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Approved Minutes of Staffing and Communications Committee Meeting held on Wednesday 14 March at 2pm in the Village Hall, 112 Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Mark Tattum (Chair), Councillor Judy Lea, Councillor Christina O’Sullivan and Councillor Marie-Louise Marsden and three members of the public including Councillor Sheila Cooper and Keith Tindall of BCVRA.

1. **Apologies:** There were no apologies.
2. **Declaration of Interests:** There were no declarations of interest.
3. **Public Forum**
After a question from the public, it was confirmed that the Terms of Reference of the Communications Working Group and other documents being considered at this meeting would be public documents and available on the website in due course.
4. Communications Working Group Terms of Reference to be noted.
The Terms of Reference were noted.
5. Communications Working Group update to be noted.
Update to include the Digital Communications Strategy.
The Communications Working Group update was noted.
6. Proposal to adopt a Training and Development Policy for the Council.
Resolved to adopt a Training and Development Policy for the Council.
7. Proposal to adopt an Equality Policy for the Council.
Resolved to amend the policy to read “the majority of the model employment contract” (penultimate para) and adopt an Equality Policy for the Council as amended.

8. Proposal to adopt a Member Employee Protocol for the Council.
Resolved to adopt a Member Employee Protocol for the Council
9. Proposal to adopt a Social Media Policy for the Council.
Resolved to adopt a Social Media Policy for the Council
10. Proposal to adopt a Dignity at Work and Bullying and Harassment Policy for the Council.
Proposed to amend the policy to add 3 further examples of unacceptable behaviour namely:
 - a. Copying memos/emails that are critical about someone to others who do not need to know
 - b. Demeaning someone by setting them up to fail
 - c. Making threats about job security without foundation**Resolved to adopt a Dignity at Work and Bullying and Harassment Policy for the Council as amended.**
11. Proposal to adopt a Grievance and Disciplinary Policy for the Council.
Resolved to adopt a Grievance and Disciplinary Policy for the Council
12. Proposal to adopt a Payroll Policy for the Council.
Resolved to adopt a Payroll Policy for the Council.
13. Proposal to adopt an Action Plan for the Council.
Resolved to recommend to full Council the adoption of an Action Plan 2018/19 and to include regular annual actions and activities.
14. Proposal to consider and recommend to Council a communication protocol for the public forum at Council meetings.
Resolved to recommend to full Council a communication protocol for the public forum at Council meetings.
Resolved to recommend to full Council to change the Standing Orders para 3.7 to read "Subject to Standing Order 3(6) above, a member of the public shall not speak for more than (3) minutes".
15. Proposal to review and approve the Council's Communications Policy.
Resolved to approve the Communications Policy.

Proposed that in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 of schedule 12A of the Local Government Act 1972, that the public be excluded and they are instructed to withdraw.

It was resolved to exclude the public.

The Chairman explained to the members of the public present that it is considered that item 4 is confidential as it concerns the employee of the council.

16. Proposal to adopt a Terms and Conditions of Employment Template for the Council.

Resolved to adopt the Terms and Conditions of Employment Template for the Council as amended para 9.4 (first option) and para 16 (removed).

**17. Date and Venue of Next Meeting:
tba**

SIGNED Mark Tattum (Chair) DATE