

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 4th October 2023 in the Ray Shill Room, Northway Community Hub, commencing at approx. 7.35 p.m. following an Extraordinary Council Meeting.

Present: Cllr J Roberts (Chairman) Cllr S Terry (Vice-Chairman)
Cllr E Phennah

In Attendance: Mrs C Woodward, Clerk of the Council

S/12/23 Election of Committee Chairman for the Municipal Year

Cllr Terry PROPOSED that Cllr Roberts be elected as Committee Chairman for the Municipal Year. Cllr Roberts accepted the nomination and Cllr Phennah SECONDED.

FOR: UNANIMOUS

S/13/23 Apologies for Absence

No apologies for absence were received.

S/14/23 Election of Committee Vice Chairman for the Municipal Year

Cllr Phennah PROPOSED that Cllr Terry be elected as Committee Vice-Chairman for the Municipal Year. Cllr Terry accepted the nomination and Cllr Roberts SECONDED.

FOR: UNANIMOUS

S/15/23 Declarations of Interest

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

S/16/23 Minutes of the Previous Meetings

Cllr Terry PROPOSED that the Minutes from the meeting that took place on 4th April 2023 should be approved as a true and accurate record. Cllr Roberts SECONDED.

FOR: Cllr Terry Cllr Roberts

ABSTENSIONS Cllr Phennah

S/17/23 Matters Arising from the Previous Minutes

S/05/22 Health & Safety – A new camera had now been installed at the Community Hub facing the car park gates as the previous one failed.

S/05/23 National Association of Local Councils Salary Award 2022/2023 – The bank standing orders payable to staff had now been updated to reflect the salary award.

NORTHWAY PARISH COUNCIL

S/17/23 **Matters Arising from the Previous Minutes** (Continued)

S/08/23 Other Issues – To be discussed under Exclusion.

S/18/23 **Exclusion of the Public & Press under Public Bodies (Admissions to Meetings Act) 1960 s1 ss2**
Viz:-

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business that was to be transacted i.e. relating to staff personnel, it was advisable in the public interest that the public and press were temporarily excluded and were instructed to withdraw.

FOR: UNANIMOUS

S/19/23 **Exclusion Items**

COUNCILLORS ONLY

Under confidential cover the Committee considered staffing matters including personal information.

S/21/23 **Email Addresses**

The Clerk tabled information relating to the use of private email addresses for Councillors and staff when involved in Council business being:-

- a) Joint Panel on Accountability and Governance ([Copy attached to Minutes](#))
- b) Information Commissioner's Office. ([Copy attached to Minutes](#))
- c) Association of Local Councils ([Copy attached to Minutes](#))

The documents advised that Councillors and Employees should use an email address provided to them by their council when carrying out council business. This meant that data contained within the email address remained the property of the Council. The Council must ensure the confidentiality, integrity and availability of all personal data held, even if the data is being processed through personal email accounts or stored on a private owned device. Another benefit was that, when a councillor resigns or is not re-elected, the Council can ensure that all data within that member's email account can either be deleted or forwarded, within the Council, to another employee or member.

The Clerk had made initial enquiries relating to how this would work and was advised that 13 licences would be required at a cost of £4.00 per month plus VAT.

Members felt that this needed to be investigated further and information brought back to another meeting. At the same time a review of the web page needed to be undertaken to assess how it was working out following the change of provider and information from a seminar provided by Gloucestershire Association of Parish & Town Councils (GAPTC). Cllr Roberts PROPOSED that more information was sought.

FOR: UNANIMOUS

NORTHWAY PARISH COUNCIL

S/22/23 **Training**

It was noted that the Playground Inspector was attending a ROSPA course to update her licence later in October.

Cllrs Wilson and Fancourt were being encouraged to attend a training session with GAPTC and the Clerk was going to pass on details and get them booked in.

S/23/23 **Correspondence received after 28th September 2023**

There was no further correspondence.

The meeting concluded at 8.30 p.m.