

APPENDIX J



POLICY REVIEW WORKING GROUP

Minutes of a meeting held at the Town Hall on Wednesday 21 August 2019 at
10.30am

Those present: Councillors: Eileen Andrews, Kerry Baldwin and Lloyd Knight
Judy Morris (Town Clerk)

1. **APOLOGIES:** None
2. **CHAIRMAN:** Cllr Lloyd Knight was elected Chairman for the 2019/20 civic year. Proposed Cllr Eileen Andrews, seconded Cllr Kerry Baldwin
3. **DECLARATIONS OF INTEREST:** None
4. **MINUTES:** The Minutes of the previous meeting held on 31 July 2019 were approved and signed as a correct record. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

5. MATTERS DEFERRED FROM THE PREVIOUS MEETING

- (i) **Protocol on recording of meetings: To receive confirmation that Councillors are not able to refuse to be filmed and consider any changes to the policy.**

RESOLVED: That, as amendments to the policy will be considered at the full council meeting on 22 August, this matter is deferred until the next meeting.

- (ii) **Contracts: To receive details of how verification of the time/date an email is opened can be obtained:** Clerk reported that it should be possible to set up the email facility so that it cannot be opened until the deadline date/time.

6. POLICY REVIEW

- i. **IT Policy to replace current Email Policy:**

RESOLVED:

- Rename "Information & Communication Technology" policy.

Amend the policy aim to read: *"The Council recognises that email and internet are important information and communication systems which are used during the course of Council business. This policy provides guidelines and procedures to protect both users and the Council and it should be read in conjunction with the Council's **Information & Information security** Policy and Disciplinary Procedure"*

- **Item 1.2 (line 1)** Change Data Protection to read General Data Protection Regulations
- Add a clause which clarifies that hall users, wanting to use the Council's wi-fi, will be issued with a different password from that used by Council staff.

RESOLVED: That the Cemetery and Town Hall Committee are asked to consider public wi-fi access when reviewing the Town Hall policy. Also look at revising the hall hire form to include details of what facilities the hirer requires e.g. projector and screen. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

- **Item 2:** Rename " IT Equipment use".
 - **Item 2.2:** Amend to read "*Use of Council ICT devices*
 - **2.3:** Amend to read "*Your device*
 - Clerk to check that the designated Officer has the ability to reset passwords and give access to email accounts, where needed (Item 3.3).
 - 3.13: Delete (*Internet & computer facilities*).
 - Clerk to check that staff mobile phones are password protected (Item 2.2).
- ii. **Information and Information Security policy, revised to incorporate Data Protection policy.**

RESOLVED:

- Add dates of legislation listed in the Introduction section.
- Clerk to check whether a charge can be made for information requested by means of a Subject Access Request.
- 2.13: Reorder the wording. Move "*If you have an allotment or grave it is important that you inform the Council of your up-to-date contact details*" to the end of the item.
- 4: Replace "Publication Scheme" with "Guide to information", check administration costs amend if necessary.

iii. **Media Communications policy**

- **Introduction:** replace "put out" with "released".
- **Item 5 Press Releases (a):** Replace "Town Clerk" with "Proper Officer".
- When reviewing the Code of Conduct consider including the following "*Members should be aware that case law states that the role of Councillor overrides the right to act as an individual. This means that Councillors should be careful when expressing individual views to the news media. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make it clear that he or she disagreed with a policy and voted against it (if this took place in open session), they should not seek to undermine a decision through the news media*".
- **Item 14:** Replace "Data Protection Act 1998" with "General Data Protection Regulations".

RECOMMENDATION: That, with the changes agreed above:

- (i) The Council's Email policy is replaced with a new Information and Communications Technology (ICT) policy.
- (ii) The Council's Information and Information Security Policy is revised to incorporate the Council's Data Protection Policy.
- (iii) That the Council's Media Communications Policy is revised as per the minor amendments above.

7. LOCAL GOVERNMENT TRANSPARENCY CODE 2015: To review actions to-date: Clerk confirmed that Freedom of Information requests will be added to the website, clerk to investigate data sets link. Table produced with links to information published to the website

was circulated and approved.

RESOLVED: That the Working Group's thanks are recorded to the Assistant Town Clerk for producing the list with links to information published on the website.

8. **FUTURE POLICY REVIEW: To agree timeline for review of Council policies and procedures:** It was agreed that, as revised Financial Regulations have recently been published, that it would be timely to revise the Council's Financial Regulations plus the Councillors & Staff Allowances and Expenses Policy and the Council's Asset Register.
9. **DATE AND TIME OF NEXT MEETING:** Wednesday 25 September at 10.30am.