



FLEET TOWN COUNCIL

NOTICE OF MEETING

Notice is hereby given to all the Establishment Committee members that there
will be a meeting of

**The Establishment Committee
on
Wednesday 13 December 2017 at 7pm
in the Dance Studio at The Harlington**

To : Cllrs Robinson (Chairman), Chenery, Einchcomb, Holt, Jasper, Schofield and Smith

SIGNED:

TOWN CLERK

7 December 2017

AGENDA

ITEM 1 APOLOGIES

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

ITEM 2 DECLARATIONS OF INTEREST

Under the Local Authorities Localism Act 2011, Members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

ITEM 3 MINUTES OF THE PREVIOUS MEETING

To approve and sign the minutes and the confidential minutes of the meeting held on Wednesday 13 September 2017 -copies attached

PART 1

Items for decision

PART 2

Items to note

ITEM 4 DATA PROTECTION UPDATE

The Clerk and Harlington General Manager recently attended a HALC session on changes to Data Protection Legislation which come into effect in May 2018. These changes will affect HR, box Office and marketing data, contact lists for the Council. It is understood that businesses must only collect the minimum data necessary and delete it once it has been used. There must be a link between the way the data is used and the context in which it is provided and be a justifiable business need.

Consent under the GDPR requires some form of affirmative action. Silence, pre-ticked boxes or inactivity does not constitute consent. Consent must be verifiable; a record must be kept of how and when consent was given.

The new and changed concepts include:

- the appointment of a Data Protection Officer – more information will become available as the legislation evolves
- Data Protection Impact Assessments
- Broader definition of data under the GDPR
- Data privacy will include other factors that could be used to identify an individual
- New rules surrounding data protection breaches – Fines of up £20m or 4% of turnover
- Tightening of rules concerning consent and children's personal data

More information will become available on how GDPR will affect the public sector. It is envisaged that the first task will be to update the Data Protection Policy and will include the data retention periods. This will have an effect on how all the HR records are stored. The Clerk and the General Manager will look at ways to ensure that the legislation is followed

Further information will be made available to FTC at a HALC training session being held at The Harlington in January 2018 for local north east Hants councils

The impact on HR will be the affirmative consent from staff to store personal information, collection, storage and length of time data may be held before it needs to be destroyed. The appointment of a Data Protection Officer may also be required

ITEM 5 JOB EVALUATION AND MARKET BENCHMARKING

Documents are currently being finalised in order to proceed with the instruction to Morland Gil to undertake the Job evaluation and market benchmarking exercise.

ITEM 6 TRAINING UPDATE

To receive and note the staff training record which sets out the training activity since April 2015. Copy attached

Part 3 CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Establishment Sub Committee, the Public and Press will be excluded from the Meeting.

ITEM 7 STAFF CHANGES

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre

Confidential report attached

ITEM 8 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 21 March 2018 at **7pm**