



Minutes of a meeting of the **Calstock Parish Council**, of the **Personnel Committee**, held on **Tuesday 19 June 2018**, in the Tamar Valley Centre commencing at 1300.

Those present were; -

COUNCILLORS – Cllr Rooker (Chair), Cllr Latham, Cllr Wells, Cllr Tinto (elected chair)
Miss Sue Lemon, Clerk.

1. ELECTION OF CHAIR

Cllr Rooker proposed Cllr Tinto as Chair and this was seconded by Cllr Wells, unanimous Cllr Tinto as Chair of Personnel.

2. REVIEW TERMS OF REFERENCE

Terms of reference reviewed and agreed.

3. APOLOGIES

Cllr Wakem, Cllr Roberts

4. DECLARATIONS OF MEMBERS' INTERESTS IN AGENDA ITEMS

None.

5. PUBLIC PARTICIPATION

None.

6. APPROVE MINUTES FROM 24.04.18

Proposal: That the minutes be approved

Proposed: Cllr Rooker

Seconded: Cllr Latham

Vote: All in favour

Resolution: The minutes were approved

7. MATTERS ARISING

- Updated and amended Media Policy with CALC broadcasting policy added – the clerk to make minor changes and put on the next Full council for recommendation and approval
- GDPR Policy – the clerk to await further instruction from Microshade and update policies as per instructions.
- Staff Salary rises – it was agreed that the staff salary rises be implemented and recommended to Finance – back dated to April; it was also agreed that staff appraisals would be delayed until Jan 2019 to be in line with the pay deal due in April 2019.



- Staff Hours/Office hours – it was agreed that Clare and Sue would do a shorter day on Tuesday – 3pm – 6pm and Wednesday 2 – 5pm with a proviso that emails, and any urgent matters would be dealt with from home or one of them would come into the office.

Items from the Annual meeting -

- Review of delegation arrangements to committees, sub-committees, staff and other local authorities- this was referred to Finance Committee
- Review and adoption of appropriate standing orders and financial regulations – this will be discussed at the next Personnel Meeting
- Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities – referred to Finance
- Review of inventory of land and assets including buildings and office equipment – Referred to Finance
- Review of the council’s and/or staff subscriptions to other bodies – referred to Finance
- Review of the council’s complaints procedure – to be actioned at the next meeting
- Review of the council’s procedures for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (now GDPR) – to be actioned at the next meeting
- Review of the council’s policy for dealing with the press/media - completed

Date of Next Meeting: Thursday 26 July 2pm

The meeting closed at 1500