

THURSTON PARISH COUNCIL

Minutes of the Policy and Resources Committee Meeting held via by Videoconference via the Zoom Platform on Wednesday 29th July 2020 at 6.00pm.

In the Chair: Cllr Dashper

Present: Cllrs. Fawcett, Haley, Rainbow and West. In Attendance: Mrs V Waples, Clerk.

The Chairman declared the meeting open at 6.00pm, thanked all for attending and read out the notice for reporting at virtual meetings of the parish council.

1. Apologies of absence –
 - a) Council to receive apologies – there were no applicable apologies of absence as all Committee members were present.
2. Declarations of pecuniary and non-pecuniary interests -
 - a) To receive declarations of pecuniary and non-pecuniary interest in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were none received.
3. To approve the minutes of the Committee Meeting of as previously circulated
 - a) 15th May 2020 - the minutes of the meeting of 15th May 2020 were approved as a true and accurate record of the meeting that took place and agreement was forthcoming for the Chairman to sign them outside of the meeting, aif.
4. To consider the following: *Council was reminded of the following: sub-committees are appointed by a committee to focus discussion on a specific topic among a small group of councillors. For all other purposes they operate like committees. Any sub-committee formed will have a clear purpose and all meetings must be advertised and the press and public have a right to observe, record and report on how the council operates. Exceptions are when sensitive issues are discussed such as legal, contractual, staffing matters or matters that are deemed to be confidential as they deal with the personal data of a living individual.*
 - a) To set-up an Appeals Committee to hear the appeal against the decision of the Council in relation to the hearing of a complaint against the handling of information provided and consideration of the information contained within the complaint – as considered by a Sub-Committee of the Policy and Resources Committee on 13th March 2020. It was noted that the Appeal as submitted by the complainant against the Council's decision had been deferred due to COVID-19 lockdown measures.
 - i. To determine the members to sit on that committee – it was agreed that Cllrs. Fawcett, Rainbow and West would sit on this Sub-Committee. It was resolved and agreed that should members of the committee be unavailable to attend the agreed meeting, the Policy & Resources Committee would elect a substitute from the remaining parish councillors who did not sit on the Policy & Resources Committee.
 - ii. To determine the format of the appeal – it was agreed that the meeting would be a virtual meeting by Zoom Conferencing Platform and that written representations would be accepted only, aif. The Clerk agreed to ensure that all written representations previously submitted would be sent to the sub-committee members within the next 24 hours.
 - iii. To set the date for the appeal to be heard – it was agreed that the Sub-Committee would meet at 6.30pm via the Zoom platform on Thursday 6th August 2020.
 - b) To set-up a Sub-Committee to ascertain whether, in light of information received, there has been an information security incident whereby data or information held by the Parish Council, in any format, has been compromised by being lost, destroyed, altered, copied, stolen, transmitted; unlawfully accessed or used by unauthorised individuals whether accidentally or on purpose.

So approved at the meeting of 30th September 2020

- i. To determine the members to sit on the sub-committee – it was agreed that Cllrs. Dashper, Haley and Fawcett would sit on this committee, aif.
 - ii. To set a date for the sub-committee to meet – it was agreed that the Sub-Committee would meet at 4.30pm via the Zoom platform on Thursday 6th August 2020. The Clerk agreed to ensure that all written representations previously submitted would be sent to the sub-committee members within the next 24 hours.
 - c) To set-up a Sub-Committee to carry out investigations into a staffing matter - *confidential*
 - i. To determine the members to sit on the sub-committee – it was agreed that Cllrs. Dashper, Haley and West would sit on the sub-committee to consider staffing matters.
 - ii. To determine the format of the investigations – it was noted that investigatory interviews would be held prior to the sub-committee meeting to determine this matter further. Written evidence submitted will be used as the basis for the interviews to be held.
 - iii. To set a date for the sub-committee to meet – this could not be set until investigatory interviews and relevant information had been obtained – meeting will be held before the end of August 2020.
 - d) To note that the Parish Council has been served with a Subject Access Request for information relating to a living person and that the following actions will be taken:
 - i. Clerk and Chair to verify whether the request has been made under the Data Protection Legislation
 - ii. If i) above is verified, Clerk to locate and supply personal data relating to the SAR after having made a full exhaustive search of the records to which she has access.
 - iii. To note that the response must be within one month of date of receipt.
 - iv. Clerk will update the Policy and Resources Committee accordingly.
5. Date of future Meetings: to confirm the dates:
- a) Parish Council Meeting - Virtual – 5th August 2020 (Full) at 7.00pm
 - b) Parish Council Meeting – Virtual – 19th August 2020 (Planning and Committees) at 6.30pm.
 - c) Policy and Resources Committee Meeting – Virtual – 18th September 2020 at 10.30am
6. There being no further business to transact, the Chairman closed the meeting at 18.37pm.