



Meeting (No) **POLICY COMMITTEE (4)**
 Time & Date **6pm 18 December 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			
50	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
51	Apologies for absence		
	To receive and consider acceptance of reasons for absence and to note other absence.		
52	Declarations of Interest		
	To receive declarations of interest.		
53	Minutes of the last meeting		
	To approve minutes of the meeting held on 13.11.18.	Chair	PO4/53
54	Council Manager's report		
	Questions to, and comments by, the Council 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. 	Council Manager	P04/54
55	Committee budgets, Precept and Strategic Objectives		
a	To consider the committee budget requests for 2019/20 and overall financial position 2018/19 and agree any future action to be taken.	RFO	P04/55a
b	Strategic Objectives To note that the overall strategic objective report will be made available to the Policy committee, following the Resources committee meeting in January.	Council Manager	
c	<i>RBS - 2018/19 Year End:</i> To approve year end completion by RBS at a cost of £540, plus travel.	RFO	
56	Precept Task & Finish Group		

	To consider recommendation of the Precept Task & Finish Group	RFO	P04/56
57	Website Notice and Policy		
	To approve and adopt for the website; a. The draft Website Privacy Notice b. The draft Cookie Policy	Council Manager	P04/57a P04/57b
58	Modern Slavery – Transparency Statement		
	To consider the draft transparency statement and make recommendation to Council for its adoption	Council Manager	P04/58
59	Update of Staff contracts		
	a. To approve for an update of all staff contracts b. To provide delegated authority to the Council Manager in liaison with the Chair of Policy (HR) committee to update staff contracts for implementation	Council Manager	P04/59
60	GDPR Training for Website Volunteers		
	To consider website GDPR training at a cost of £25each. Website budget 4306 underspent.	Council Manager	P04/60
61	Review Task & Finish Group		
	a. <i>Annual Leave (harmonisation):</i> To approve draft policy for implementation wef 01.04.19 b. <i>Standing Orders and Schemes of Delegation:</i> To approve for the Group to review of standing orders and provisions of delegated powers in liaison with officers. c. <i>Authorisation of Task & Finish Group:</i> To consult with NTC HR consultant regarding staff roles and responsibilities, structure and policies. The committee may wish to recommend to Council the formation a committee or subcommittee in order to provide delegated authority. Delegated authority can be provided to the Proper Officer of the Council or to a committee or subcommittee, but not to Groups.	Review T&FG	P04/61
62	Other items the Chairman determines are urgent for discussion, or noting for the next agenda.		
63	Next scheduled meeting: 5 th February 2019 at 6pm.		
64	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.		
PART 2: Items to be considered in the absence of the press and public			
65	Update of Staff contracts		
	To approve draft Council Manager contract	Cllrs Kynaston & Roberts	

66	Review Task & Finish Group report and recommendations		
	<ol style="list-style-type: none"> 1. To receive and note the initial findings of the report 2. Annual leave draft policy (see 61a) 3. To agree a temporary staff contract amendment pending a wider review 4. Standing orders and schemes of delegation (see 61b) 5. To authorise the Group to make recommendation to Council of their findings for staff roles and responsibilities, staff structure and policies (see 61c) 	Review T&FG	PO4/66
67	Recommendation from Councillors		
	To consider pay reward for staff and appropriate budget line to facilitate this.	Cllrs Kynaston, Lloyd & Warner	P04/67
68	Asset Management Agreement		
	To receive oral report from the Council Manager	Council Manager	

Signed

Mrs A J Kunaj
Council Manager

12th December 2018

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Core Members of the Committee: Councillors Roberts (Chair), Carter, Kynaston, Lloyd, Pilley and Warner