

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 8th MAY 2018, STARTING AT 4:00 P.M.

Present:

Councillors

R F W Brame (Chairman)
B J Canham
J Hollis

M P Brindle
C Harvey

Officer present:
Tina Cunnell

Town Clerk

MINUTES

- 1003/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None
- 1004/17 APOLOGIES FOR ABSENCE
Apologies were received from Councillor J Newton
- 1005/17 MINUTES
RESOLVED: The minutes of the Committee's meeting held on 3rd April 2018, received by Council on 24th April 2018 are a true record and were signed/initialled by the Committee Chairman.
- 1006/17 TRAINING & STAFF UPDATE
Clerk updated on training already completed and already booked. She has sent an email to all councillors about training and has asked councillors to write in and request specific training they would like individually and has confirmed that they will be looking at committee specific training for councillors and will keep track of their training.
The subject of personal development plans was discussed and the Clerk has been asked to seek a quote from our HR consultants on the cost of them preparing and initiating personal development plans for all staff and Councillors.

Training Attended 2018/19

Date of Course	Course	Attendees
13 th April	Assertiveness Training	K Leeder
3 rd May	Finance Training including annual return, transparency internal control and VAT	R Carter C Ashmore
15 th May 18	Cemetery Management	K Leeder N Thompson, C Harvey, B Canham J Hollis

1007/17 GENERAL DATA PROTECTION REGULATIONS (GDPR)

Clerk reported that the GDPR legislation has still not been confirmed, but model policies and documents have been received from the Society of Local Council Clerks which although need individual amendment are a ready to go, in time for the deadline at the end of the month. Clerk recommended that the council adopt the model policies and then after legislation is finalised that they all go through the appropriate committees to update and finalise them. Committee discussed the matter and agreed with the clerks recommendation.

1008/17 ITEMS OF URGENT BUSINESS

None

1009/17 COMMUNITY ENGAGEMENT

None

1010/17 EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

890/17 STAFF MATTERS

Chairman.

ACTION POINTS

- Quote for preparation and initiation of PDP for staff and councillors
- Prepare SLCC model GDPR for 25th May
- Action changing of staff member pay scale.