



AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH JUNE 2021 AT 6.30PM IN THE CIVIC HALL

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 14th June 2021 at 6.30pm** in the Civic Hall for the purpose of transacting the following business:

Committee Members: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, B Piper, V Trow.

Councillors and members of the public are asked not to move any seats or tables, and to take their seats on arrival to ensure that social distancing measures are maintained.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

Can members of the public please note that given the current climate Councillors and staff are adapting to mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

This meeting is limited to 90 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

To receive apologies and to confirm that any absence has the approval of the Council.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 17th May 2021 and update on any matters arising. Document attached.

3. CHRISTMAS FESTIVAL TENDER

To consider the responses to the tender for the Christmas Festival nights. Verbal update.

4. COUNCIL MEETING VENUE

To consider the venues of where council meetings are held from 21st June based on current Government social distancing requirements. Verbal update.

5. SCHEME OF DELEGATION

To consider a scheme of delegation for the Town Clerk to cover any limitations to public meetings due to changes in Covid social distancing requirements. Document to follow.

6. FINANCIAL REGULATIONS

To consider a revision to the Financial Regulations to enable members of the management team to authorise payments. Document attached.

7. FREEDOM OF INFORMATION PUBLICATION SCHEME

To review the Council's Freedom of Information Publication Scheme. Document attached.

8. INFORMATION AND DATA PROTECTION POLICY

To review the Council's Information and Data Protection Policy. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th June 2021 at 6.30pm in the Civic Hall. No document.

*The Committee will be asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

10. COMMUNITY CHARTER FACILITATION

To consider whether to commission a facilitator for a Community Charter to support the Totnes Futures Forum. Document attached.

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Documents attached.

12. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors. No document.

13. LEGAL MATTER

To:

- a. Consider legal advice required for submission of an Asset of Community Value application. Verbal update from Town Clerk.
- b. Note an update from the Town Clerk. Verbal update Town Clerk.

Catherine Marlton
Town Clerk
9 June 2021

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 17TH MAY 2021 AT 6.30PM IN THE CIVIC HALL

Present: Councillors E Price (Chair), M Adams, C Allford, C Luker, P Paine, and B Piper.

Apologies: Cllrs Hodgson and Trow.

In Attendance: A member of the public, Cllr Hendriksen, C Marlton (Town Clerk) and C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

Cllr Price read out a statement about how the meeting would be conducted, recorded and live streamed on social media.

The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The member of the public wished to speak to the TRESOC proposal of installing solar panels on the Pavilion roof. They were informed that there was not enough notice for this to be included as an agenda item at this Committee and that it will be on the Town Matters Committee agenda on 1st June 2021.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 29th April 2021 and update on any matters arising

The minutes were approved as an accurate record of proceedings. Cllr Adams raised the legal matter. The Clerk updated that following advice received, as the matter does not require council debate or a decision it does not need to come to committee and that an email has been sent to all Councillors updating them on the matter.

3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk updated that at the end of financial year 2020/21 there is an underspend due to grant funding received and capital project delay. This was noted by the Committee.

4. SUPPORTING OUR TOWN FUND

To consider the South Hams District Council Supporting Our Towns Fund and any amendments required to the Town Council budget.

South Hams District Council has made up to £50,000 available to be match funded for projects to assist business recovery in Totnes (funding will need to be spent by 31st March 2022). To **RECOMMEND** to Full Council that the proposed ideas are supported and shared with the local business community to gauge and evidence support for the various schemes to take forward.

5. COMMUNITY GRANT SCHEME APPLICATIONS

To consider the applications for the community grant scheme.

Personal interests were declared on the following applications: Cllr Price - Totnes Heritage Trust; Cllr Allford – Totnes Library. Discussion was had to ensure that the applications will be spent in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure, as per the spending powers under section 137 of the Local Government Act 1972.

It was **AGREED** to allocated £25011 from S137 as outlined in the table below (in italics). The Council Matters Committee had previously been given authority to determine and award the Community Grants from S137 up to the £50,000 outlined in the annual budget.

