

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

11th December 2018.

To Members of the Finance and Administration Committee

Councillors Sara Bedford, Liz Burns, Lyn Ferguson, Brenda Kersey, Jane Lay, Alex Michaels, & Hitesh Tailor (Chairman).

The next meeting of the Finance & Administration Committee will be held at the above address on Monday 17th December 2018 at 6:00 pm, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins
Clerk to the Council

AGENDA

1. **Apologies for Absence**
To receive and accept apologies for absence.
2. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **Public Participation**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. **Budget 2019-2020**
 - i. To consider the current revision of the budget, agree any final updates and recommend its approval to the Parish Council. (Clerk's report item 1 and budget to be circulated following Leisure Committee review.)
 - ii. To consider the level of precept required to support the budget and recommend approval to the Parish Council.
5. **Henderson Hub - Grant Application**
To consider the above submitted by the Henderson Hub ahead of a decision on the full application at the January Parish Council meeting. (Papers enclosed.)
6. **General Data Protection Regulations**
To receive an update from the Clerk following the Impact Assessments carried out in August and December. (Clerk's report item 2.)
7. **Financial Grants Applications 2019-2020**
To consider the report from the Clerk on grant applications received. (To be available at the meeting. Closing date for grant applications is 17th December 2018.)

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1. Budget 2019-2020

The above will be circulated following the Leisure Committee (12th).

A couple of updates

- i. The salary scales for 2019-2020, effective 1st April 2019, have just been received.

A quick look would suggest most grades have increases of 2%-2.5%, with the lowest grades 6%.

I had built a 2.5% increase into the salary model for 2019-2020 so I suspect the overall impact on the budget of the new rates will be minimal.

- ii. Band D Base

Will be considered at a Three Rivers District Council meeting this evening (11th).

Both of the above will take estimates out of the budget, so improve overall accuracy.

If there are any further significant updates when I produce the final draft budget I will issue an addendum to this report.

2. DPO Centre - GDPR Impact Assessments

As members are aware an initial assessment day took place in August with the Clerks of the Three Rivers area parishes.

Progress was a bit slow as the input from all PC's had to be considered.

Progress on the "one on one" day held here on 6th December was brisker, but it was still a very intense day.

Work completed so far:

- Initial Discovery, Organisation and Data Security overview.
- Assessments (completed)
 - HR/Recruitment
 - Finance
 - Payroll & Pensions
 - Councillor Information & Allowances
 - Email Staff, Councillors & Mobile Devices
 - Office IT Systems
 - Website
 - Consultations
 - Legal & Historical Files
 - Venue Hire & Open Spaces
- Assessments (to do)
 - Events
 - Community Groups and Grants
 - Allotments
 - Residence Correspondence & Planning
 - CCTV
 - Meetings, Minutes & Agendas

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Just to give you some scope, each assessment takes forty-five minutes to an hour to complete. The work so far runs to 275 pages and 10,490 lines in an MS Word document. It is comprehensive and brain draining when completing.

The next assessment day is on the 19th December when the remaining sections will be completed.

The DPO Centre consultant then takes all the data away, analyses and generates a comprehensive report with each section scored red/amber/green and details of specific actions required.

Given all the work needed on the report it is unlikely the it will be available until later in January.

Tim Perkins

Clerk to the Council
11th December 2018

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