

FORDBRIDGE TOWN COUNCIL  
MINUTES OF THE MEETING OF THE COUNCIL  
HELD ON 2ND JULY 2018

PRESENT: Councillor L. Sorrell (in the Chair)  
P. Allen  
H. Bennett-Watson  
M. Blackburn  
D. Cole  
D. Hinsley  
J. Kimberley  
S. McLaughlin  
A. Nash  
F.V. Nash

8233. APOLOGIES

Apologies for non-attendance from Councillors Dooley (hip injury) and C. McLaughlin (recovering from stroke) were received and acknowledged but not approved.

8234. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST FROM MEMBERS AND OTHER DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA.

There were no declarations of interest made by members relating to items on the agenda.

8235. COMMENTS, QUESTIONS OR SUGGESTIONS MADE BY MEMBERS OF THE PUBLIC

There were no comments, questions or suggestions made by members of the public.

8236. MINUTES

RESOLVED that the Minutes of the Meeting held 14th May 2018 be approved and signed by the Chairman as a correct record of the proceedings.

8237. REPORT BY CHAIRMAN OF THE COUNCIL

The Chairman reported that it was an honour to attend the investiture of the Mayor of Solihull and the Civic Service. She also reported that the Vice-Chairman had represented the Council at the Castle Bromwich Parish Council Civic Service even though she had subsequently attended herself.

8238. FINANCE AND GENERAL PURPOSES COMMITTEE

The Minutes of the meeting of the Finance and General Purposes Committee held 18th June 2018 were presented to the meeting.

RESOLVED that the Minutes be received and the recommendations contained therein be approved

8239. STAFFING COMMITTEE

The Minutes of the meeting of the Staffing Committee held 25th June 2018 were presented to the meeting.

RESOLVED that the Minutes be received and the recommendations contained therein be approved

8240. ACCOUNTS PAID, PETTY CASH PAYMENTS, MONTHLY EMPLOYEE COSTS AND BANK TRANSFERS

RESOLVED that the report listing accounts paid, petty cash payments, bank transfers and monthly employee costs as submitted be approved

8241. REPRESENTATIVES' REPORTS

The Chairman reported on a meeting of the Airport Consultative Committee providing details of Jet 2 taking over routes previously operated by Monarch, new carrier Primera Air flying to various Spanish destinations and flood damage to the old Elmdon Airport building.

8242. REVISED TERMS OF REFERENCE FOR THE COUNCIL'S STAFFING COMMITTEE

The Clerk submitted revised terms of reference for the Council's staffing committee utilising the most recent version of the N.A.L.C. model terms of reference.

RESOLVED that the revised terms of reference as submitted by the Clerk and as set out in Appendix A be approved

8243. CONSIDERATION OF ENGAGING AN EXTERNAL ADVISOR TO ENSURE THE COUNCIL MEETS THE REQUIREMENTS OF THE GENERAL DATA PROTECTION REGULATIONS

The Clerk reported on the onerous requirements of the General Data Protection Regulations and the importance of the Council meeting them. He advised that he had made some progress in working through the action proposed by the NALC toolkit on the subject but was not comfortable that he could ensure that the Council fulfilled its obligations without further support. He provided details of a consultancy service provided by DM Payroll Services which would provide a full audit of the personal data held by the Council and would ensure that the Council's procedures met the requirements of the regulations.

RESOLVED that the Council accept the quotation in the sum of £400.00 from DM Payroll Services to provide a consultancy service to ensure the Council meets the requirements of the General Data Protection Regulations

8244. CONSIDERATION OF ACTION IN RESPECT OF THE 2018 GARDEN COMPETITION

The Clerk reported that only five entries had been received by the closing date for this year's competition. He advised that he had written directly to all of last year's entries inviting them to submit a formal entry this year. A lengthy debate took place on the future of the competition generally and the action to be taken in relation to this year's competition.

RESOLVED i) that the 2018 Garden Competition be cancelled  
ii) that as a gesture of goodwill, vouchers to the value of £25 be sent to each of the five entrants together with a letter of thanks for supporting the competition

8245. CONSIDERATION OF A RESPONSE TO MATTERS RAISED DURING PUBLIC PARTICIPATION

There were no comments, questions or suggestions made by members of the public.

The meeting closed at 8.40 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL  
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APPENDIX A

**(a) Purpose**

The purpose of the **Staffing Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

**(b) Membership**

The **Committee** shall comprise **five (5)** Councillors. The **Committee** quorum is **three (3)** and the **Committee** shall meet **four times each year and/or as required**.

**(c) Functions**

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- HR strategy
- development and review of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- staff vetting
- staff recruitment and selection
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- salary reviews
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- sickness absence management
- employee communication and consultation
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, grading and appeal procedures
- operation and review of the equality and equal opportunities policy
- operation and review of the health and safety policy

any other matters delegated to the **Committee** or deemed relevant to these terms of reference.

**(d) Confidentiality**

The meetings of this **Committee** will be confidential and NOT open to the public.