complaint will be communicated in writing, by either email or letter, by the appropriate person. (added to record keeping)
14	Paternity Leave Maternity Leave Paternal Leave Shared Paternal Leave	Added ACAS footnote and change the date the information was checked as October 2020
15	Jury Service	Added section about return to work meeting
20	Performance management	No proposed changes
21	Capability procedure	No proposed changes
22	Grant Policy	New paragraph above section 2 to explain policy is based on having declared the general power of competence. Add in anti-fraud measure – CCPC require a receipt, can pay in advance but need a receipt.
23	Managing sickness and absence	No proposed changes
30	Publication Scheme	This a scheme we need to publish under the freedom of information act which gives a summary of what information is available and what format. This is a refresh of the existing scheme we have Error on wording of every other month corrected