

MINUTES of the **Policy Committee** Meeting held on Thursday 6 June 2019 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

PRESENT: Chairman, Councillor J A Bassett, presiding; together with Councillors E M Ahearn, P Brown, J P Cooper, J R Gibbs, D A Henderson and P L G Skea

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

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The Chairman welcomed Members to the new iteration of the Committee.

Apologies had been received from Councillors S H Kinsman and L F Sanders.

		Action	Date
POL/2019/017	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
POL/2019/018	<p>PUBLIC REPRESENTATION SESSION</p> <p>There were no members of the public present.</p>		
	<p>Elect vice chair</p> <p>Councillor D A Henderson was unanimously elected as Vice Chairman.</p>		
POL/2019/019	<p>Minutes of the Policy Committee Meeting held on 14 February 2019</p> <p>A copy of the minutes was circulated with the agenda.</p> <p>The Town Clerk noted that the recommendations within these minutes had been itemised and approved at the Full Council meeting on 23 May 2019. All adopted documents were appended to the minutes.</p> <p>The Town Clerk reported that the Business Continuity Plan had not been adopted pending further review and a desktop exercise, which was itemised on the agenda (item 9, minute ref POL/2019/023 refers).</p> <p>The Town Clerk reported that the Memorial Regulations had not been adopted as Officers are carrying out a review of the cemetery administration and policy documents. He noted that Officers aimed to bring the revised documents to the next Policy Committee meeting on 5 September but noted that this involved a significant amount of work.</p> <p>The Town Clerk commented that himself, the Executive Support Officer (ESO) and the Parks and Open Spaces Manager (POSM) had attended relevant training courses. He noted that the implementation of the any revised policy to address unauthorised memorials would be a very sensitive issue and would require a clear procedure for Officers to follow and Council would need to be united in its position and support to staff through that process.</p>		

	<p>Members concurred that consistency was important, and that Members would work in full support of Officers during this process, ensuring that the rationale was communicated effectively to residents. It was commented that the Chair of the Policy Committee would be well placed to take the lead on these communications.</p> <p>The Minutes of the Policy Committee Meeting held on 14 February 2019 were approved and passed for signing.</p>		
POL/2019/020	<p>Gifts & Hospitality</p> <p>The Town Clerk reported that it has been a very busy period given the annual meetings across the local council sector. The Mayor and Deputy Mayor had attended numerous engagements where light refreshments have been provided and in all cases this will have been under the £25.00 as set out in the Council's Gifts and Hospitality Policy, meaning they could be accepted and not registered, but he was reporting in the interest of openness and transparency. Their respective engagements have been:</p> <p>Mayor:</p> <ol style="list-style-type: none"> 1. Liskeard Mayor making 2. Newquay Mayor making 3. Liskeard Civic Service 4. St. Austell Mayor making <p>No gifts have been received.</p> <p>Deputy Mayor:</p> <ol style="list-style-type: none"> 1. Falmouth Mayor Choosing <p>In terms of gifts, the Deputy Mayor was presented with a vintage motorcycle club coaster as a keep sake and the Great Western Railway has provided standard class anytime tickets as part of his attendance at the celebration of additional rail services for Cornwall at Penzance (the value of the rail ticket was at this stage not known).</p> <p>BTC Officers had received the following gifts:</p> <p>Town Clerk:</p> <p>2 April – a bottle of red wine which was a gift from a member of the public for assisting with pension paperwork. He noted that he had tried to decline this gift but the member of public was very insistent.</p> <p>15 May – a bottle of Camel Valley wine from the former Mayor, valued at £35.00, as a thank you for support during her Mayoral year.</p>		

