



Ashington Town Council
Town Hall, 65 Station Road
Ashington
Northumberland
NE63 8RX

13th February 2024

To all members of the Personnel Committee

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE**, being held in the **Council Chamber, Town Hall, Ashington, NE63 8RX, on Tuesday 27th February 2024, at 4:00pm.**

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

Sarah Eden
Executive Officer/RFO

Members of the Committee; Chair, and Vice Chair of Council, Chair and Vice Chair of FGS Committee, Leader, and Deputy Leader (6)

AGENDA

1. WELCOME

The Chair to open the meeting.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DISCLOSURE OF INTERESTS

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

4. DISPENSATIONS

To receive and consider any dispensations.

5. DRAFT MINUTES OF PERSONNEL COMMITTEE MEETING HELD ON 24th OCTOBER 2023

To approve the minutes as a true record (enc)ⁱ *These minutes have been shared in draft in accordance with proper practice.*

Tel: (01670) 624521

E-mail: sarah.eden@ashingtontowncouncil.gov.uk

Website: www.ashingtontowncouncil.gov.uk

<https://www.facebook.com/ashingtontowncouncil>

<https://www.instagram.com/ashingtontc/>

6. EXCLUSION OF PRESS AND PUBLIC

Members are invited to consider passing the following resolution:

That the press and public be excluded from the meeting during consideration of the following items, permitted under Section 1 (2) LGA 1960, due to the confidential nature of the business being transacted.

7. NEW MODEL CONTRACT FOR EMPLOYEES

To receive the New Model Contract, as drafted by NALC/SLCC and in accordance with Green Book terms and conditions, and to endorse the actions of the Executive Officer, in consultation with the Chair, to update and adopt for all employees (enc)ⁱⁱ

8. PERSONNEL POLICIES

a) Updated policies in line with legislation and best practice

To receive and agree to adopt the updated policies listed:

- Data Protection Policy (enc)ⁱⁱⁱ
- Disciplinary Procedure (enc)^{iv}
- Employee Code of Conduct (enc)^v
- Equality, Diversity, and Inclusion Policy (enc)^{vi}
- Grievance Procedure (enc)^{vii}
- Health and Safety Policy (enc)^{viii}
- Press and Media Policy (enc)^{ix}
- Safeguarding Policy and Procedure (enc)^x
- Social Media and Email Policy (enc)^{xi}
- Working from Home Policy (enc)^{xii}

b) Employee Record

To receive and agree a policy of maintaining a record of each employee's acknowledgment of having read, understood, and accepted council policies (enc)^{xiii}

Press and Media Policy
Safeguarding Policy and Procedure
Social Media and Email Policy

ENCLOSURES

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- ⁱ Draft Minutes of the meeting held on 24th October 2023
 - ⁱⁱ Model Contract
 - ⁱⁱⁱ Data Protection Policy
 - ^{iv} Disciplinary Procedure
 - ^v Employee Code of Conduct
 - ^{vi} Equality, Diversity, and Inclusion Policy
 - ^{vii} Grievance Procedure
 - ^{viii} Health & Safety Policy
 - ^{ix} Press and Media Policy
 - ^x Safeguarding Policy and Procedure
 - ^{xi} Social Media and Email Policy
 - ^{xii} Working from Home Policy
 - ^{xiii} Policy Record Sheet

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