

Brixham Town Council

Minutes of the Meeting of Evaluation Committee

held at Conference meeting Room, Brixham Town Hall on 26th July 2018 at 7.00pm

Present: Cllrs R Clarke, I Carr, S Clutterbuck, D Giles & J Regan.

Attending: Tracy Hallett, Town Clerk.

18012. Apologies.

None.

18013. Declarations of Interest.

None.

The Declarations of interest register was available to sign.

18014. To accept requests for dispensation.

None

18015. Minutes of the meeting held on 26.04.18.

Subject to amendment, the minutes of the meeting held on 26.04.18 were **resolved** and signed as correct. (18003 deleted 'with the following changes')

18016. To hear an update on the General Data Protection Regulations (GDPR).

Members were advised of the work carried out to date and the work remaining in order to be fully compliant with the new General Data Protection Regulations. The report is attached to these minutes.

18017. To discuss and consider purchasing tablets for Councillors use.

Members considered report number 19/2018 and **resolved** to recommendation to Full Council that two tablets are purchased each with a heavy duty shockproof case and two emails are purchased with the Office 365 Business Essentials option.

Members discussed the need for the trial to continue for the remainder of their term with the prospect of purchasing further tablets for newly elected Councillors in May 2019, giving them the ability to factor in the cost of the new tablets within the 2019/20 budget.

Members noted that some Councillors that may not have internet connection at home and it was accepted that those individuals will need to continue to receive hard copy of documents.

It was **resolved** that the Clerk to should decide which Councillors should have access to the new tablets.

18018. To consider and agree changes to the Service Level Agreements:

Brixham Does Care

Members were advised that following the last Full Council meeting, Brixham Does Care approached the Clerk requesting further changes to the document within the SLA Terms with their preference being to have this removed from the SLA.

It was **resolved** not to remove the SLA Terms but **resolved** that the Clerk can agree minor changes to the SLA and present the revised document to Full Council for approval.

Brixham Theatre CIO

Members raised concerns that Brixham Theatre CIO had changed their constitution and that only members / trustees can attend their meetings. Part of the SLA Agreement was to send two representatives to their meetings to provide support. It was **resolved** that the Council should ask Brixham Theatre CIO to give associate member rights to the Council representatives.

Members were advised that Brixham Theatre CIO were happy with the conditions outlined on the first three pages. However, they had raised concerns on the SLA Terms and had stated that they found them to be intrusive.

It was **resolved** not to remove the SLA Terms but **resolved** that the Clerk can agree minor changes to the SLA and present the revised document to Full Council for approval.

18019. To discuss and consider adopting Terms of Reference for the Council's working groups

Members considered the draft document and agreed changes. Members were advised that the Community Health Care Working Group had requested further changes and the Clerk was due to meet with them shortly, and members requested that the Community Emergency Response Team was deferred.

It was **resolved** to recommend to Full Council that the document is adopted subject to:

- The removal of the Community Emergency Response Team and the Community Health Working Group; and
- That the Evaluation Committee had delegated powers to make regular changes to the document.

18020. To review and consider changes to the Strategy Document

Members considered the proposals put to the committee by Cllr Carr and Giles. Minor amendments were made to the proposals and following these changes it was agreed to recommend to Full Council.

18021. To consider and hear updates on training

Making Good Decisions

Members were advised that three Councillors and the Clerk attended this training event. The Clerk gave members a brief overview of the training and advised that the training was both informative and helpful in the leadup to the Town Hall Regeneration.

Fire Marshal Training

Members were advised that due to changes in personnel around the building, there was a need to carry out a further training course. It was resolved to book Fire Master and asked new personnel to attend the training.

It was resolved to extend the meeting for a further hour.

18022. To evaluate the performance of the Town Councillors

Members were advised that Officers are still having problems with Councillors not responding to emails or giving late apologies meaning that the committee meetings are running the risk of meetings not being quorate. The Clerk advised that the Evaluation Committee had agreed to organise training events for Councillors. However, it is proving difficult to get sufficient responses from Councillors to attend training courses such as Making Good Decisions where only three could attend. Members were advised that to hold any training at the Town Hall there would need to be a minimum of 10 Councillors to make the training cost effective and that the last time the Clerk tried to organise this only 5 Councillors could attend at any one time.

It was **resolved** that the Clerk should draft an email for each Chair of committees to send to members on their committee asking them for commitment to attend regular committee meetings. Cllr Clutterbuck reported that he is happy to substitute for Planning and Regeneration Committee and is prepared to go attend the museum meeting.

The Clerk also requested that the Council hold a Candidate Café to encourage residents to stand for Councillor in the May 2019 elections. It was **resolved** that the Candidate Café should be held in October or December.

18023. To hear an update on personnel matters

Workload

Members were advised that the Clerk and Deputy were starting to see the benefits of having the additional staff whilst training is still ongoing, they are in a position to start sharing some of their workload.

The Clerk had implemented weekly meetings with the Deputy and monthly staff meetings will all staff. New staff folders had been introduced with procedures for various work requirements and were available on each desk for ease of access.

The Admin Assistant is has fully taken over the allotments and has taken a vast amount of work away from the Clerk for work related to the Town Hall and Sub Committee.

The Receptionist / Information Assistant is working on the new clarity module of Edge and we will soon be able to report more details of enquiries for example, to show how many we are receiving these days. And when working in the Information Point she has access to a laptop and mobile phone to ensure that she can continue to work effectively.

Members were advised that whilst this has relieved some work from the Clerk and Deputy, workload is increasing all the time with Committees / Council continue to agree more work. Also, as a result of attending training courses, the Clerk is also having to implement new guidance and policies to ensure that the Council is compliant.

There is also an increase in the level of invoicing and this is having an effect on the Deputy's workload as well as the Clerk introducing her to some meetings to increase her responsibility to the level required of a Deputy.

It was resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18024. Items for the next agenda

- Workload
- Policy Reviews
- SLA update

The meeting closed at 9:52pm

Chairperson Date.....

Brixham Town Council

Report No:			
Report Type:	Public		
Title:	GDPR Update		
To:	Evaluation	Date:	26.07.18
Contact Officer:	Brixham Town Clerk	Tracy Hallett	
Contact Details:	info@brixhamtowncouncil.gov.uk	01803 859678	

Work Carried Out to Date

- Any persons on the allotment waiting list have been contacted and asked to sign and complete a consent form to hold their information. The letter stated that the form needed to be returned by a certain date if they wanted to remain on the waiting list. The waiting list was then updated according to whether or not the consent form had been returned.
- Allotment waiting list application form created and will need completing going forward
- Consent forms are attached to letters advising of grants awarded to allow BTC to take photos and use them in publicity.
- Booking / Hire application forms now include consent forms.
- A privacy notice is on our website.
- All staff information is held in a locked filing cabinet, only accessible by the Town Clerk and Deputy Town Clerk. This includes payroll information.

Work still to be carried out

Information Audit has been started but needs completing. The aim is to complete this first, before obtaining quotes for GDPR compliance check.

Quotes still to be obtained from GDPR Compliance check. However, we have discovered a website that gives free information for privacy management and have registered.

- Training for staff and councillors. Training document being drafted and will be distributed once ready.

Implementation of the following policies:

- Information and Data Protection Policy. Document being drafted and will be ready for discussion at the next Policy WG.

Consideration of implementing the following policies:

- Management of Transferable Data Policy. Document being drafted and will be ready for discussion at the next Policy WG.
- Retention and Disposal Policy. Document being drafted and will be ready for discussion at the next Policy WG.