To **RECOMMEND** to Full Council the awards (in bold) totalling £8475 are allocated from the general reserve as follow below:

| Applicant | Project | Amount Request | Project Cost | Grant Awarded |
|---|---|-----------------|-----------------|--|
| <i>Totnes Caring</i> | <i>Transport services coordination</i> | <i>£4000</i> | <i>£17354</i> | <i>£4000</i> |
| Totnes Heritage trust | St Mary's churchyard design & consultation | £4000 | £4000 | £4000 funded through the general reserve |
| <i>TRAYE</i> | <i>Youth can make a difference forum</i> | <i>£3881</i> | <i>£3881</i> | <i>£1940.50</i> |
| Sea Scouts | Building refurb for reopening | £2000 | £20000 | £2000 funded through the general reserve |
| Totnes Bike Hub | Dr Bike workshops | £1950 | £1950 | £975 funded through general reserve |
| Warmheart Community Projects | A Totnes Tale | £2000 | £16400 | £1500 funding through the general reserve |
| <i>Parklife</i> | <i>Cemetery wildflower area maintenance</i> | <i>£1000</i> | <i>£1500</i> | <i>£750</i> |
| <i>Youth Mental Health Foundation</i> | <i>What's your genius workshops</i> | <i>£1979.40</i> | <i>£1979.40</i> | <i>£1979.40</i> |
| <i>Lifeworks</i> | <i>Get involved youth club</i> | <i>£5000</i> | <i>£53476</i> | <i>£2500</i> |
| <i>Totnes Library</i> | <i>Revamping children's library</i> | <i>£3846.36</i> | <i>£3846.36</i> | <i>£2884.77</i> |
| <i>Transition Town Totnes</i> | <i>Relaunch Transition Streets</i> | <i>£6389</i> | <i>£12778</i> | <i>£0</i> |
| <i>Church of St Johns & St Mary</i> | <i>Connecting communities – upgrade AV equipment</i> | <i>£2500</i> | <i>£17500</i> | <i>£1250</i> |
| <i>South Hams Citizens Advice</i> | <i>Outreach at The Mansion</i> | <i>£6444</i> | <i>£7999</i> | <i>£6444</i> |
| <i>Network of Wellbeing Shared</i> | <i>News top in Bridgetown</i> | <i>£4350</i> | <i>£24991</i> | <i>£3262.50</i> |

6. VISIT TOTNES REPORT

To consider a Visit Totnes report covering January-April 2021.

The Committee noted their thanks for this update.

7. COUNCIL MEETING VENUE

To consider the venue of where council meetings are held as we come out of the stages of lockdown

The Clerk explained that at present Council meetings are due to be held in the Civic Hall until 21st June before the planned return to the Guildhall either in the Chamber (for committees) or downstairs (for Full Council) however, this will be dependent on social distancing advice. Continuing meetings in the Civic Hall would have an impact on a regular hirer and financial impact on the Paige Adams Trust.

To **RECOMMEND** to Full Council that meetings return to the Guildhall as of 21st June 2021 (subject to social distancing advice).

8. COMPLAINTS POLICY AND PROCEDURE

To review the Council's Complaints Policy and Procedure.

The policy was reviewed and **AGREED**.

9. CODE OF CONDUCT

To review the Councillor's Code of Conduct.

The policy was reviewed and it is **RECOMMENDED** to Full Council for adoption. The content of this policy will be included in the Councillor training session.

10. OFFICE MANAGEMENT DURING STAFF LEAVE

To review the office management during staff leave policy.

The policy was reviewed and **AGREED**.

11. EMPLOYEE PERSONAL DEVELOPMENT LOAN

To consider the introduction of an employee personal development loan policy.

The draft policy was considered and was **AGREED** by a majority.

12. COUNCIL PROJECTS

To note the ongoing projects that Totnes Town Council are progressing.

Noted.

13. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th June 2021 at 6.30pm.

Noted.

*The Committee will be asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

14. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors.

- a) It was **AGREED** to give the Clerk delegated authority to increase the Town Maintenance Officer hours to 35 hours a week from 20th June, subject to it being achievable in the existing annual staffing budget. The Clerk was confident this was possible due to the delay in recruiting a Civic Hall/Finance Administrator.
- b) A recruitment update was noted.
- c) A confidential staff update was noted – no decisions or actions required.

15. STAFF ATTENDANCE

To note sickness and overtime balances.

These were noted.

