

Minutes of the meeting of the Policy Committee held at 7.00pm on Thursday 30th September 2021 to which Councillors were summoned to attend.

Present: Councillors – Sarah Craig (Chairman), Chris Farrance, Richard Dodds and Becky Moss

In attendance: Sarah Daly (Deputy Clerk), Karyn Reid (Executive Clerk – dialled in remotely) and Cllr Stuart Elborn (dialled in remotely)

Cllr Craig opened the meeting at 7.00pm.

Item No.

21/22PY 10. OPEN FORUM

No members of the public were present.

21/22PY 11. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Roger Robertson and Peter Gee.

21/22PY 12. DECLARATIONS OF INTEREST

No declarations of interest were made.

21/22PY 13. APPROVAL OF MINUTES

Cllr Richard Dodds proposed that the previously distributed minutes of the 15th July 2021 Policy Committee meeting be signed as an accurate record; seconded by Cllr Becky Moss.

AGREED by all.

The minutes were signed by Committee Chairman.

21/22PY 14. ACTION LOG

Item 21/22 PY07

The Executive Clerk reported that Child Protection training will take place around November with a view to this being completed by the end of the year. Cllr Craig requested this is noted on the Actions Log and that the reviewed HWPC Child Protection Policy will be presented to Policy Committee in the New Year.

ACTION: Deputy Clerk to update the Actions Log regarding the HWPC Child Protection Policy.

21/22PY 15. POLICY MATTERS

i) To review and approve in principle draft documents produced since last meeting

HWPC Draft Planning Policy

The draft policy was discussed at Planning Committee. Cllr Dodds completed some suggested amends regarding sustainable development and differentiated between size of developments in the document.

Cllr Farrance proposed approval of the HWPC Draft Planning Policy for submission to the next Full Council meeting; seconded by Cllr Craig.

AGREED by all.

HWPC Draft Publications Scheme

Cllr Craig and the Executive Clerk reviewed the document in August 2020. Cllr Craig has since referenced the ICO (Information Commissioner's Office) and found no further updates that are required.

Cllr Dodds proposed approval of the HWPC Draft Publications Scheme for submission to the next Full Council meeting; seconded by Cllr Moss.

AGREED by all.

HWPC Draft Protocol for Public and Press Reporting at Committee Meetings

The Executive Clerk felt that this should be a standalone document or protocol on the website that can be sent to anyone who wishes to attend a committee meeting, rather than an addendum to the Standing Orders.

The following suggestions and amends were noted:

Replace 'may not' with 'will not' under section 1.4.

Insert 'the Chairman of the meeting will respect the rights of the individual to not be filmed'

Define what is meant by a recording device and what happens with the recording afterwards

Committee members agreed that this should be a standalone document and requested a revised draft is tabled at the next Policy Committee meeting in November for ratification at the December Full Council meeting.

ACTION: Cllr Craig make necessary changes to the Draft Protocol for Public and Press Reporting at Committee Meetings for approval at the next meeting in November.

ii) To receive and consider

HWPC Draft IT Security Policy

Cllr Elborn presented the draft document and the following comments were noted:

Insert a paragraph at the beginning to state that the policy applies to councillors as well as employees – this needs more clarity

Need to reference homeworking and use of personal devices

HWPC laptops are not for personal use

Lack of flexibility if business is expected to be solely conducted on a HWPC laptop – it is useful to allow emails to be accessed on mobile devices

Forwarding HWPC business to personal email accounts is an issue – especially if these are accessed via mobile phones that could be lost/stolen

Can limits be applied to sensitive council business so they cannot be forwarded or downloaded from the cloud to a browser

Can a list of authorised devices be created and the Authenticator app be installed to offer more protection

ACTION: Cllr Elborn to contact Blucando to discuss options for use of mobile devices.

Committee members agreed that a revised draft will be tabled at the next Policy Committee meeting in November for ratification at the December Full Council meeting.

ACTION: Cllr Elborn to revise the Draft IT Security Policy and table at the next Policy Committee meeting in November.

HWPC Draft Policy Template

The following amends and comments were noted:

Remove logo – not compliant with accessibility guidance

Embed tables in the document to make them accessible – top table would need to be changed to make compliant

Remove 'Owner' and keep 'Lead Committee'

Remove 'Purpose' and keep 'Policy Statement'

Table of contents and hyperlinks are not necessary in short documents – these should be optional

Remove 'Scope' and 'Roles and Responsibilities'

Use paragraph numbering and sub-numbering as standard practice

ACTION: Deputy Clerk to make the suggested amends to the Draft Policy Template.

iii) To discuss and agree a process for cohesive price increases

The Executive Clerk referred to price increases such as market fees, burial fees and annual allotment rentals that are decided during the budget setting process. There is currently no cohesion or agreed procedure that also ensures transparency for HWPC. The Executive Clerk proposed developing a framework for how HWPC reviews and increases fees and how this is communicated to parishioners.

Cllr Craig suggested standard wording of 'HWPC reserves the right to review' on any documents that refer to fees or charges. Blanket criteria is needed to justify how, why, when etc fees will be reviewed and potentially increased. Cllr Farrance has requested a list of charges from the Executive Clerk with an indication of where HWPC need to break even eg. allotment fees, versus those that are profit making eg. Christmas Market stallholder fees.

ACTION: Executive Clerk to produce a list of chargeable services and the cost to deliver them for presentation at the next Policy Committee meeting in November.

Policy Committee can then work on parameters that need to be considered in reviewing pricing.

iv) To review the Policy Schedule

The following actions were noted:

ACTION: Executive Clerk to review the Covid Special Procedures for presentation at the November Policy Committee meeting.

ACTION: Executive Clerk to review the Health and Safety Policy for presentation at the November Policy Committee meeting.

ACTION: Executive Clerk to collate a Draft Staff Handbook for presentation at the November Policy Committee meeting.

ACTION: Deputy Clerk to add Pricing Policy to the schedule.

Cllr Farrance requested that any draft Pricing Policy goes to Finance Committee and the chair of the Environment and Amenities Committee for their views.

ACTION: Deputy Clerk to remove the ‘Review Due’ column on the schedule.

ACTION: Cllr Dodds agreed to review the Communications and Social Media Policy with Cllr Craig.

21/22PY 16. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS

The Executive Clerk proposed that Policy Committee becomes a sub-committee and future meetings are held online rather than face to face. The justification is that there is no budget attached to the committee and that the purpose is to review and recommend policies for ratification by Full Council. Committee members were in support of this proposal and agreed that it should be tabled at the next Full Council meeting.

21/22PY 17. CORRESPONDENCE, COMMUNICATION & DATE OF NEXT MEETING

To note date of next meeting – Monday 15th November 2021 at 7.00pm.

There being no further business the meeting closed at 8.16pm.

..... Chairman Date

Appendices

- Actions Log
- HWPC Draft Planning Policy
- HWPC Draft Publications Scheme
- HWPC Draft Protocol for Public and Press Reporting at Committee Meetings
- HWPC Draft IT Security Policy
- HWPC Draft Policy Template
- Policy Schedule