

MINUTES of the **Policy Committee** Meeting held on Thursday 22 February 2018 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, Councillor J Gammon, presiding; together with Councillors E M Ahearn, J A Bassett, L L Frost, J R Gibbs, S H Kinsman, L F Sanders and P L G Skea. Councillors J P Cooper and K J Phillips were also present but did not vote, not being members of this Committee.

IN ATTENDANCE: Mr S Facer (Town Clerk) and Miss L Hancock (Executive Assistant)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The Chairman advised that Item 11 – Confidential Reporting (Whistleblowing) Policy would be deferred to a future Policy Meeting. It had been anticipated that this revised Policy would be prepared in time for the meeting however it had proved to be more onerous than expected.

Apologies were received from Councillor D A Henderson.

POL/2018/001 Declarations of Interest

There were no Declarations of Interest made.

POL/2018/002 PUBLIC REPRESENTATION SESSION

There were no members of the public present.

POL/2018/003 Minutes of the Policy Committee Meeting held on 7 December 2017

Matters Arising:

Page 1/2 - POL/2017/31 – POL/2017/22 – CCTV

The Town Clerk advised that he had received an email from David Eaton, Strategic & Planning Officer (CCTV Project Manager), Community Link Officer for East Cornwall, Police & Crime Commissioners Office and read the following extract:

“At its’ meeting on Monday 22 January 2018 the PCC’s Management Board considered your recent application for capital funding support for the enhancements to the Bodmin Council CCTV system.

I am pleased to inform you that the Board is willing to offer 75% of the capital costs (£12,088.10). This offer is subject to grant funding terms and conditions which will be forwarded to you shortly.

As you know, Alison Hernandez is strongly supportive of CCTV as an important contributor to safeguarding vulnerable people, providing re-assurance to members of the public, and helping to reduce criminal activity. The commitment to the development of a modern, efficient and effective CCTV system demonstrated by Bodmin Council over the last year was a significant factor in the PCC’s decision to provide capital funding support.”

Page 2/3 – POL/2017/32 – Hire Charges working party

The Town Clerk advised that the next meeting of the Hire Charge Working Party had been arranged for Thursday 15 March 2018 at 10.00 a.m. in the Shire House Suite and both he and the RFO would be in attendance.

The Town Clerk confirmed that information relating to how other local Councils regard ticketed events taking place on their land would be presented at that meeting.

He reiterated that the Members of the Working Party were as follows:

- Cllr E M Ahearn;
- Cllr J A Bassett;
- Cllr L L Frost;
- Cllr J Gammon;
- Cllr P L G Skea

These minutes had been before Council and were acknowledged as a true record.

POL/2018/004

Gifts & Hospitality

The Town Clerk reported that in her capacity and role as Mayor, Councillor S H Kinsman had received the following gifts and hospitality:

- 25 November 2017 – Flower Bouquet from attendance at a Bodmin Lions event – estimated gift in the order of £7.50;
- 2 December 2017 – 2 tickets to the Rifles Salamanca Band concert – total ticket price was £20.00 (£10.00 pp);
- 3 December 2017 – Flower Bouquet from attendance at a Bodmin Lions event – estimated gift in the order of £7.50;
- 9 December 2017 – 2 tickets to Bodmin Town Band event – total ticket price was £10.00 (£5.00 pp);
- 14 December 2017 – a bottle of sparkling wine was presented as a gift at the Bodmin Horizon Club Christmas party – estimated gift value in the order of £5.00;
- 16 December 2017 – 2 tickets to an event held by the East Cornwall Bach Choir – gift estimated to be in the order of £20.00; and
- 3 February 2018 – Rotary Club of Bodmin Boxing Evening event held at the Walker lines Gymnasium – ticket estimated at £30.00.

The above information was noted.

POL/2018/005

Report on Councillors' visit to Tolvaddon Control Centre

Councillor L L Frost reported that he had been extremely pleased with the

visit to the CFRS Tolvaddon Control Centre on Tuesday 16 January 2018, with fellow Councillors A J Coppin, J P Cooper, P T Cooper, D A Henderson, P L G Skea and K W Stubbs.

Councillor Frost advised that they met with Sharen Thomas, Watch Manager, who provided them with an overview of the operations managed at Tolvaddon. The group were then given a tour of the facilities and shown the capabilities of the new CCTV system, including being shown some clips of previous incidents.

The group were extremely impressed with the facilities in general and specifically the high definition images available through this system.

Councillor Frost added that Sharen Thomas had been extremely helpful and had offered to give a presentation to other BTC Councillors.

Councillor J R Gibbs expressed his concerns that the monitoring was being carried out a considerable distance from the town.

The Town Clerk advised that remote monitoring is not a new concept and any incidents observed during the monitoring are reported instantaneously to the appropriate services.

Councillor J P Cooper commented that during their visit they were informed that more than 50 incidents in Bodmin had been investigated using the new CCTV system and he considered it was an excellent facility.

