

MINUTES of the **Policy Committee** Meeting held on Thursday 6 September 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, J P Cooper, L L Frost, J R Gibbs, D A Henderson, S H Kinsman and L F Sanders (arrived at 6.35 p.m. and from item POL/2018/032).

IN ATTENDANCE: Mr S Facer (Town Clerk) and Mrs B Briggs (Senior Admin Assistant)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

There were no announcements.

Apologies had been received from Councillor P Brown.

POL/2018/029 **Declarations of Interest**

There were no Declarations of Interest made.

POL/2018/030 **PUBLIC REPRESENTATION SESSION**

There were no members of the public present.

POL/2018/031 **Minutes of the Policy Committee Meeting held on 7 June 2018**

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

It was noted that the agenda incorrectly stated the date of the previous meeting as 6 June rather than 7 June due to administrative error. The date on the minutes was correct.

Matters Arising

POL/2018/025 – NALC 2018 Standing Orders L04-18: Councillor J Bassett queried whether the email had been circulated as agreed. The Town Clerk confirmed that it had, and that he would forward a copy of the Council's Standing Orders and the NALC Model Standing Orders on to Councillor Bassett again and requested that any comments are returned as soon as practicable.

POL/2018/032 **Gifts & Hospitality**

The Town Clerk reported a number of items for Committee's information. Although the estimated value of the items were all below the £25.00 limit as set out in the Council's Gifts and Hospitality Policy, meaning they could be accepted and not registered, he was reporting in the interest of openness and transparency:

- Councillor Kinsman, in her capacity as Mayor, received an invitation and ticket to the preview show of the 'Trench' at Bodmin & Wenford

Railway on 15 June – estimated value of £15.00;

- Councillor J Cooper, in his capacity as Deputy Mayor, was presented with a gift at the Torpoint Mayor's Service on 8 July 2018 – the gift was a book entitled 'the making of a Cornish Town';
- On the evening of Wednesday 18 July the Mayor, with the Town Clerk, attended the 232 Port Squadron (165 Port & Maritime Regiment RLC) Cocktail Party held at the Bodmin Army Reserve Centre at Castle Canyke Road. The event included some static displays, refreshments and canapés with performances by the Military Wives Choir – estimated value around £25.00 pp;
- Councillor Kinsman, in her capacity as Mayor, received a paperweight on 28 July 2018 as a 'welcome friendship gift' from the Mayor of Gibraltar – estimated value of £20.00

Councillor L F Sanders arrived and 6.35 p.m.

It was noted that the receipt of the paperweight had prompted some discussion as to whether the Mayor should have a similar supply of gifts to present and that this might be something to discuss further in future, and in consideration of any budgetary impact.

POL/2018/033

BTC's Travellers policy and procedure:

a) **NALC response to the Government's consultation on powers for dealing with unauthorised developments and encampments**

A copy of the document was circulated with the agenda and was noted.

b) **To review BTC's Travellers policy and procedure document**

The Town Clerk reported that this matter had arisen out of last Policy Committee meeting where it had been agreed to review the Council's policy and procedure (item POL/2018/024 refers).

The Town Clerk reported had, having reviewed the Home office guidance, the advice is that wherever an encampment is located on Council owned or private land without permission, and this encampment causes disruption to the settled community (for example on or near school land, public parks etc) swift action should be taken. He noted that the current procedure note reflects this advice. He also noted that the policy had previously been triggered due to this issue and that the procedure had worked when tested on that occasion.

Some Members were aware of complaints that there was not enough

provision of authorised land for travellers to use and that such provision may mitigate problems of dealing with unauthorised encampments.

The Town Clerk highlighted the complex issues around dealing with an unauthorised encampment in terms of balancing the needs of both the traveller community and the settled community whilst also coordinating with the police, the traveller liaison officer as necessary as well as the press in some cases.

It was queried as to whose responsibility it would be should an encampment occur on Town Council land which is leased. The Town Clerk responded to confirm that this would depend on the type of lease and tenant, whether it be a commercial organisation who would be expected to bear sole responsibility, or community organisations where some assistance could be offered by the Council. Councillor J P Cooper felt that this should be reflected in the policy. The Town Clerk responded that this wording could be added and a track-changed version of the policy could be brought to a future meeting.

Following discussion, it was **AGREED** to **RECOMMEND** continuing with the current policy and procedure note until the current Government consultation has ended and that necessary changes would be made based on the outcome of that consultation.

POL/2018/034

Draft Data Protection Breach Procedure Note

A draft Data Breach Management Procedure was circulated with the agenda.

The Town Clerk reported that Officers had reviewed other Councils' policies and had produced this draft document based on best practice in line with the legislation.

The Town Clerk also noted that Committee might want to review the Reporting Form as having looked at other examples recently it might be prudent to report more information about the source of the breach. There was some discussion as to whether there was enough detail on cyber breaches and it was felt by some Members that more detail was required on the Reporting Form as to what form of data breach had been committed.

The Town Clerk commented that the Annex to the Council's Document Retention Policy would need to be considered in light of any record keeping being retained; as any breach form and copy correspondence is recommended to be retained (Section 4 of the Retention Policy refers). It was felt that, as a starting point, the Council should follow suit in terms of other Councils' policies with a data protection correspondence and reporting forms being Current Year (CY) plus two years.

The Town Clerk noted that the Data Breach Management Procedure would be a policy for ongoing review and would be brought back for further consideration at a future meeting and in light of any operational trigger.

