

PORTLAND TOWN COUNCIL

Council Offices
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22nd September 2015

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Dear Councillor

You are hereby summoned to attend a **MEETING** of the **HUMAN RESOURCES & IT COMMITTEE**, to be held in the **OSPREY LEISURE CENTRE, CASTLETOWN**, on **TUESDAY, 29TH SEPTEMBER 2015** commencing at **2.00 pm**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Membership: Cllrs. Chadwick, Cocking, Flack, Lees, Wild (ex officio) and West (ex officio)

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests
3. **Public Participation** – to hear and consider comments and questions from members of the public for up to three minutes each for each speaker. These should refer to agenda items only.
4. **Minutes of Last Meeting Held on 7th July 2015**
(attached)
5. **Minute Update and Matters Arising** (see attached)
6. **Health and Safety Matters**
 - a) Competent Person – to receive a report from the Clerk on the provision
 - b) Fire and Other Emergencies – to consider a brief
7. **Staff Handbook** – to consider the individual sections in detail and further requirements (see attached)
8. **Recording Meetings** – to review the current situation
9. **IT Provision** – to receive a report from the Clerk
10. **Exclusion of Press and Public (discretionary)**
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
11. **Appointment of Assistant Clerk** – to consider a shortlist of candidates
12. **Date of Next Meeting**
To be decided

Minute Update

a) Minute 43 – Councillors’ Training Needs

Code of Conduct training has been delayed by the Monitoring Officer being indisposed.

b) Minute 44 – Council Website

The website manager has confirmed that his company inputs most data to the site under the terms of the contract and input by Council staff is limited to news and associated items.

c) Minute 45 – Review of IT Provision

We are currently using Kaspersky anti-virus software, which has a high reputation. Very recently we have bought an update to our LCRS risk assessment software. Currently we are awaiting a visit from our IT support to advise us on a number of housekeeping issues, including updating the lap-top from Vista to Windows 7.

d) Minute 47 – Discretionary Policies on Pensions

Our consultant has offered to look at policies and procedures, but has not reported back yet.

Staff Handbook

Council formally adopted the draft Staff Handbook at its meeting on 16th September. All members (but one) have been sent a full copy of the handbook in electronic form.

Out personnel consultant has annotated the draft with yellow and green highlighted references. Those marked in yellow require decisions on optional wording, at paragraphs 2.3, 4.3, 6.2 and 9.9.

The references highlighted in green (darker grey for black and white copies) are to policies and procedures which the Council ought to have in place. There are twenty of these, listed by the consultant on an additional sheet. The Council has information documents for four of them:-

- 14) Grievance Policy
- 17) Data Protection Policy
- 18) Complaints Policy
- 20) Portland Community Emergency Plan

The consultant has advised us, "The Council may choose not to have some of [the] policies mentioned and to remove reference to them from the Handbook, however if they do choose to do this they will need to state how they would cover the events listed, who would carry out actions and with what remit."