Councillor Cooper proposed that BTC organise a presentation and information event in conjunction with Sharen Thomas, to mark the anniversary of the installation of the CCTV and that this event be publicised for all to attend.

The Chairman thanked Councillor L L Frost for his report on this matter.

POL/2018/006

Alcohol & Drugs Policy

A copy of the draft Alcohol & Drugs Policy had been circulated with the agenda.

Councillor J A Bassett enquired whether this policy would extend to Members as well as Officers of BTC. It was considered appropriate to include a reference to Councillors within the document and the Town Clerk confirmed that the document would be amended with track changes to reflect this.

Following discussion, it was **AGREED** to **RECOMMEND** the adoption of this new policy with the amendments as set out.

POL/2018/007

Anti-Bullying & Harassment Policy

A copy of the Anti-Bullying & Harassment Policy had been circulated with the agenda.

Some discussion then ensued and it was agreed that the following amendments be made:

- Section 1.1 – to ensure all elements included within the Equality Act 2010 ‘Protected Characteristics’ are included within the last sentence;
- Section 1.4 – to include *‘and tolerance’* before *‘of peoples’ attitudes, beliefs and way of life’*; and
- Section 5.1 - to replace the words *‘Standard Board of England’* with *‘Monitoring Officer’* and *‘penalties’* with the word *‘sanctions’*.

In relation to data protection, the Town Clerk advised that the Information Commissioners Office are still working through advice regarding the GDPR and NALC would be producing templates for circulation to town and parish Councils.

Following discussion, it was **AGREED to RECOMMEND** the adoption of this updated policy with the amendments as set out.

POL/2018/008

Safeguarding Policy

A copy of the Safeguarding Policy had been circulated with the agenda.

Councillor E M Ahearn enquired whether DBS checks were transferrable between different workplaces or organisations.

The Chairman advised that if the DBS was an enhanced level, it is possible to pay a fee to obtain a reference number which enables another employer to view the information. She advised that there is often a great deal of confusion as to whether DBS’ are required and added there are specific criteria which must be met i.e. a regulated activity, working alone with children or vulnerable adults.

Councillor J A Bassett enquired whether there would be any requirement for BTC Councillors to undertake any training relating to DBS.

It was confirmed that there would not be a need to carry out any training relating to DBS as they are not carrying out a regulated activity.

Following discussion, it was **AGREED to RECOMMEND** the adoption of this updated policy with the amendments as set out.

POL/2018/009

Training & Development Policy

A copy of the Training & Development Policy had been circulated with the agenda.

Following discussion, it was **AGREED to RECOMMEND** the adoption of this updated policy with the amendments as set out.

POL/2018/010

Confidential Reporting (Whistleblowing) Policy

As advised at the outset of the meeting, consideration of this policy would be

deferred to a future Policy Meeting.

POL/2018/011

BTC Mission Statement, Aims & Objectives

A copy of the document 'A Strategy for Bodmin 2017-2021' was circulated during the meeting. The Town Clerk advised that the document had been prepared by Cornwall Council, following a series of facilitated BTC Councillor Workshops during 2017 which set out to identify the key aims and objectives of BTC for the next four years.

A colour coded document entitled 'Investing in Bodmin by Investing in its Community' had been circulated with the agenda. This document had been prepared by the Mayor for consideration.

The Town Clerk suggested that it might be appropriate for the Council to meet informally to work through these two documents to produce a final version. He added that he was aware that there was a desire to bring the document to the Full Council Meeting on 22 March 2018 and therefore it would be prudent to meet as soon as practicable to work through the Strategic Themes and Objectives.

Councillor L L Frost commented that he would like to see the inclusion of the Skate Park project.

The Mayor advised that although not specifically mentioned, it was included under the 'Land, Properties, Parks & Open Spaces' heading, within the 2019/20 box.

Councillor J P Cooper suggested that the Skate Park project would be included within the general umbrella of maintenance of parks and assets and therefore it did not need to be singled out for the purpose of this document. He added that planned maintenance would go a long way in ensuring a higher quality of stock and assets.

Following discussion, suggested amendments were as follows:

- Resources – Section 2018/19 – amend the second point to read '*To determine the cost v benefits of locating all BTC admin staff on one site*'; and
- Economy – Section 2019/20 (Para 1) to include '*Cornwall Council*' before '*Place Shaping*' and (Para 2) to remove '*at least, two*'.

Councillor J P Cooper considered it would be very informative for the public when published on the website and on social media.

The Town Clerk reiterated that it was important to ensure that the colour coded document reflected points from the document provided by Cornwall Council, as all Councillors had contributed to the preparation of that document via the workshops.

Following discussion, it was **AGREED** that all feedback and comments be submitted to the Mayor via email by no later than Friday 9 March 2018 in

order that the document could then be amended in readiness for consideration by Full Council on 22 March 2018.

POL/2018/012

Any other urgent and relevant item, for information, that the Chairman considers appropriate

There being no further items for consideration, the meeting was declared closed at 7.17 p.m.