



Meeting (No) **POLICY COMMITTEE (10)**

Time & Date **6pm 27 February 2018**

Place **Town Hall**

Document **Agenda**

Members of the public and the press are welcome to attend for "Part 1" of the agenda. Reports in "Part 2" contain confidential information and only Councillors and reporting officers can be present.

Supporting documents may be viewed on our website www.neston.org.uk by following links to the Town Council Meetings, or viewed at the council offices

PART 1: Items to be considered in the presence of the press and public			
118	Questions and comments from residents or representatives to a maximum of 3 minutes per person and an overall limit of 30 minutes		
a	on any item of business included in the agenda		
b	with the Chairman's permission to seek information from the Council about matters of particular significance to the people of Neston.		
		Lead	Document
119	Apologies for absence		
	To receive and consider acceptance of reasons for absence and to note other absence.		
120	Declarations of Interest		
	To receive declarations of interest.		
121	Minutes of the last meeting		
	To approve minutes of the meeting held on 19.12.17.	Chair	PO10/121
122	Governance & Operations Manager's report		
	Questions to, and comments by, the Governance and Operations Manager relating to: <ul style="list-style-type: none"> • progress of items decided at the last meeting of the Committee • matters within the remit of the Committee but not covered by this agenda. 	Governance & Operations Manager	PO10/122
123	Interim internal audit report		
	To receive the interim internal audit and agree any recommendations.	RFO	PO10/123
124	Insurance		
	<ul style="list-style-type: none"> • To receive the approved assets list (Resources committee 13.02.18) • To agree the RFO proposed insurance values as per asset list and agree insurance as outlined in the 2018/19 schedule. 	RFO	PO10/124i PO10/124ii
125	Committee budget		

	<ul style="list-style-type: none"> To consider the Committee's budgets and agree any action to be taken. To receive the Council's budget and earmarked reserves to date and agree any recommendations to Council. 	RFO	PO10/125i PO10/125ii
126	Strategic objectives		
	<ul style="list-style-type: none"> To consider the summary of Council's strategic objectives for 2017/18 for submission to Council. To consider what actions could be taken to ensure successful outcomes for those areas where progress is currently underachieved and make recommendations. To agree that the construction of the Strategic Objectives for 2018/19 will be discussed at the May Policy committee meeting 	Council Manager	PO10/126
127	Year End Closedown of Accounts		
	To approve for the Council's contractor to complete the year end close-down at a cost of £515 plus 45p per mile travel expenses.		
128	Annual Report		
	<p>To consider the report PO10/128 and the recommendations contained therein;</p> <p>That the Policy committee consider;</p> <ul style="list-style-type: none"> do they wish to produce an Annual Report in time for the Annual Town Meeting, what format should this take, where will this be made available, and how many copies will be required. 	Council Manager	P010/128
129	Website		
	<p>To consider the report PO10/129 and the recommendations contained therein;</p> <ul style="list-style-type: none"> <i>Document retention policy:</i> To clarify the position for the retention of the Council's (supporting) meeting papers and documents held on the website. <i>Community Website volunteers:</i> If any further actions are required for the parts of the website administered by the volunteers. 	Council Manager	P010/129
130	Procedure for Town Council responses to consultations		
	To consider report PO10/30 and agree to recommend to Council a procedure for Town Council responses to consultations.	G&O Manager	PO10/130
131	Terms and conditions (annual leave allowance)		
a	To consider a review of the staff annual holiday allowance.	Cllr Kynaston	

b	To consider establishing a working group to meet as and when required with the purpose of investigating and making recommendations in relation to people practices.		
132	GDPR update		
a	To receive GDRP NALC update report PO10/132	Council Manager	PO10/132
b	To note that until legislation has been finalised our insurance provider is unable to offer cover		
133	Standing committee review		
a	To receive the report PO10/133 and the motion contained therein; That a Policy committee consider the establishment of a Policy sub-committee and agree membership to deal specifically confidential staffing issues.	Cllr Marlow	PO10/133
b	To agree for the formation of a task & finish group to look at the scheduling of regular committee meetings and make recommendation to the Council Manager by 23 rd March for approval by Council at the annual meeting of the Council.	Cllr Kynaston	
134	Other items the Chairman determines are urgent for discussion, or noting for the next agenda.		
135	Next meeting		
	To note this as 1 st May at 6pm.		
PART 2: Items to be considered in the absence of the press and public			
136	Exclusion of the Press and Public		
	To consider exclusion of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.		
137	GDPR – Data Protection Officer (DPO)		
a	To note that 3 quotations have been requested in addition to the negotiations being made on behalf of the sector by NALC.	Council Manager	
b	To consider engagement of a company to; a. Act on behalf of Neston Town Council to act as their DPO and support the completion of a data audit and data inventory before 25 th May 2018, as outlined in the service and engagement letters. b. Employ the services of a professional contractor to complete a remote data protection and GDPR review and Report (item 112 b) c. To approve an online support for GDPR related queries and access to a full library of template documents, minimum contract of 12 months (item 112 c), OR d. Wait for the outcome of the NALC negotiations		

138	HR issues		
a	To consider the HR Consultant's report.		
b	To agree next steps.		

Signed

Mrs A J Kunaj
Council Manager

21 February 2018

Neston Town Hall, High Street, Neston, Cheshire, CH64 9TR Tel: 0151 336 3840
Email: council@nestontowncouncil.org.uk Website: neston.org.uk

Members of the Committee: Councillors Marlow (Chair), Barker, Carter, Kynaston, Pilley and Roberts