	<p>The former Mayor also provided gifts as a thank you for support through the mayoral term to the Following officers:</p> <ul style="list-style-type: none"> ➤ RFO – a glass dish estimated in value at £19.99 (17 May); ➤ Executive Assistant – a glass dish estimated in value at £19.99 (15 May); ➤ Both Senior Admin Assistants – a glass dish each, estimated in value at £19.99 (15 May); ➤ Parks Manager – a small wood turned clock with an estimated value of £15.00 (15 May). 		
POL/2019/021	<p>Correspondence, to include:</p> <p>a) Email from Joss Arnott Dance regarding an acrobatic event on Mount Folly</p> <p>A copy of the email was circulated with the agenda.</p> <p>The Town Clerk noted that this item has been brought to Committee given timing issues. Whilst their proposed event date is not until 1 August, he believed they would like to get sites booked at the earliest available opportunity. It was clarified that this event would be free of charge to attend, and there would be representatives collecting money at the end of the performances. The proposed date was a Thursday so there would be staff present in the Shire Hall.</p> <p>He noted that the Council's current hire charges for use of Mount Folly were £30.00 plus VAT for community and charity events and £90.00 plus VAT for commercial use.</p> <p>There followed some discussion regarding this being an impressive visual display and something new and interesting to offer local residents, being of particular interest to the Town's youth during the school summer holidays. Members felt that it was important to protect the interests of the community organisations based in Bodmin and that free of charge use not be offered too widely in order to protect the public purse. However, there was consensus that this would be a positive event and the duration of the performances themselves was short (two performances of 15-minutes each) although it was acknowledged that there would be set up time required and a gap between the performances.</p> <p>It was proposed to offer the Mount Folly free of charge. The voting pattern was one vote for with three against and two abstentions, therefore this vote fell.</p> <p>A discounted rate of £15.00 (a 50% discount on the community organisation fee) was then proposed.</p> <p>It was AGREED to RECOMMEND offering Joss Arnott Dance use of the Mount Folly on Thursday 1 August for a £15.00 hire charge.</p> <p>Councillor Brown voted against this decision and noted that he felt the matter warranted a wider discussion on the policy of hire charges for</p>	ESO	

	<p>BTC's outdoor spaces. It was AGREED to refer hire charges to a future meeting of the FSPM Committee.</p> <p>b) Any important item of correspondence which the Chairman considers appropriate</p> <p>There were no further items of correspondence.</p>		
POL/2019/022	<p>Policy Committee Terms of Reference</p> <p>A copy was circulated with the agenda.</p> <p>Bullet point 6 – To consider in detail the Council's Health and Safety Policies (with the monitoring of the arrangements being undertaken by the FSPM Committee)</p> <p>Members felt that this seemed disjointed and felt that the Policy Committee should have overall responsibility for monitoring as well as consideration of Health and Safety policies.</p> <p>The Town Clerk outlined the rationale with FSPM having responsibility due to the relation of Health and Safety issues relating to staff, for example a violation perhaps leading to disciplinary procedures. He also noted that the Health and Safety Policy was in need of review.</p> <p>Members felt that teams within BTC who identified any health and safety issues should refer these to the Chair of the Policy Committee.</p> <p>The Town Clerk suggested alternative wording of this bullet point to reflect this aspiration.</p> <p>It was AGREED to RECOMMEND the amendment of bullet point six to read as follows:</p> <p><i>"To consider in detail the Council's Health and Safety Policies, to review, and recommend amendments in line with legislative requirements."</i></p> <p>The preparation of the Annual Report (bullet point 7) was queried. The Town Clerk commented that the procedure in previous years had been to bring key targets from the past year and the forthcoming year to the Policy Committee for review. However, now that BTC had agreed a set of key objectives, work was being done to prepare the report based on these. He also noted that work was being done to streamline the report based on the majority of service information being available on the BTC website. The focus would be the key projects aligned with the strategic aims of the Council, as these would be the primary budget drivers, and any community interaction / events as these would be of key interest to the public. Members were in agreement that a more concise document would be favourable.</p> <p>The Town Clerk noted that he would share a draft of the report with the Chair of the Policy Committee and Mayor in due course. His aim was to have a final draft ready to present at the next Full Council meeting on 18 July.</p>	SAA / EA	

