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Minutes of a meeting of the '**Personnel & Data Protection Committee**' of **Blakeney Parish Council** which was held on **Monday 29th November 2021**.

Present:- Rosemary Thew, Jenny Girling, Nigel Sutcliffe & Samantha Arlow.

Clerk:- Tracey Bayfield.

1. **Resolved** to appoint Rosemary Thew as **Chairman** for 2022/23.
2. **Apologies** for absence were **accepted** from Edward Hackford.
3. There were no **Declarations of Interest** in relation to any item on the agenda and no requests for dispensations.
4. **Open Public Session** – There were no members of the public present.
5. **Resolved** that the confidential **Minutes** of Friday 8th January 2021 are to be signed as a true record.
6. **Resolved** that given the governments amendment in April 2018 to its own Data Protection Bill to exempt all Parish and Town Councils in England from having to appoint a Data Protection Officer (DPO) under the General Data Protection Regulations, that we approve our Clerks request to be removed as the named DPO with immediate effect from our Personnel & Data Protection Committee **Terms of Reference & Policy**.
7. **Resolved** to adopt the **Anti-Bullying & Harassment Policy** and in line with the current efforts of both NALC & SLCC we share this with all members of Blakeney Parish Council immediately.
8. **Confidential Business – Exclusion of the Press & Public – Resolved** that; *Due to the confidential nature of the business about to be transacted (detailed below), it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.*
9. With regard the appointment of the **Carnser Car Park Attendants** for the 2022/23 season, including Terms of Reference and Salary the following items were **resolved**;
 - i) The end of season review for 2021 had been held and the members of this committee were in receipt and acceptance of it.
 - ii) **Hourly rate** to increase to £12 per hour
 - iii) **Working Hours** – The working day will increase to 5.30pm during the core summer season and at all other peak holiday times, ie. Easter and Half Term Holidays, Bank Holidays etc.

- iv) **Rest Breaks** – Include in the contract of employment for clarity to all parties, the employees right to rest breaks, ie. Each attendant has the right to an uninterrupted break of 20 minutes if they work more than 6 hours in a day. The employee has the right to take this break; i) away from the workplace, ii) at a time that's not at the very start or very end of the working day, iii) The staff members must place a notice up advising that they are currently taking their break and will return within 20 minutes. A notice for display will be provided. The break is unpaid, unless both sides agree that it is to be paid. This committee agrees that this break will be paid.
- v) **Work boots** – The contribution will increase to £40 towards the cost of a pair, on production of a receipt.
- vi) **Pets** – Check with our insurance provider, if dogs can be brought to work, entirely at the owner's risk and are not to interfere with the employees work in any way. Ie. BPC takes no responsibility.
- vii) **Advertise** – In addition to locally ie. GVN, Facebook, consider; Indeed, EDP24 and the Police newsletter for retired officers.

10. Clerks Contract of Employment – items for annual review ahead of 2022/23; The following points were **resolved**;

- i) **Salary Scale** – NJC Salary Point LC3 (41) which commenced 1st April 2020, will remain unchanged and continue for April 2022-23.
- ii) **NEST Pension** contributions – The employer element will remain at 15%, unchanged from its inception in January 2017.

Meeting closed at 2.22pm.

Chairman _____