

Albrighton Parish Council



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Minutes of the Personnel Committee Meeting of
Albrighton Parish Council held on
22nd July 2021 at 5.30pm
at **The Library & Parish Council Offices,**
Station Road, Albrighton, Nr. Wolverhampton. WV7 3QH

Present: Councillors: Beechey, Illes, Lumby, Robinson and B Watson

Staff: C Turner (Locum Clerk)

There were no members of the public present at the meeting.

A quorum was present when decisions were made. Names present must be recorded.

PC21 / 001	<p>Welcome</p> <p>The Locum Clerk welcomed everyone to the meeting in the absence of a Chairman for the Personnel Committee.</p> <p>The Locum Clerk informed the Committee of the confidential nature of the Personnel Committee and updated those Councillors on the information that had been received by the Parish Council Information Officer.</p> <p>As the Personnel Committee you will no doubt see and process personal data and the need to strictly abide by the requirements of the Data Protection Act 2018. Failure to comply could result in the Parish Council being fined up to £17.5 million by the Information Commissioners Office and in addition a claim could be made against the Council from any individuals affected by the failure. Both of these fines will appear in the public domain affecting the reputation of the Council.</p> <p>In particular Personnel Committee members should:</p> <ol style="list-style-type: none">1. Not discuss any personal information accessed as a Councillor with any other third parties outside of the Council2. Only discuss Council held personal data in a secure manner, e.g., only in the Council building3. Hold any Council related personal data in a secure manner4. Not use any Council held personal data for non-Council business - this is an offence under S170 of the UK Data Protection Act
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	<p>5. Only use personal data accessed for Personnel Committee duties</p> <p>The Locum Clerk informed that this would also be included and form part of the Terms of Reference for use by the Committee and the Council.</p>
PC21 / 002	<p>Election of Chairman and Vice Chairman for Personnel Committee</p> <p>The Committee held a detailed discussion on the role of the Chairman and Vice Chairman for the Personnel Committee.</p> <p>Proposed by Councill Beechy, Seconded by Councillor Robinson Unanimously agreed by all Councillors RESOLVED that the committee agree and accept Councillor Illes as the Chairman of Albrighton Parish Council Personnel Committee.</p>
PC21 / 003	<p>Proposed by Councill B Watson, Seconded by Councillor Lumby Unanimously agreed by all Councillors RESOLVED that the committee agree and accept Councillor Beechey as the Vice-Chairman of Albrighton Parish Council Personnel Committee.</p>
PC21 / 004	<p>Apologies for Absence</p> <p>Proposed by Councillor B Watson, Seconded by Council Robinson Unanimously agreed by all Councillors</p> <p>RESOLVED that the committee agree and accept the apologies for absence including the reason for absence for the following Councillors:</p> <p style="text-align: center;">French</p>
PC21 / 005	<p>Code of Conduct <u>Disclosable Pecuniary and other Interests</u> Councillors were reminded of their obligation to declare their pecuniary and other interests in matters to be discussed at the meeting, which is not included in the register of interest held at the Parish Offices.</p>
PC21 / 006	<p>Terms of Reference for Personnel Committee The Committee held a discussion with regard to the draft terms of reference for the Personnel Committee.</p> <p>Proposed by Councillor Illes, Seconded by Councillor Beechey Unanimously agreed by all Councillors RESOLVED that the committee would review the draft terms of reference and provide any comments for agreement at the next meeting.</p>
PC21 / 007	<p>Dates of the Personnel Committee Meetings The Committee held a discussion with regard to the dates for the Personnel Committee meetings.</p> <p>Proposed by Councillor Illes, Seconded by Councillor Robinson Unanimously agreed by all Councillors RESOLVED that the committee would review the draft dates and provide any comments for agreement at the next meeting.</p>
PC21 / 008	<p>Public Participation` The Chairman adjourned the meeting. There were no members of the public in attendance.</p> <p>The meeting was reconvened.</p>

PC21 / 009	<p>Exclusion of Press and Public To resolve: That under Section 100(a) Local government Act 1972, the press and public to be excluded from the remainder of the meeting for the following items of business on the grounds they involved the likely disclosure of exempt information as defined in the Acts.</p>
PC21 / 010	<p>Staffing Update The Committee received a verbal update on the report provided by the Locum Clerk with regard to the Parish Councils staffing.</p> <p>The Locum Clerk informed the Committee that the time was 7.25 and that part of the Parish Councils Standing Orders was for meeting to be 2 hours.</p> <p>Proposed by Councillor Robinson, Seconded by Council Beechey Unanimously agreed by all Councillors RESOLVED that the Committee suspend Standing Orders to allow for the meeting to continue and finish the discussions required.</p>
PC21 / 011	<p>Date of Next Meeting - Full Council Meeting – Wednesday 2nd August 2021 at 7.00pm</p>

The meeting ended at 7.52

Signed: Date:
Chairman of the Committee