

TOLLER PORCORUM PARISH COUNCIL

Full Parish Council Meeting | Wednesday 14 January 2026

Appendix F – Policy updates

Minute reference: 26/01-9.i - iv

DRAFT Information Technology (IT) Policy – Appendix G

New policy to comply with Assertion 10 of AGAR.

Two clauses require specification:

2.5 If an item of portable equipment is lost or damaged this should be reported to the clerk or the chair of the council. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first [specify amount] of the loss/damage.

5.8 The council will ask for access to the council's laptop from time to time to monitor all internet usage. The council will view internet activity, which details the names of all websites accessed, along with the date and time of access, by employees and other authorised users. Records of internet use and sites visited will normally be retained for a period of [six months] but the council understands that browsing history may need to be deleted within this timeframe to optimise performance of the laptop when accessing necessary websites.

Review period: set to 2 years

Recommendation: **adopt once specifications agreed**

DRAFT Co-option Policy and Procedures – Appendix H

Policy updated with clearer steps in co-option process and an added Councillor Person Specification. Updates from DAPTC, dated 2023, superseding previous policy.

Review period: set to every election year as recommended (review again in May 2029)

Recommendation: **approve**

DRAFT Health and Safety Policy – Appendix I

Policy sections re-ordered as recommended by the Health and Safety Executive. New text is highlighted in yellow and text to be removed is struck through.

- Section 5.j. ii – v: taken from contract specification.
- Section 7.a: Service Agreement for Contractors removed as TPPC does not have such a document.

Review period: annual (review again in May 2027 and every year thereafter)

Recommendation: **approve.**

DRAFT Privacy Notice – Appendix J

New policy to comply with Assertion 10 of AGAR.

Review period: annual (review again in May 2027 and every year thereafter)

Recommendation: **adopt**