ITEM 6 – FINANCIAL REGULATIONS

To consider an amendment to the Financial Regulations (proposed new text is underlined):

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £10,000;
 - the Council Matters Committee for items over £5,000; or
 - the RFO for any items below £5,000.
 - members of the management team for specific budget lines as decided by the RFO for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO or member of the management team, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.



Freedom of Information Act Publication Scheme

TOTNES TOWN COUNCIL

AGREED MARCH 2014

NEXT REVIEW JUNE 2021

This Policy sets out the information that the Town Council routinely makes available to the public and by what methods, and how requests for information can be made to Totnes Town Council.

Background

To meet the requirements of the Freedom of Information Act, Totnes Town Council has examined the range of documents it holds and resolved to make many of these available to the public.

The Town Clerk will take responsibility for the Scheme and full contact details are given at Appendix I.

Classes of information for publication are attached at Appendix II.

These are based on the Model Scheme for Local Councils and reflect the responsibilities of Totnes Town Council.

Availability of Information

The details of the Scheme will be available:

1. In person from the Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH from 10am – 4pm Monday to Friday
2. On the notice board under the Civic Hall
3. On the website www.totnestowncouncil.gov.uk

Charges for Information

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required, the first 10 pages of photocopied information will be made available free of charge but thereafter will be charged as follows:

| | |
|-------------|-----------------------------------|
| 10 or under | FREE |
| 10-20 | £1.00 and 10p per copy thereafter |

Rights and Complaints

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 20 working days of receiving the request.

If you are unhappy with the way in which Totnes Town Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual Complaints Procedure.

APPENDIX I - FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Totnes Town Council has resolved to adopt the Model Scheme for Local Councils as outlined at Appendix II.

DECLARATION

Totnes Town Council, Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH has adopted the Model Scheme entitled 'Totnes Town Council – Access to Information Policy' produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

The contact details for the person who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Town Clerk
Totnes Town Council
Guildhall Offices
5 Ramparts Walk
Totnes
Devon
TQ9 5QH

01803 862147

clerk@totnestowncouncil.gov.uk

APPENDIX II – INFORMATION AVAILABLE FROM TOTNES TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

| Information to be published | How the information can be obtained | Cost |
|--|---|---------------------|
| Class 1 – Who we are and what we do | Hard copy and via website www.totnestowncouncil.gov.uk | |
| Who's who on the Council and Committees | Council Offices Website | |
| Contact details for Town Clerk and Councillors | Council Offices Website | |
| Location of main Council office and accessibility details | Website | |
| Staffing structure | Council Offices Website | |
| Class 2 – What we spend and how we spend it | | |
| Current and previous year financial as a minimum | Hard copy | First 10 pages free |
| Annual return form and report by auditor | Hard copy Website Notice Board | Free |
| Finalised budget | Hard copy Website | First 10 pages free |
| Precept | Hard copy | First 10 pages free |
| Borrowing Approval Letter | Hard Copy | Free |
| Financial Regulations | Hard Copy or email Website | First 10 pages free |
| Grants given and gifts received | Hard copy Website | Free |
| List of current contracts awarded and value of contract | Hard copy | First 10 pages free |
| Members' allowances and expenses | Hard copy | Free |
| | | |
| Class 3 – What are our priorities and how are we doing | | |
| Strategic Priorities | Hard copy Website | Free |
| Class 4 – How we make decisions Decision making processes and records of decisions | Hard copy Website | Free |

| | | |
|--|--|---------------------|
| Timetable/Notification of meetings | Hard copy Website Notice board Social Media | Free |
| Agendas of meetings | Website Notice Board | Free |
| Minutes of meetings (excluding any information which is properly confidential to the meeting) | Hard copy Website | Free |
| Reports presented to Council meetings | Hard copy Website | First 10 pages free |
| Responses to consultation papers | Hard copy Website | First 10 pages free |
| Responses to planning applications | Hard copy Website | First 10 pages free |
| Bye-laws | Hard copy | First 10 pages free |
| Class 5 – Our Policies and Procedures Current information only | Hard copy | First 10 pages free |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy Website | First 10 pages free |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment Policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and | Hard copy Website | First 10 pages free |

