

**HEREFORD CITY COUNCIL**  
**GOVERNANCE AND PROCEDURES COMMITTEE**  
**MINUTES OF MEETING ON 15<sup>th</sup> May 2018**

**Present:** Councillors Boulter, Chappell, Hey, Lloyd-Haves, Tawn, Stevens and Wilcox

**In Attendance:** Steve Kerry (Town Clerk), Tracy Morris (Deputy Town Clerk), Lesley Robinson (Administration, Finance and Information Officer).

**GP2018/19.01 APOLOGIES FOR ABSENCE**

None

**GP2018/19.02 SUBSTITUTIONS**

None

**GP2018/19.03 DECLARATIONS OF INTEREST**

None

**GP2018/19.04 MINUTES OF PREVIOUS MEETING**

Members noted and approved the Minutes of the meeting of Governance & Procedures Committee of 15th May, as an accurate record.

**GP2018/19.05 WEBSITE AND SOCIAL MEDIA**

The Clerk introduced the report and explained that the new website being introduced made it timely to look more widely at social media policy. There was a section in the report setting rules around use of social media by staff, noting that the internet is an essential tool but that it can be open to abuse.

Members stated that the report was a useful move forward but needed more detail to be a definitive statement of policy. There might be development relating to data protection that would need to be written into it. It was also noted that the development of a new website was an opportunity for a more transparent approach to registering members' interests and displaying this information rather than referring people to the Herefordshire Council site which is the statutory home for such information. As an aside it was noted that it would be useful to have a policy library filed in hard copy for members to refer to containing key documents such as grievance, sickness and disciplinary procedures, code of conduct for members, and the emerging website and social media policy with the Council's privacy policy required under the GDPR. Some arrangement needs to be put in place for periodic checks to ensure staff are using social media appropriately.

In terms of managing content it was felt that the best approach would be to have Facebook and Twitter used as feeders to the main website, not for ongoing

discussion and comments. In the past when the facility had been available many people had used it to comment about Herefordshire Council which then required an officer to spend unproductive time either removing or responding to inaccurate comments.

It was confirmed that the new website would be accessible to smart phones.

After discussion it was proposed by Councillor Stevens, seconded by Councillor Tawn and

**Resolved:**

**That the report be noted and further work done to create a definitive website and social media policy.**

**That the Committee wishes to seek to operate Facebook without a comment facility if this remains technically possible.**

#### **GP2018/19.06 REVISED DATA PROTECTION REGULATIONS**

The Clerk introduced the report updating members on progress towards compliance with the new regulations. Recently the Government had confirmed that it no longer required parish councils to have a Data Protection Officer as defined in the regulations but that it was considered good practice to consider nominating a named member of staff as the officer responsible for data protection compliance. The regulator had confirmed that the press reports, much used by those seeking to sell training courses, of imminent raids, prosecutions and massive fines, were greatly exaggerated. In fact the regulator sought evidence of a journey towards compliance.

The Council now had a draft privacy policy which is already on the website, and this will remain subject to approval by this Committee. This is a key step towards compliance. A cupboard to allow sensitive material regarding grants applications, such as names and addresses of officers of voluntary bodies, bank details etc to be locked away, had been ordered. The offices are locked when not occupied and the archive room is now routinely locked. Staff had been instructed not to release any contact details or other personal information without being sure they had permission from the data subject to do so. Emails to external bodies who are on mailing lists now carry a standard announcement and the Deputy Town Clerk was taking steps to ensure that round robin emails to the Voluntary Sector Network would not show everyone all the names and email contact addresses involved.

Members commented that some of the demands made and proposals offered by companies seeking to profit from training were ludicrous and very much welcomed removal of the requirement to have an external Data Protection Officer. In discussion members were reminded that if they hold personal data on their phones or personal computers concerning their council work they should register as data users and are covered by the regulations. Members out of pocket as a result of having to register could seek recompense from the City Council for that expense. It was clarified that if someone sends you an email from abroad they are obliged to

comply with their local regulations and laws, you have no liability other than under UK law.

It was then proposed by Councillor Chappell, seconded by Councillor Hey and

**Resolved:**

**That the Committee notes the progress made so far towards compliance with the GDPR and the work remaining to be done on historic data.**

**That the Committee defers until the meeting of 25th September the question of appointing a Data Protection Officer and that in the meantime the Clerk will act as the Council's Data Protection Compliance Officer.**

#### **GP2018/19.07 PRIVACY POLICY**

The Clerk presented the report, pointing out that this was a key step towards compliance with the GDPR. It was slightly adapted version of a template provided by NALC, the variations being to take out things with the Council simply does not do such as storing data abroad, sharing data with commercial partners etc. The policy was certified by NALC's legal service as compliant with the GDPR.

It was proposed by Councillor Stevens, seconded by Councillor Hey and

**Resolved:**

**That the Committee endorses the privacy policy and notes that the Town Clerk is acting as the Council's Data Protection Compliance Officer.**

#### **GP2018/19.08 TRAINING FOR MEMBERS**

The Clerk reminded members that there had been a general discussion on this at the last meeting and members had been asked to bring suggestions. In discussion the following suggested topics were identified:

Use of websites, Twitter, Facebook, Instagram

Civic protocol and conduct

Data Protection

It was noted that with several members working during the week a Saturday would be preferable, probably running from around 10-00 am to 3-00 pm, held at the Town Hall with a sandwich lunch provided.

