

GNOSALL PARISH COUNCIL
(INCLUDING THE WARDS OF MORETON AND KNIGHTLEY)

Clerk of the Council
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**MINUTES OF A MEETING OF THE
PROCEDURES REVIEW COMMITTEE**

Held on 26th March 2018 at 7.30pm in the Parish Office

Present: Cllr Booth (in the chair), Cllr Payne, Cllr Alker, Cllr Green, Cllr Ingram, Jayne Cooper

Public Open Forum – none present

1 To receive apologies and note absences

Apologies received from Cllr Emsley.

2 To receive and confirm the notes of the last meeting held on 2nd October 2017

The minutes were proposed, seconded and agreed as a true and accurate record of the meeting.

3 To discuss any matters arising not dealt with elsewhere on the agenda including:

- **Quality Gold** – Council had received Quality Gold status in December 2017.
- The two amendments to the Standing Orders had been approved by Council.

4 To discuss General Data Protection Regulations (GDPR) and agree the way forward

Councillors had received details over the past 12 months via SPCA bulletins and various reports. It was acknowledged that the Council, as a public body, would have newly extended duties to protect personal data of the public, of councillors, of staff and of others such as contractors. The new regulations are effective from 25th May 2018.

Cllr Booth and Cllr Green had attended an SPCA training event and the Clerk had received training via a SLCC webinar. Information received from the training events was shared. The main points noted were that two new roles are needed, the Data Controller and Data Protection Officer. Whether or not the DPO can be an internal appointment is still under debate and councils would be notified of the final decision. SLCC had provided a GDPR Action Plan, a useful document for councils to work from. It was proposed, seconded and agreed that the Clerk, Cllr Booth and Cllr Green would form a sub group to review the Action Plan and report to Council on any necessary action. The first meeting of the group would be held on 17th April at 3pm.

5 To carry out a review of Financial Regulations

It was noted that Staffordshire Parish Council's Association had sent out an updated Governance and Accountability statement stating that the new Practitioners Guide was recently published to help councils report on their finance and governance. The 2018 edition of the guide applies to Annual Governance and Accountability Returns in respect of financial years commencing on or after 1st April 2018. As there are no changes to the guidance, simply clarification of proper practice, it can be applied to Annual Governance and Accountability Returns covering the period 1st April 2017 to 31st March 2018. Resources Committee would be asked to adopt the most up to date version.

A full review of the Council's Financial Regulations would be carried out later this year.

6 To carry out a review of Standing Orders

Several minor changes were identified, mainly typos and incorrect wording that the Clerk noted and would amend. It was recommended that an additional bullet point should be added to point 60 to read:

In accordance with the Code of Conduct and reference Disclosable Pecuniary interests, a councillor must leave the room where the meeting is being held, when any discussions or voting takes place.

Council to note this recommendation at its meeting on 9th April 2018 and would be asked to approve it at a meeting in May 2018.

There was also discussion about the use of 'Reply All' to emails. Taking into account the changes to the general data protection regulations, councillors would be asked to refrain from using this facility if it is not absolutely necessary and should instead reply to the Clerk only who will decide whether it is relevant to share an email message to all councillors.

7 To carry out a review of Terms of Reference for council committees

It was agreed that committees and working groups would be asked to review the Terms of Reference at the first of their meetings after the Annual Council meeting and recommend to the Procedures Review Committee whether or not changes are required.

Any changes to Terms of Reference would be applied later in the year as would changes to Standing Orders and Financial Regulations. Councillors would receive updated copies for their councillor packs.

8 To agree the time and date of the next meeting

30th April 2018

The meeting closed at 8.40pm