

Committee & Advisory Group Chairmen are all members of these two groups

Attendance: Caroline Underwood (Chairman, Compliance AG), Sue Ashwell (Chairman, Finance AG), Anne Howell-Jones (BPC Chairman), Martin Hassall, Allan Jones, Betty Millard, Ramune Mimiene (Clerk)

Dave Duncan set up the Zoom meeting; once ready to start the Agenda Hosting was handed over to MH

Notes prepared by SA & CU

(ACTIONS)

1. Apologies:

- 1.1. Stan Studd
- 1.2. No representative available from Highways & Sustainable Transport Group

2. Notes of last meeting: Compliance AG - January 2020

- 2.1. Notes accepted.
- 2.2. All matters arising (completion of policies) had been dealt with through full Council

3. Finance notes circulated to group. All agreed actions incorporated in Finance Papers for May full Council meeting

4. Compliance Advisory Group

Agreed that the House Style is updated to ensure that all policies and procedures will be numbered rather than use of bullet points to make it easier to refer to particular sections and subsections. **(ACTION CU and Clerk)**

Note that this formatting change to be implemented only at time of next revision or when new policies/procedures are created.

4.1. Health & Safety Policy

- 4.1.1. It was noted that SA had included reference to Health and Safety publications. It was agreed Accident Book should be referenced earlier in document. It will also be made clear that the Councillors' responsibility will be primarily discharged via the Staffing Advisory group. The Policy was recommended for adoption by Council after amendments made as raised at meeting and notified to CU in writing **(ACTION CU)**

4.2. Disciplinary Policy and Grievance Policy

- 4.2.1. Noted that these had been taken verbatim from NALC template policies (Nov19 editions)
- 4.2.2. Recommend for adoption by Council after amendments made as notified to CU in writing **(ACTION CU)**
- 4.2.3. Discussed whether adaptations were required to address Performance Management. Agreed that there were benefits in following NALC recommended documents very closely.

Consequently, it was agreed that if possible a separate Performance Management policy/procedure would be created to fill this perceived gap. CU to source document and send on to AHJ for Staffing Advisory Group **(ACTION CU and AHJ)**

- 4.2.4. Noted that some performance management depended on clear contract documentation.

Some updating required for Handyman contracts. **(ACTION Staffing AG)**

- 4.2.5. *Post-meeting note: Terms & Conditions for Parish Council staff are set by national agreements and reviewed annually, including pay scales.*

4.3. Safeguarding Policy & Procedure

- 4.3.1. Discussed the very helpful training on Safeguarding attended by RM, AHJ, CU and SA
- 4.3.2. Agreed that further training should and will be provided for RM as she is our Designated Safeguarding Lead
- 4.3.3. Noted that all Councillors should be aware that as a first-tier local authority all Parish Councils have a statutory role in reporting potential Safeguarding issues and incidents to the hubs in Cambridgeshire (details in policy/procedure)
- 4.3.4. Recommend for adoption by Council after amendments made as notified to CU in writing **(ACTION CU)**

4.4. Revision of Standing Orders

- 4.4.1. CU shared the additional wording (for clarification) proposed by SA pre-meeting.
- 4.4.2. That wording was agreed and will be added to Standing Orders to cover meetings being held on-line; where the public are entitled to access such meetings, the alternative arrangements would remain in place for as long as legislation permits.

4.5. Retention of Minutes on the new website

- 4.5.1. Agreed that only 12 months of minutes would be available on the new PC website for direct access to the public
- 4.5.1.1. *Council and Committee minutes must be added to the website within one month of the meeting*
- 4.5.2. Noted that Society of Local Council Clerks (SLCC) have produced a list of recommended retention periods. Agreed after discussion that it was most appropriate to adhere to their recommendations unless we had a very strong reason not to.
- 4.5.3. Digital Comms AG to consider how much of the recommended retention could be better achieved on electronic media
- 4.5.4. RM advised that SLCC document states that signed copies of minutes must be kept indefinitely and archived to the County archives no less often than once every 5 years. Need therefore to determine with the County Archive the form in which they need to receive copies of signed Council and Committee minutes.

5. **Review of Risk Summary**

- 5.1. Agreed to delegate review of this document to CU and SA. RM to ensure it is kept up to date. CU/SA will schedule quarterly reviews with Clerk. **(ACTION SA, CU and Clerk)**

- 5.1.1.1. MH suggested that consideration be given to adding an "Emerging Risks" section to Risk Summary. Considered this might help with Business Continuity planning. Agreed this would be considered when we review the Risk Summary in order to plan for 2021 -22 probably in September **(ACTION CU)**

5.2. Question of accountability for Churchyard wall (on Church Street) was raised because St Mary's has a "Closed Churchyard" and maintenance is therefore the responsibility of the Parish Council

5.2.1. Agreed steps would be taken to establish Parish liability and accountability

5.2.2. To then determine whether this needs to be added to Parish assets register and insurance
(ACTION Clerk/BM/SA)

6. Progress on GDPR compliance

6.1. Sharing of Councillors' contact details on new website

6.1.1. Agreed that no DPIs, contact details nor buckdenpc.org.uk emails would be displayed on new website for any Councillors. Council to be notified in May **(ACTION CU)**

6.1.1.1. Expect DPIs to be available on HDC website

6.1.2. All contacts for Councillors to be through the Clerk in the first instance e.g. via contact form; judged that this will give better coordination and ensure the right people are involved

6.1.2.1. The Advisory Group members do not anticipate this will create a substantial additional workload, as few contacts directly with Councillors via email (usually face to face when people know one of us is a Parish Councillor); to keep under review impact on Clerk's workload.

6.1.3. *Post-meeting notes: Councillors may contact people directly to transact BPC business and therefore provide BPC email address and other personal information when appropriate*

6.2. GDPR draft policies and toolkit

6.2.1. In 2018 NALC (with Winkworth Sherwood Solicitors) produced a toolkit to help Council review actions required to comply with the May 2018 implementation of General Data Protection Regulations.

6.2.1.1. RM to re-circulate toolkit to Digital Comms AG (completed 21Apr20)

6.2.2. SLCC developed template documents to implement many aspects of GDPR. RM reported that she has put these into the BPC document house style

6.2.2.1. RM to circulate (completed 21Apr20) and Digital & Comms AG to consider whether these can be implemented without further significant adaptation

6.2.2.1.1. Implementation process to be reviewed after 3 and 12 months **(Clerk)**

7. Terms of Reference for Committees and Advisory Groups

7.1. CU with RM have ensured consistency across and between Terms of Reference e.g. budget responsibility

7.2. CU and Clerk will circulate to all Committee and Advisory Group Chairs these revised Terms of Reference by the end of April.
(ACTION Clerk and CU)

7.3. Group Chairmen to review in May 2020 and notify RM of any necessary changes, so that BPC master copies can be updated.
(ACTION All Chairs by end of May)

8. Proposals to the Council from the Compliance Advisory Group, that the Council approve and adopt:

8.1. The revision of Standing Orders to include the provision of virtual meetings

8.2. Health and Safety Policy

8.3. Safeguarding Policy and Procedure

8.4. Disciplinary and Grievance Policy

PLEASE NOTE Following the meeting it was agreed that there was urgency in ensuring GDPR Documents are approved. The suite of policies will be taken to full Parish Council meeting in June, subject to any amendments received by Digital and Communications Group.



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