



Liss Parish Council

Review Group for Standing Orders, Procedures and Agreements with third parties.
Minutes of a meeting held on 25 March 2019

MEMBERS

*K Budden *R Hargreaves H Linsley *L McDonald (Chairman) *A Wright

* Present

The meeting was clerked by Assistant Parish Clerk, Frances Cook (“APC”).

01/R19 Apologies

Resolved: Apologies from Cllr Linsley be accepted.

02/R19 – Declarations of Interests

There were no declarations of interests.

03/R19 – Minutes of the Meetings of 5 December 2018

03.1 **Resolved:** The minutes of the meeting of 5 December 2018 proposed by Councillor Hargreaves and seconded by Councillor Wright, were accepted as a true record and approved by the meeting.

04/R19 – Matters Arising

- 04.1 31/R18 – Cllr Wright raised the Disciplinary and Grievance Policies. Following discussion it was agreed that these policies would be put on hold until a new Probationers Policy has been drafted and then the three policies would be put to Staff Committee for comment prior to being approved and adopted by the Review Committee.
- 04.2 The Chairman noted that the Review ToR was still the wrong one. It was then noted that the Review ToR appear in two separate places on the website. Following discussion it was agreed that the link to “Review Group” and the associated page could be deleted as the information was available elsewhere on the website.

05/R19 – Policies Requiring Amendment But Not Scheduled For Review

Copies of reviewed policies and procedures had been circulated prior to the meeting.

05.1 Allotment Tenancy Agreement

The Allotment Tenancy Agreement was approved as amended save that an additional amendment to clause 15 so as to include the words “as far as reasonably possible” should be added after the word “ensuring” and the deletion of the words “or on account of the tenant becoming bankrupt” in clause 17.

05.2 Liss Village Hall Fire Precautions and Procedures

The Village Hall Fire Precautions and Procedures was approved as amended save that it was agreed that the words “Updated by LPC in June 2019” and “To be reviewed annually” should be added to the bottom of the second page.

It was noted that a similar document required drafting for the new Liss Pavilion.

05.3 Financial Regulations

Following discussion it was unanimously agreed that the draft amended Financial Regulations should go to Finance Committee and the chairman of the Finance Committee should then ask the RFO to consider the draft and raise any issues before returning the amended Financial Regulations to the Review Committee to approval and then to full Council for adoption.

05.4 Standing Orders

Following discussion it was agreed that these would be considered at the next meeting before going to full Council for adoption.

06/R19 – Outstanding Policies For Approval

Copies of the policies were circulated prior to the December 2018 meeting and further copies were provided at the meeting.

Following discussion:-

06.1 General Privacy Notice

The General Privacy Notice currently on LPC's website was approved as drafted save for the following:-

- i. in the final paragraph under the heading "LPC will comply with the General Data Protection Regulations 2018" on page two the duplicated words "to protect personal data" shall be deleted
- ii. under the heading "Changes to this notice" the words "the website" shall be added before the words "This Notice".

06.2 Privacy Policy

The Privacy Policy was approved as drafted save for the addition of the words "request to" in clause 4.1.3 after the words "The right to"

06.3 Subject Access Requests

The Subject Access Requests Policy was approved save for the following amendments:-

- i. in clause 3.1 the deletion of the words "one month" and the substitution therefor by the words "30 days"
- ii. in clause 3.2 the deletion of the words "two months" and the substitution therefor by the words "60 days"

06.4 Privacy Notice – Residents and Members of the General Public

The Privacy Notice was approved as amended save for the deletion of the duplicated words "to protect personal data" in the final paragraph under the heading "LPC will comply with the General Data Protection Regulations 2018".

It was noted that this notice would replace the existing General Privacy Notice on the LPC website.

06.5 Privacy Notice – Staff, Councillors and Role Holders

The Privacy Notice was approved as amended.

07/R19 – Policies/Procedures Scheduled for Review and Amendments Proposed

Copies of the reviewed policies and procedures had been circulated prior to the meeting.