	<p>Following discussion, it was AGREED to RECOMMEND adopting these Terms of Reference, subject to the amendment outlined above.</p> <p>It was noted that a copy of the amended document would be attached to the minutes of the meeting.</p>	SAA / EA	
POL/2019/023	<p>Business Continuity Plan – to agree a date for a meeting to undertake a desktop exercise in order to evaluate the draft plan, with provisional suggested dates to include 25, 26, 27 or 28 June 2019</p> <p>It was AGREED to RECOMMEND that this meeting be held at 1.00 p.m. on Tuesday 25 June.</p> <p>It was further AGREED to RECOMMEND that this meeting be attended by Councillor J A Bassett as Chairman of the Policy Committee, Councillor D A Henderson as Vice-Chairman of the Policy Committee, the Mayor and Deputy Mayor plus the Responsible Finance Officer, Executive Support Officer, Parks and Open Spaces Manager and the Town Clerk.</p>	TC / PC	25.06.19
POL/2019/024	<p>Community Engagement Strategy – to consider and, if appropriate, adopt revised documents (referred from Promotions Committee (PR/2019/019 refers);</p> <p>A copy was circulated with the agenda.</p> <p>The SAA clarified that the amendment to the document agreed at the last Policy Committee meeting had been made, which was to change the wording under 7.1 to reflect that the policy would be reviewed annually.</p> <p>It was AGREED to RECOMMEND adopting this policy as set out.</p>	SAA / EA	
POL/2019/025	<p>Redaction Procedure Note – to review draft document</p> <p>A copy was circulated with the agenda.</p> <p>The Town Clerk noted that this was a new document which Officers had been tasked with drafting, setting out the rationale for redaction of information when sharing documents.</p> <p>The Town Clerk noted that staff always check to see if information is publicly available and, if someone emails the Council with information that is to be shared publicly, a member of staff is required to get specific consent in writing before sharing that information. He noted that the Officer can be held personally liable for a breach and therefore staff adopt a careful approach when sharing data.</p> <p>Suggestions for making this process more straightforward were discussed, with the idea that a statement be put on the contact page of the website requesting that people contacting BTC include a statement of consent in their email, with the idea that this may reduce some time spent by officers corresponding in order to achieve written consent.</p>		

	<p>The Town Clerk noted that specific written consent is required, therefore including a statement on the website and/or as an email footer informing people that their information would be shared would not be sufficient and that the sharing of information has to be done on an opt-in basis.</p> <p>It was AGREED to RECOMMEND that a statement be added to the Contact page on the website and that staff who are in contact with the public include a statement on the footer of their email signatures requesting confirmation of consent, wording to be agreed.</p> <p>Following discussion, it was AGREED to RECOMMEND adopting the Redaction Procedure Note as set out.</p>	<p>SAA / EA</p> <p>SAA / EA</p>	<p>Following FC 18.07.19</p> <p>18.07.19</p>
POL/2019/026	<p>Local Council Award Scheme – Councillor D A Henderson to update</p> <p>Councillor Henderson reported that she had met with Sarah Mason from CALC and that they were in agreement that BTC should be applying for the Quality Award in the first instance, with the aspiration to apply for Gold Standard in a future year (to be reviewed in twelve months' time).</p> <p>Councillor Henderson reported that she was gathering the evidence for the Council's eligibility for the Quality Award. She noted that the cost of applying for this award was £100, payable on registration for the application.</p> <p>It was noted that the Community Engagement Policy was required as part of the eligibility, which had now been recommended for approval, and that the Annual Report was also required, which should be available in draft form at the next Full Council meeting.</p> <p>It was AGREED to RECOMMEND that this matter be added to the agenda for the Full Council meeting on 18 July in order to consider approval of the expenditure and progress of the application.</p>	<p>SAA / EA</p>	
POL/2019/027	<p>Risk Management Update</p> <p>A copy of the update was circulated with the agenda.</p> <p>It was noted that the Health and Safety Policy requires significant review.</p> <p>The Town Clerk confirmed that the Risk Management Working Party for the forthcoming year would consist of Councillor J A Bassett as Chair of Policy, Councillor P T Cooper as Chair of the FS&PM Committee and the Vice-Chair of FS&PM, once elected.</p> <p>This document was noted.</p>		
POL/2019/028	<p>Any other urgent and relevant item, for information, that the Chairman considers appropriate</p> <p>Councillor J A Bassett informed Members that there was to be a meeting at 11.00 a. m. on Saturday 15 June in the Methodist Chapel to consider</p>		

	<p>ideas for encouraging environmental awareness and lifestyle changes and also to begin to look at strategic thinking in this regard.</p> <p>Councillor J A Bassett noted that, as Chair of Policy, she would set up an email group to all members of the Committee and would share information regarding this event with Members.</p> <p>There being no further items for consideration, the meeting was closed at 7.45 p.m.</p>		
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