

ASHINGTON TOWN COUNCIL, AGREED Minutes of the Personnel Committee Meeting held at 4:00pm on 27th FEBRUARY 2024

COUNCILLORS PRESENT

Cllr Lynne Grimshaw (Chair), Cllr Marjorie Chambers, Cllr John Tully, Cllr Mark Purvis, Cllr Matthew Cuthbert, Cllr Louis Brown

ALSO, IN ATTENDANCE

Sarah Eden – Clerk/RFO

PC23/033 APOLOGIES FOR ABSENCE

None received, all members present.

PC23/034 DISCLOSURE OF INTERESTS

None.

PC23/035 DISPENSATIONS

None to consider.

PC23/036 DRAFT MINUTES OF COMMITTEE MEETING HELD ON 24th OCTOBER 2023

It was **AGREED** to **APPROVE** the minutes as a true record.

PC23/037 EXCLUSION OF PRESS AND PUBLIC

It was **AGREED** that the press and public be excluded from the meeting during consideration of the following items, permitted under Section 1 (2) LGA 1960, due to the confidential nature of the business being transacted.

PC23/038 NEW MODEL CONTRACT FOR EMPLOYEES

It was **AGREED** to **RECEIVE** the New Model Contract, as drafted by NALC/SLCC and in accordance with Green Book terms and conditions, and to endorse the actions of the Executive Officer, in consultation with the Chair, to update and adopt for all employees.

PC23/039 PERSONNEL POLICIES

a) Updated policies in line with legislation and best practice

IT WAS AGREED TO RECEIVE AND ADOPT the updated policies as circulated in accordance with legal updates and best practice changes.

- ❖ Data Protection Policy
- ❖ Disciplinary Procedure
- ❖ Employee Code of Conduct
- ❖ Equality, Diversity, and Inclusion Policy
- ❖ Grievance Procedure
- ❖ Health and Safety Policy
- ❖ Press and Media Policy
- ❖ Safeguarding Policy and Procedure
- ❖ Social Media and Email Policy
- ❖ Working from Home Policy

b) Employee Record

IT WAS AGREED TO RECEIVE AND ENDORSE the practice of maintaining a record of each employee's acknowledgment of having read, understood, and accepted council policies.

The meeting ended at 7:10pm