07.1 Anti-Fraud and Corruption Policy

The amended policy was approved save for the correction of a typo at the end of clause 1.2 which refers to "partied" instead of "parties".

07.2 CCTV

The amended policy was approved save for the following additional amendments:-

- i. in clause 1.3 the deletion of the words "at Liss Village centre and Newman Collard Playing Fields" and the addition of the end the clause the words, "owned and operated by LPC"
- ii. the deletion of the word "essentially" in clause 7.1.5 and the addition of the word "essential" in clause 7.1.5 after the words "minimum number of"
- iii. the addition of the words "by authorised personnel" in clause 8.1 after the words, "Individuals may apply for CCTV footage to be reviewed"
- iv. the addition of a new clause 9.8 "Individuals have the right to request their personal data (including CCTV footage) be erased and LPC will comply with GDPR when considering such a request"

07.3 Child Protection and Vulnerable Adults

The amended policy was approved save for the following additional amendments:-

- i. the addition of the words "in accordance with current legislation" to the end of clause 1.1
- ii. the addition of the word "usually" after the words "While LPC staff do not" in clause 5.1
- iii. the deletion of the words "(Father Christmas for example)" from clause 5.3
- iv. the deletion of the words "The West Liss Pitch and Playing Fields are" and the substitution of the words "Any land owned and managed by LPC and" therefor in clause 5.5
- v. the deletion of the words "who" and the substitution of the words ", those clubs or groups" therefor in clause 5.5

- vi. the deletion of the words “social services” in clause 5.7 and the substitution of the words “the appropriate authority” therefor.

07.4 Freedom of Information

The amended policy was approved save for the following additional amendments:-

- i. the addition of the Liss Neighbourhood Development Plan” and “Village Design Statement” in Class 3
- ii. the addition of the words “and Vulnerable Adults” after the words “Child Protection” in Class 5.
- iii. the addition of the following policies to Class 5: “Privacy Policy”, “Privacy Notice – Residents and Members of the General Public”, “Privacy Notice – Staff, Councillors and Role Holders” and “Subject Access Requests Policy”

07.5 Whistle Blowing

The amended policy was approved save for the following additional amendments:-

- i. in clause 6.4 the addition of a bracket after “(or if your suspicions involve the Clerk” and the deletion of the words “of the Finance Committee or the Chairman”
- ii. in clause 7.3 the deletion of the words “Chairman of the Finance Committee or the”
- iii. in clause 7.4 the deletion of the words “Chairman of the Finance Committee or the”
- iv. the addition of the contact details and website of the Smaller Authorities Audit Appointments
- v. the addition of a new clause 8.2 “LPC is committed to transparency and honesty. If an employee’s employment is brought to an end through a settlement agreement between the employee and LPC, LPC will not seek to use such settlement agreement to prevent the employee raising a whistleblowing issue with the relevant authority following the end of their employment with LPC.”

08/R19 – New Policies for Consideration

It was decided to leave the Business Continuity Plan for consideration at the next Review Committee Group meeting.

09/R19 – Business Outstanding

There was no business outstanding.

10/R19 – Third Party Agreements

It was noted that the SLA with Newman Collard Play Field Trust should be reviewed again.

11/R19 – Any Other Business

- 11.1 Cllr Budden informed the meeting that in addition to the various GDPR documents which had been discussed at the meeting, there was also a requirement for a Data Breach Policy and a Data Breach Register. Cllr Budden informed the meeting that he would prepare the Data Breach Policy and the APC informed the meeting that she would set up a Data Breach Register for the office.
Action : Cllr Budden and APC
- 11.2 The APC noted that there was a requirement to have an “Employer Discretions Policy” in relation to the pension scheme. Following a brief discussion, it was resolved that the policy should be considered first by Staff Committee as to content and then by the Finance Committee regarding the amounts of any discretionary payments to made and that the policy should then come back to the Review Committee for consideration and adoption.

Date of next meeting: 10 June 2019.

The Chairman closed the meeting at 21.40 hrs

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Chairman