It was noted that the word 'Councillors' should be added to section 1.2 (second sentence) to read, *'All staff and Councillors involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by virtue of the Council's Data Protection Policy.'*

Following discussion, it was **AGREED** to **RECOMMEND** adoption of this Data Breach Management Procedure subject to the inclusion of the word Councillors in section 1.2 and throughout the procedure note as appropriate.

It was further **AGREED** to **RECOMMEND** that the Council's Document Retention Annex is updated in respect of Data Protection Correspondence for retention at CY plus 2 years.

POL/2018/035

Single-use Plastics:

The Town Clerk reported that, having investigated the practice of other Councils, it appeared that most bodies do not have a policy, but rather a statement of intent.

a) Draft Statement of Intent for consideration

A draft copy of a statement of intent was circulated with the agenda.

Councillor L F Sanders, project lead for the Council's single-use plastic initiative, noted that she felt this document was a good starting point and she liked the inclusion of suggestions to the community as to what we can each be doing as individuals. She had some further examples to add including:

- Taking reusable containers when shopping for unwrapped deli items such as meats and cheese;
- Consider using reusable wipes (natural materials such as bamboo or cotton doesn't release plastic when washed) instead of wet wipes and reusable cloths instead of single use household wipes;
- Consider switching from bottles of hand wash to soap bars. Shampoo bars are becoming more popular and widely available and can last longer than bottles;
- If running a business consider using alternatives to packaging and filling materials and rethink the stationary cupboard;
- If affordable, buy in bulk i.e. toilet rolls, yoghurt, tissues etc.

Councillor Sanders also noted that there needed to be a caveat with regards to advice about non-plastic straws to include the wording 'unless there is a physical / medical need'.

It was noted that there would always be restrictions as to a completely single-use plastic free policy in terms of health and safety (for example gloves (PPE) used by the Parks Department) and that, in some cases, it might be more appropriate to state that the Council should investigate environmentally friendly alternatives where appropriate, rather than discontinuing use altogether. It was felt that a distinction would need to be made clear between

personal and business use of plastics and, for a Council policy, it might be necessary to separate out departments.

Following discussion, it was **AGREED** to **RECOMMEND** that Councillor Sanders would liaise with Officers in order to build some further information into the draft statement and it would be brought back to a future Committee meeting for further consideration.

It was further **AGREED** to **RECOMMEND** that, once completed, the statement of intent should be promoted via the Council's website and Facebook page.

b) To consider whether an update to the BTC Environment Policy is appropriate

A copy of the Environment Policy was circulated with the agenda.

It was noted that this document had not been updated in some years, and the inclusion of single-use plastics provided a good opportunity to modernise the document as a whole.

Councillor Sanders noted that she had an idea of some statements she would like included in a revised policy, including the following, which she would forward to Officers for consideration:

- Perform a complete audit of single-use plastic items used across Council owned buildings and facilities;
- Seek to replace all single-use plastic items with an alternative product by an agreed date;
- Work with employees and customers to encourage them to take practical steps to reduce the use of single-use plastics;
- Ask individuals or organisations using Council facilities to stop using single-use plastics on Council premises unless required to control contamination and infection;
- Demonstrate community leadership on environmental best practice with regard to plastics and support plastic free initiatives and the community groups working on them in our area;
- Raise awareness of the importance of reducing single-use plastics and Bodmin Town Council's commitment to this by sharing our achievements in the media.

There followed some discussion as to whether those using Council facilities should be encouraged rather than instructed not to use single-use plastics on Council premises and it was noted that this and other decisions, including a date by which the Council aims to be single-use plastic free (subject to any H&S / PPE requirements), would require further consideration when the documents were more fully formed.

Following discussion, it was **AGREED** to **RECOMMEND** that the Environment Policy be updated and a track-changed version be brought to a

future meeting for consideration.

It was further **AGREED** to **RECOMMEND** that the policy be updated to include single-use plastics, rather than a new policy being created.

POL/2018/036

Consultation on draft recommendation division boundaries in Cornwall – to review draft response for submission by 17 September 2018

A copy of the draft letter of response was circulated with the agenda, along with a map with boundary lines annotated.

The Town Clerk asked for an indication from Council as to whether they were happy with the draft consultation response.

There was some discussion about the boundaries and the concept of the 'doughnut' shape that is being proposed. There was concern among Members about the size of the rural division and that working the divisions out purely on numbers meant that any Councillor for the rural area would struggle to cover this whole division.

There then followed a discussion about including some wording in the letter to reflect that, although the Council accepts the doughnut proposal as the best fit, they would like to be clear that they object to the way the overall process has been conducted as drawing lines on maps to achieve acceptable numbers of electors in each division does not align with or reflect the town's historical attachment to the Borough (town) boundary which they feel will create representational confusion for electors.

Following discussion, it was **AGREED** to **RECOMMEND** that the letter be amended as above, and that the Town Clerk be given delegated authority to send the amended letter as the Council's formal consultation response.

POL/2018/037

To consider whether BTC wish to make a corporate response to NALC regarding the Labour Party's consultation on Building a Statutory Youth Service by 1 November 2018

A copy of document PC13-18 was circulated with the agenda along with a link to a copy of the full consultation:

<https://www.policyforum.labour.org.uk/commissions/education/youth-services>

The Town Clerk asked for an indication as to whether Members wished to respond to this consultation, which had been referred by NALC who have made comment.

It was felt that this was a positive consultation as it started the conversation although, not being from the current Government, was not something that would be implemented at the current time. But as a starting point for the future, it was felt that Members may wish to have an input.

Following discussion, it was **AGREED** to **RECOMMEND** that the document be noted by the Committee and that Members make individual representations if they so wish.

POL/2018/038

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

There being no further items for consideration, the meeting was closed at 7.25 p.m.