

MINUTES OF STANWICK PARISH COUNCIL STAFFING COMMITTEE MEETING HELD ON

Date: 6th August 2020

Venue: Zoom

Time: 7.15 p.m.

Present: **Councillors:-** N Peck
S Glanville-Hughes
J Paterson
Clerk to the Council J Hodgson

This meeting was held ‘remotely’ via an internet platform as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

SC20.13 **APOLOGIES FOR ABSENCE**

There were no apologies.

SC20.14 **APPROVAL OF MINUTES**

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 25th June 2020 be approved as a correct record and signed by the Chairman.

SC20.15 **DECLARATION OF INTEREST**

There were no councillor declarations of interest.

SC20.16 **PUBLIC SPEAKING TIME**

There were no members of the public present. It was noted that Recruitment Policy had been adopted by full council with a minor amendment regarding where a vacancy would be advertised. The committee was advised that to attract an experienced/qualified clerk NCALC should be utilised for advertising when required.

SC20.17 **APPRAISAL PROCESS**

A template document for the appraisal interview was agreed. This document is to be referred to full council on 13th August. It was noted that a protocol for the overall appraisal process was required and this was to be considered at the next Committee meeting ahead of the September Council meeting.

It was noted that the appraisal process would be a useful tool to determine whether the Clerk's job description is up to date.

SC20.18 PENSION DISCRETIONS

It was noted that the Local Government Pension Scheme has a number of clauses where discretion can be exercised by the employer. The Parish Council has previously approved a discretions policy (most recently 2018) and the recommendation is that the discretions policy is reviewed annually. Northamptonshire Pensions have issued training slides on the topic of discretions which had been circulated to committee members.

It was agreed that members of the Committee would undertake training webinars hosted by the Northamptonshire Pensions to improve their knowledge when available.

It was agreed that Councillor Paterson would undertake a detailed review on the current discretions policy in light of the training slides.

SC20.19 DATA RETENTION POLICY FOR PENSION RELATED INFORMATION

It was noted that Northamptonshire Pensions issued a template policy for adapting and adopting. The template policy had been prepared by the Local Government Association and was not tailored towards parish councils. It was noted that the Clerk had sought guidance from the Information Commissioners Office. It was proposed and

RESOLVED

The Pension Fund Data Protection Policy that forms appendix A be recommended to full Council for adoption.

SC20.20 NEXT MEETING

The next meeting will be on 10th September 2020 on Zoom.

Meeting closed at 7.50p.m.

Chairman

NORTHAMPTONSHIRE PENSION FUND

PARTICIPATING EMPLOYER PERSONAL DATA RETENTION POLICY

Stanwick Parish Council (the "Employer" and "we")

This document has been prepared by the Employer, in its capacity as a scheme employer in the Northamptonshire Pension Fund (the "**Fund**") and sets out the Employer's policy on the retention of personal data relating to its employees who are members of the Fund.

This policy document can also be accessed on the [parish council website](#) and should be read in conjunction with the Employer's privacy notices, which can be accessed on the parish council website in the policies section under [Data Protection](#) and Fund's privacy notices that can be viewed on their website under [Information Governance](#).

Introduction

As data controllers, we are required by legislation to comply with the principles of data minimisation and storage limitation. Personal data we process:

- must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed; and
- must not be kept in a form which permits identification of a data subject for longer than is necessary for the purposes for which the personal data is processed.

We are obliged to retain certain records (whether in hard copy or electronic form) for various periods of time because:

- we have a statutory obligation to do so; and/or
- the information contained in those records may be necessary for the future (for example, questions may arise about the calculation of benefits either to be put into payment or that have been paid in the past, and data that may be relevant to a possible legal claim needs to be kept until the period within which that claim could be brought has expired).

This policy document sets out the measures adopted by the Employer to comply with the principles of data minimisation and storage limitation in relation to personal data that we hold and process for the purposes of the Fund.

Types of personal data we hold

We hold and process the following types of personal data in relation to our current and former employees who are Members of the Fund:

- Contact details, including name, address, telephone numbers and email address.
- Identifying details, including date of birth and national insurance number.

- Information that is used to calculate and assess eligibility for benefits, for example, length of service, history of hours worked or membership and salary information necessary for the calculation of the Member's benefits in the Fund.
- For current employees, information about the Member's family, dependants or personal circumstances, for example, marital status and information relevant to the distribution and allocation of benefits payable on death in service.
- Information about the Member's health, for example, to assess eligibility for benefits payable on ill health, or where the scheme Member's health is relevant to a claim for benefits following their death.
- Information about a criminal conviction if this has resulted in the Member owing money to the Employer or the Fund and the Employer or Fund may be reimbursed from the Member's benefits.

Retention periods for personal data

In compiling our policy on the retention of personal data, we have taken into account the guidelines on the retention of personal data as set out by / in:

- ICO's retention policy;

Data protection legislation requires that we retain personal data for no longer than is necessary in order to fulfil the purpose(s) for which it is processed. Given the long term nature of pensions, we need to ensure that personal data is retained to:

- comply with our legal and regulatory obligations as a participating employer regarding the payment of pensions from the Fund; and
- deal with any questions or complaints that we or the Fund may receive about a Member's pension entitlement from the Fund.

Personal data that is used to calculate and assess eligibility for benefits, for example, length of service, history of hours worked or membership and salary information necessary for the calculation of the Member's benefits in the Fund will be retained for a maximum period of fourteen years up to the date of termination of employment and then for a further period until one year after payment of pension benefits commences to ensure information is available in cases where there is a dispute.

During any period when we retain personal data, we will keep that personal data up to date and take all reasonable steps to ensure that inaccurate data is either erased or rectified without delay. We will periodically review the personal data that we retain and consider whether it is still required; any personal data that we no longer require will be destroyed.

Member's and Beneficiary's rights

Beneficiaries form a wider category of people who receive benefits from the Fund, for example the active/deferred/pensioner member's spouse / child(ren) / dependants). Members of the Fund and Beneficiaries have a right to access and obtain a copy of the personal data that we hold about them and to ask us to correct personal data if there are any errors or it is out of date or incomplete.

In certain circumstances a Member / Beneficiary has the right to:

- object to the processing of their personal data
- restrict the processing of their personal data until any errors are corrected;
- transfer their personal data; or
- erase their personal data.

If the exercise of the Member's / Beneficiary's rights would prevent us from providing the personal data to the Northamptonshire County Council in order for the payment or continued payment of a pension from the Fund, we will consider retaining a minimised version of that Member's / Beneficiary's personal data in order to fulfil our legal obligations.

Review

This policy will be reviewed by Stanwick Parish Council at two yearly intervals.

Version	Date adopted	Minute ref	Reviewed
1			