

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether, or not, the press and public shall be excluded from the meeting..
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chairman or, in his absence, the Vice-Chairman of such absence at its next meeting.
- c The Chairman, or in his absence, the Vice-Chairman shall conduct a review of the performance and/or appraisal of each employee and shall keep a written record of it. The review / appraisal shall be reported back and shall be approved by the council. This practice should be conducted annually.
- d Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- e The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- f Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- g Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders above, shall be provided only to Clerk and the Chairman of the Council.
- h All matters relating to security of council information via keys, passwords etc e.g. office, computer, web site, shall be controlled by the Chair and the Clerk or their designated person.