POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of an extraordinary Committee meeting held on
Tuesday 31 October 2018 at 2pm at the Town Hall

Present: Cllr Iain Emmett (in the chair) and Cllrs Eileen Andrews, James Buczkowski, and Mike Thompson.

Judy Morris: Clerk

Also in attendance: Maria Weston (Deputy Town Clerk) and Cllr Kerry Baldwin

1. **APOLOGIES** were received and accepted from Cllrs: Gordon Guest (personal) and Lloyd Knight (work)

2. **DECLARATIONS OF INTEREST**: None.

3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.

4. **CULLOMPTON TOWN COUNCIL TRANSPARENCY SELF-AUDIT**

   RESOLVED: That the Council's appreciation to Cllr Kerry Baldwin and Deputy Town Clerk Maria Weston for their effort in completing a substantial piece of work for the Council is put on record. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

   (i) To receive and consider report and approve any actions required: Report discussed and recommendations approved as follows

   RESOLVED
   1. That a link is published to the ICO Model Publication Scheme, either directly on the CTC website or within the Information and Information security policy which states that CTC has adopted the Model Publication Scheme.

   2. The guide to information to be used to document what CTC publishes in accordance with the ICO Model Publication Scheme. This should define what particular information is 'made available', how it can be obtained and what costs may be incurred. This guide should be reviewed and update regularly.

   3. The document name and title to be aligned. The relationship between the 'model scheme' and the guide to be identified.

4. The guide should be reviewed each time the website undergoes modification, to ensure it lists everything that is routinely published, and each time a policy is written or updated.

5. To thoroughly review all policy documents relating to 'information' and data (collection/publishing/requesting) together, with the aim of clarifying what should be defined in each, with no conflict and no gaps. The current documents, as a whole, provide a significant amount of information but are confusing to refer to and not up-to-date. The relationship between the policies and related guides should be defined.

Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett

NOTE: It was suggested that time is set aside each week to gradually bring the Guide to Information up-to-date.

(ii) To review the Council's current publications scheme document and
(iii) Model Publication Scheme Report: to consider and agree any actions required

Discussion about the format of the document and the report and the following actions were agreed:

1. Column headings of publications scheme document to be corrected to define a common heading of "How the Information can be obtained, with the specific option electronic/website/hardcopy included underneath.

2. Consider including where on the website the information can be located.

3. Any information that is listed in the publication scheme and currently indicated as only being available via hardcopy or email to be made available on the CTC website unless there is good reason not to, such as file size, cumbersome, time consuming to routinely produce.

4. The reason for not publishing information to be recorded.

5. Information requested and released under the Freedom of Information Act should be made available on the website, along with any updates and added to the publications scheme. Information to be published as 'open data sets'. Where this information is already expected for publication, under the ICO scheme, it could be additionally denoted as 'available in re-usable format'. This could be 'upon request', if it is unreasonable to also publish via the website.

6. Information about how to make a FoI request to be made available on the Council's website. Consider adding a statement that "information not listed on the CTC Publication Scheme can be requested in writing and it will be considered under the FoI Act or EIR" with reference to how to make the request.

7. Annual budget documents posted on the website to be consistent with the publication scheme

Cllr James Buczkowski left the meeting

(iv) Local Government Transparency Code (2015), table summarising all information to be published: to consider and agree any actions required: Discussion ensued and the following actions agreed:

1. Details of grants to be published on the website

Cllr Mike Thompson left the meeting

It was acknowledged that the meeting was no longer quorate but it was agreed to continue to discuss recommendations for action as these were administration actions which don't necessarily require the permission of the Council.

Other actions agreed included:

2. Consider setting up a new CTC webpage/section where all open datasets can be published (where appropriate) under Open Government Licence.
3. Add organisational chart and details of staff structure to website.
4. Provide a list of Councillors/members per committee for ease of reference. This could be provided for each Councillor with their contact details to ensure clarity for which Councillor(s) to contact for a particular request.
5. Publish Committee terms of reference on the website.
6. Clarify Gift of A Burrow minutes etc. as information can currently be found in two places.
7. Consider link to draft Neighbourhood Plan to replace out of date Community Plan.
8. Amend calendar as some dates incorrect.

NOTE: Clerk will work through the recommendations in the report and implement when the time is available. Please see full list of actions at appendix A.

5. **DATE OF NEXT MEETINGS:** Monday 5 November 2018 at 10am at the Hayridge Centre (Staffing review) and Tuesday 20 November at 10am at the Hayridge Centre.

SIGNED: _____

DATE: _____