

Minutes of the **General Purposes Committee**
of the **Test Valley Borough Council**
held in Conference Room 1, Beech Hurst, Weyhill Road, Andover
on Monday, 18 November 2024 at 5.30 pm

Attendance:

Councillor N Adams-King
Councillor Z Brooks
Councillor J Burnage

Councillor M Flood
Councillor P North

In the absence of the Chairman and Vice-Chairman, Councillor Flood proposed and Councillor Adams-King seconded that Councillor North be appointed as Chairman for the duration of the meeting. The Committee agreed unanimously.

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Apologies

Apologies for absence were received from Councillors Lashbrook, Matthews, A Dowden, C Dowden, MacDonald and Yalden.

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Public Participation

There was no public participation.

249

Declarations of Interest

There were no declarations of interest.

250

Urgent Items

There were no urgent items to be considered.

251

Minutes of the previous meeting

Councillor North proposed and Councillor Burnage seconded the motion that the minutes of the previous meeting were an accurate record. Upon being put to the vote the motion was carried.

252

Annual Health and Safety Performance Report 2023-24

The Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

The Corporate Health and Safety Manager presented a report which summarised health and safety management activities over a twelve-month period, April 2023 to March 2024, covering significant issues council-wide and demonstrated the Council's commitment, openness and transparency to:

- Being transparent on the Council's performance on health and safety, by publishing health and safety performance data.
- Detailing Council's health and safety performance, accidents, incidents, training and arrangements for managing risks.
- Highlighting how we monitor and measure health and safety performance, with a view to highlighting areas where the Council performs well, and areas for improvement.
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

The following recommendation was proposed by Councillor North and seconded by Councillor Flood and unanimously agreed by the Committee.

Resolved:

That the Annual Health and Safety Report 2023-2024 be approved.

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HR Policy and Procedure Revisions

The Council has a suite of policies and procedures which are used to manage a wide range of employment and other matters. These are subject to periodic review and update.

The HR Manager presented a report to consider a new Vehicle Mounted CCTV Usage Policy which set out how CCTV mounted on council vehicles will be viewed and managed in an acceptable way and ensures compliance with Data Protection and Human Rights regulations and legislation. The policy set out a number of advantages for the use of CCTV in the provision of a safe and secure working environment within the vicinity of council vehicles, it protects council property and enables prompt investigation of matters raised.

The following recommendation was proposed by Councillor North and seconded by Councillor Adams-King and unanimously agreed by the Committee.

Resolved:

That the Vehicle Mounted CCTV Usage Policy, attached as Annex 1 to the report, be approved.

(The meeting terminated at 6.03 pm)