The Clerk will produce a final plan with a suggested venue from mid-September to late October for this, for the next meeting.

#### **GP2018/19.09 CIVIC COMMEMORATION**

The Clerk introduced a report following discussion with several members of Council about a suitable way to commemorate the Junior Mayors, recent award of Freeman of the City and the Millennium Child. The proposal was for a wooden board similar to those used to record past Mayors, with a plaque for the Millennium Child. For new

Freeman, two options were offered about updating the book which is on public display.

Members expressed concern about having the Junior Mayor commemorated in a way which suggested equality with the Mayor, which was not appropriate. They also didn't wish to create confusion between the roles. The former member of staff who had offered to pay half the cost of a board was identified and he will be asked if he would be willing to pay some of costs for other means of commemoration.

After much discussion of options, it was decided that Junior Mayor and the Millennium Child should be commemorated in one book, with Honorary Recorders and Chief Stewards being commemorated in another. Both of these could be displayed in the civic museum and/or Parlour.

Members then considered the best way to add to the Freeman's book, noting that the scroll at the top of the page needs to remain on view, but that it would be very expensive to replicate. It was noted that one of the recommendations allowed for the calligrapher to extend the list of names whilst still allowing the scroll to be seen.

It was then proposed by Councillor Tawn, seconded by Councillor Wilcox and

**Resolved:**

**That the Clerk contacts the former member of staff to see if they are willing to contribute towards the purchase and inscribing of suitable books to commemorate the Honorary Recorders and Chief Stewards of the City and the Millennium Child and Junior Mayors of the City.**

**That the Clerk commissions the calligrapher to add the names of the six most recent Freemen to the book and to create a board which can be shown under the book to allow those names to be seen together with those currently commemorated.**

**GP2018/19.10 STANDING ORDERS**

The Clerk introduced a report based on the revised model standing orders from NALC. There were a number of options which were highlighted and upon which members needed to make decisions.

Section 1 Page 7, under rules of debate – to be 5 minutes for speeches.

Page 9, public participation - to be limited to 30 minutes unless directed by the Chairman and that each member of the public who wishes to speak is limited to 10 minutes. If members of the public want to attend and speak they do not have to tell the Clerk beforehand.

Page 11, 9 pm was agreed as the standard finishing time for Committee and Council meetings.

Discussion about the code of conduct which will be resolved at the next Council Meeting, especially given the critical view taken by members of the proposal to

redact the names of councillors and councils who have been found to have been in breach of the code from official reports.

It was clarified that members of the public may record or film meetings provided they do not disrupt the meeting and that the wishes of anyone not wanting to be filmed are respected. The Council may arrange to film or stream its meetings but must make it clear to those attending that this is happening.

Page 19, noting that our only business at the Annual Meeting of the Council is to elect the Mayor and Deputy Mayor all the other items listed below would be taken to the next Council Meeting.

Page 15, notice of motions to the Clerk should be seven clear days before the meeting they are due to be discussed at unless the Chairman is prepared to accept them as being genuine emergencies.

Page 18, agreed that the Clerk will not grant dispensations, this will be decided by elected members.

Page 26, agreed that sending minutes etc to County Council members makes little sense when we have several twin-hatted members and are much larger than other parishes.

Generally noted that there were some typing errors to be corrected.

It was then proposed by Councillor Chappell, seconded by Councillor Tawn and

**Resolved:**

**That the draft Standing Orders as amended and corrected are recommended to full Council for acceptance.**

#### **GP2018/19.11 JAWORZNO RELATIONSHIP**

The Clerk updated the meeting on correspondence between the Mayor and the President of the Town Council of Jaworzno. The key people moving forward on this will be Cllr Boulter as Mayor-elect and Councillor Hey as Deputy Mayor-elect. However, June is not a good time to try and arrange a visit as it may clash with Historical Hereford Day and work commitments. Cllr Hey in particular needs adequate notice to work around her husband's shifts to enable her to go on a visit. Members were generally happy that an officer accompanies the Mayor and Deputy Mayor on the next visit. Other members are welcome to join the party at their own expense. It was also noted that the hospitality extended by Jaworzno was incredible and they are very enthusiastic about developing a working link.

It was moved by Councillor Lloyd-Hayes, seconded by Councillor Stevens and

**Resolved:**

**That the Committee authorises the payment of air fares by the cheapest available provider for the Mayor, Deputy Mayor and an officer of the Council to visit**

**Jaworzno at a mutually convenient time and subject to Council approval for the Mayor to sign a declaration of friendship between Jaworzno and Hereford.**

**GP2018/19.12 ITEMS FOR FUTURE MEETINGS**

At the next meeting:

- To elect a Chairman and Vice Chairman for the municipal year.
- To receive the annual risk management (non-financial risks) review.

For 25th September meeting:

- Data protection compliance, decision on appointing an external data protection officer and website and social media policy.

Signed .....

Date .....