| | | |
|---|----------------------|---------------------|
| operating the publication scheme) | | |
| General Data Protection Regulations Privacy Notice (Information Security) | Hard copy Website | Free |
| General Data Protection Regulations Privacy Policy (including records management -retention, destruction and archive) | Hard copy Website | Free |
| Schedule of Charges (for the publication of information) | Hard copy | Free |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Assets Register | Hard copy | Free |
| Disclosure Log (indicating the information that has been provided in response to requests) | Hard copy | First 10 pages free |
| Register of Members’ Interests | Hard copy Website | First 10 pages free |
| Register of Gifts of Hospitality | Hard copy | Free |
| Class 7 – The Services we Offer | | |
| Burial grounds and closed churchyards | Hard copy Website | |
| The Civic Hall | Hard copy Website | |
| The Guildhall | Hard copy Website | |
| The Totnes Information Office | Hard copy Website | |
| The Eastgate Clock | Hard Copy Website | |
| Memorials and fountains | Hard Copy Website | |
| Bus Shelters | Hard Copy Website | |
| A summary of services for which the Council is entitled to recover a fee, together with those fees eg burial fees | Hard Copy Website | |

Schedule of Charges

| Type of Charge | Description | Basis of Charge |
|-----------------------|---|---------------------------|
| Disbursement Cost | Photocopying @ 10p per sheet (black and white) | Cost of toner for printer |
| | Photocopying @ 50p per sheet (colour) | |
| | Postage | Actual cost of stamp |



Information and Data Protection Policy

TOTNES TOWN COUNCIL

AGREED JUNE 2018

NEXT REVIEW JUNE 2021

This Policy sets out the information that the Town Council routinely uses in the course of its work and how the information will be handled and protected. It should be read in conjunction with the General Data Protection Regulations Privacy Notice and Privacy Policy.

Introduction

In order to conduct its business, services and duties, the Council processes a wide range of data, relating to its own operations and some of which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will seek to ensure information considerations are central to the ethos of the organisation.

The Council will periodically review and revise this Policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of information which is not personal or confidential, it will be prepared to make it available to partners and community. Details of information which is routinely available is contained in the Council's Freedom of Information Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

The Council recognises it must at times keep and process sensitive and personal information about both employees and the public and it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018, like the Data Protection Act 1998 before it, seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

The Policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data Subject – means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of the Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal Data – means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive Personal Data – includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data Controller – means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data Processor – in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- Organising, adapting or altering it.
- Retrieving, consulting or using the information or data.
- Disclosing the information or data by transmission, dissemination or otherwise making it available.
- Aligning, combining, blocking, erasing or destroying the information or data, regardless of the Technology used.

Processing of Data

The Council processes **personal data** in order to:

- Fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.

- Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- Monitor its activities including the equality and diversity of its activities.
- Fulfil its duties in operating the business premises including security.
- Assist regulatory and law enforcement agencies.
- Process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- Process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- Undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- Undertake research, audit and quality improvement work to fulfil its objects and purposes.
- Carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing.
- Processing is necessary for the performance of a contract or agreement with the individual.
- Processing is required under a legal obligation.
- Processing is necessary to protect the vital interests of the individual.
- Processing is necessary to carry out public functions.
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual.
- Required by law to process the data for employment purposes.
- A requirement in order to protect the vital interests of the individual or another person.

Processing of Data

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- Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- Monitor its activities including the equality and diversity of its activities.
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- Explicit consent of the individual.
- Required by law to process the data for employment purposes.
- A requirement in order to protect the vital interests of the individual or another person.

Who is Responsible for a Person's Personal Data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: clerk@totnestowncouncil.gov.uk
- Phone: 01803 862147
- Correspondence: Town Clerk, The Guildhall Offices, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH

Diversity Monitoring

The Council monitors the diversity of its employees in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised

individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council gives guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Policy to enable individuals on whom personal information is held are kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information Provided to Us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this Policy. However, where appropriate specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party other than for law enforcement or regulatory purposes or otherwise be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

In general the Council will not hold or process data relating to a child. In exceptional circumstances if it does it will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk.

Information Correction: If the individual believes that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Freedom of Information Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The Scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council and its Committees are subject to statutory notice being given on notice boards and the Website. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public question session on each Council meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will endeavour to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Data Transparency

The Council acts, as appropriate and required, in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011).