MINUTES OF THE POLICY AND RESOURCES COMMITTEE

GREEN ROOM, SALISBURY GARDENS	10:00AM	14 JULY 2026

Members present:-
Councillors: Ian Bond, Steve Milford, & John Watkins
Clerk: Morgan Williams

MINUTE	SUBJECT
55/26	In the absence of the Chair, Cllr Ian Bond was elected to chair the meeting

56/26 PUBLIC FORUM

There were no members of the public present at the meeting.

57/26 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr Steve Cooper.

58/26 DECLARATIONS OF INTEREST

There were no Declarations of Interest received at this time.

59/26 MINUTES OF THE MEETING HELD ON 23 JUNE 2026

The Minutes of the Policy and Resources Committee meeting of 23 June 2026, having been previously circulated to Members - were taken as read.

It was unanimously resolved to:

accept the Minutes of the previous meeting of 23 June 2026

60/26 GRIEVANCE POLICY

Members discussed that this should be on the website, and the previous version had not been.

The NALC model Grievance Policy had been circulated to Members. Some changes were discussed as follows:

- Although the NALC policy only allows for a companion to be a work colleague, trade union representative or trade union official, Members agreed to insert a clause allowing another person to attend a grievance meeting as a companion, subject to Council approval
- To insert a statement in section 6 that employees are expected to maintain confidentiality around grievances, whether they are ongoing or historic
- Replace references to “Chairman” with “Chair”

It was unanimously resolved to:

Delegate to the clerk, in consultation with committee members, making the amendments above, and recommend the Policy for adoption at the next Full Council meeting

61/26 IT POLICY

The Clerk introduced the item, noting that to comply with Assertion 10 of the Annual Governance and Accountability Return (AGAR), it was necessary to adopt an IT Policy. The Policy tabled was based on the NALC Model, adjusted to Ventnor Town Council’s current practices and had been checked for accuracy by the IT Contractor.

Members discussed the policy, noting its length and complexity it would seem better suited to significantly larger councils.

The Council’s internal auditor had provided an alternative template which, once adjusted to reflect current practices, may be better suited to the needs of Ventnor Town Council.

It was unanimously resolved to:

Defer the matter of adopting an IT Policy to future meeting, with the Clerk in the meantime to circulate alternative policies to Members for their informal consideration.

62/26 GDPR Security Compliance

The Clerk introduced the item, explaining that along with adopting an IT Policy, good practice as part of assertion 10 of the AGAR was to have a compliance checklist for Members. Such a document was prepared for the meeting and circulated to Members in advance.

It was discussed that the future compliance statement was not straightforward, and should be amended to be clearer in meaning.

Members also agreed that the checklist should have a footnote explaining that biometric security is acceptable instead of, or in addition to, passwords.

It was unanimously resolved to:

Delegate to clerk, in consultation with Members, adjusting the wording in the checklist to reflect the above notes, and recommend the adoption of this to the next Full Council meeting.

63/26 Policy Reviews

The Clerk noted that because Ventnor Town Council had created a lot of policies at one time, there were a lot due to be reviewed at the same time.

<u>Redundancy Policy</u>

The Clerk had advised Members that a paragraph should be added at point 5.2, per the paper tabled that the Council would ensure that redundancy processes would not place employees with protected characteristics at a particular disadvantage.

The Clerk also highlighted that the notice period referred to in section 8.1 of the policy were not aligned with Statutory notice periods. Members discussed and agreed that the notice periods in the policy should be retained as they were greater than the statutory minimums.

It was unanimously resolved to:

Adopt the redundancy policy, inserting the wording at section 5.2 per the paper written

<u>Lone Working Policy</u>

Members reviewed the existing policy document and agreed that the only change required was to amend the typo therein. It was discussed that for those who were lone-working, attention should be drawn to the requirement to assess the risks involved.

The word "buddy" in the policy did not appear to have a definition, so members agreed it should be removed.

It was unanimously resolved to:

Adopt the Lone working policy with amendment of typo and remove the word "buddy"

<u>Social Media Policy</u>

Members noted that the Council had two separate policies for Social Media; this one, and one specifically for Members. It was therefore discussed that any references to Councillors should be removed from this policy. Members noted that the policy included references to Google+, which was shut down several years ago. There was also reference to two Council policies which do not exist – the information that would be included in these policies is now found in the Council's employee Code of Conduct.

It was unanimously resolved to:

Adopt the Social Media Policy, removing references to Councillors, Google Plus, and non-existing policies

<u>Disciplinary Policy</u>

Members raised that the wording within the Final written warning section was missing some detail about the timeframes involved. After some discussion it was suggested that the wording "within (X) months" could be removed.

It was unanimously resolved to:

Remove the wording "within (X) months" from the final written warning section and adopt the policy

Social Media for Councillors Policy

In reviewing this policy, members noted that the policy provided to the meeting did not appear to have changes applied which were understood to have been agreed historically.

It was unanimously resolved to:

Defer the review of the Social Media policy to a future Committee meeting.

Data Protection Policy

The Clerk advised members that the Data Protection policy bore the name of a previous Clerk. Members agreed that this could be replaced with the title "Town Clerk".

It was unanimously resolved to:

Adopt the Data Protection policy, with the change to wording described above.

Document Retention and Disposal Policy

Members reviewed this policy, noting that it was aligned with the current template available from the SLCC.

It was unanimously resolved to:

Adopt the Document Retention and Disposal Policy with no changes.

Volunteer Policy

Members reviewed the policy.

It was unanimously resolved to:

Adopt the Volunteer Policy with no changes.

64/26 EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the following items:

- Staff update
- Clerk & RFO Contract

It was resolved under the Public Bodies Admissions to Meetings (1960) Act:

to exclude the Public and Press whilst the next items are under discussion as they are of a confidential nature.

65/26 STAFF UPDATE

The Clerk provided members with an update on staffing matters.

66/26 CLERK & RFO CONTRACT

The Clerk declared an interest in this item, and Members requested he remain present as the nature of adjustments to the contract were about wording rather than any fundamentals.

It was unanimously resolved to:

Refer approval of the contract to the next Committee meeting.

67/26 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 2 September 2026 at 10:00am.

The meeting closed at 11:55am.

SIGNED BY THE CHAIR	DATE