Minutes of Kingsclere Personnel Procedure and Policy Meeting PPP 01/24
Held at 7.30pm on Monday 09th April 2024 in the Village Club

PPP 01/24 – Present:
Cllrs: Conquest; Gaines; Jonas: Mussett; Peach N and Clerk – Ackrill;

PPP01/24.1 – Apologies:
Cllrs Mussett; Peach N and RFO Porton

PPP01/24.2 – Declarations of Interest:
None

01/24.3 **– Election of Chairman of the PPP Committee –** Cllr David Conquest was proposed and seconded. Duly elected.

PPP01/24.4 - Questions from the Public:
No one present

PPP01/24.5 – Staffing Matters Reviews for Proper Officers – Annual reviews are due for both officers. Chairman will liaise with Cllr Mussett who completed last years for paperwork.
Action: Cllr Conquest

PPP01/24.6 – Health and Safety: No items were raised

PPP01/24.7 – Review of Terms of Reference for KPC Committees:

7.1 **Finance and Establishment –** reviewed no alterations deemed necessary.

7.2 **General Purposes –** double word typo correction, no other alterations deemed necessary.
Action: Clerk

7.3 **Personnel Procedure and Policy –** recommend altering number required for quorum from 2-3
Action: Clerk

7.4 **Planning –** reviewed no alterations deemed necessary.

PPP01/24.8 – **Review**

8.1 **Comparison of KPC current Code of Conduct with the Basingstoke and Deane revised version 2022. –** Reviewed it was agreed to recommend to OM that KPC adopts the Basingstoke Code.

8.2 **Review Standing Orders –** after review, suggestions that "clerk" should be amended to proper officers where not specific to a job role. It was agreed to get the newest template for the next PPP meeting and compare as this model has been in circulation since 2018 and numbers/figures may have changed/been updated.
Resolved Amend some references of Clerk to Proper officers for inclusion. Next agenda Compare new template with existing.
Action: Clerk amend / next agenda item

PPP01/24.09 – Policy Reviews

9.1 **Complaints Procedure** – Clerk asked to compare with template and other parishes, should clerk leave the room while discussion takes place if the matter is a council matter.
Action: Clerk

9.2 **Data Protection** – no amendments required

9.3 **Data Retention** - no amendments required

9.4 **Delegation to Proper Officers** - no amendments required

9.5 **Employee Disciplinary Policy** - no amendments required

9.6 **Equality Diversity and Inclusion Policy** - no amendments required

9.7 **Freedom of information Policy** – clerk asked to make enquires and conduct research on charges
Action: Clerk

9.8 **Grants Policy** – committee are recommending to OM the policy wording is amended to state applicants should be fully prepared to provide proof of expenditure if requested, including receipts. If proof not provided council reserves right to demand return of the funds granted. Wording to be discussed with RFO.
Action: Clerk

9.9 **Grievance Policy –** no amendments required

9.10 **Health and Safety –** no amendments required

9.11 **Investment policy** – referred to FE 15th April

9.12 **Press and Media** – Cllr Conquest will compare to the Code of Conduct

9.13 **General Privacy Policy** – no amendments required

9.14 **Privacy Notice for Staff, Councillors and Role Holders –** page 2 text needs moving not changing the context though

Action: Clerk

PPP01/24.10 – Policies to Consider – A Co-option Policy, also possibly Training for Staff and Cllrs and Employment

Action: Clerk next PPP meeting

PPP01/24.11 – Matters for Future Consideration from Public Questions:

Nothing was raised.

PPP01/24.12 – Date of Next Meeting:

Monday 07 October 2024 7:30pm in the Village Club. Subject to confirmation of 24/25 meeting dates at the Annual Meeting in May.

Meeting closed 21.09

Signed:……..……..…..Chairman Date:……..……..…

Signed:……..…….Clerk Date:……..……

Distribution: Cllrs: D Conquest; S Gaines; H Jonas: C Mussett; N Peach and R Peach;
Website: www.kingsclere-pc.org.uk.