

**NORTON-ON-DERWENT TOWN COUNCIL**

**Staffing and Policy Committee – 6<sup>th</sup> September 2022**

**PRESENT** Cllrs D Keal (Mayor), M Brampton (Deputy Mayor), R King, and A Spencer.

**IN ATTENDANCE** S Rainsbury (Clerk)

**1. Document Retention Policy**

**Resolution** – Members approved current policy without any amendments

**2. Effective Management of Recording at Meetings Policy**

**Resolution** – Members approved current policy with the following amendments: -

- Item 5 to be removed
- Item 13 to keep first and last sentence only

**3. Freedom of Information Policy**

**Resolution** – Members approved current policy with the following amendments: -

- Item 1 Add 'by email or letter'
- Item 3 Removed the words 'written signed'
- Item 8 Removed the word 'repeated' and added with reference to the 'See 'Dealing with Abusive, Persistent or Vexatious Complaints Policy''.

**4. Health and Safety Policy**

**Resolution** – Members approved current policy with the following amendments: -

- Item 1.2 Corrected spelling from 'plan' to 'plant'
- Item 2.2 Removed the words 'Facilities Officer'

**5. Model Publication Scheme**

**Resolution** – Members approved current policy with the following amendments: -

- Updated the document with the councils new website addresses throughout document
- Class 4 – Removed the words 'excluding private information' under 'Minutes of Meetings'
- Class 4 – Add the words 'Grass Verge' under Bye-laws

Following further open discussions concerning Health and Safety and Risk Assessments, the clerk has been asked to review the following: -

- Review delegated powers of authority
- Incident book for Chamber and Cemetery
- First Aid Kits for Chamber and Cemetery
- Are NTC officers trained in basic first aid and CPR?
- Risk Assessments and how they are stored
- Review NTC officers risk assessments for their roles
- Review voluntary staff and personal liability insurance and risk assessments