

PORTLAND TOWN COUNCIL

Council Offices
Fortuneswell
PORTLAND
Dorset
DT5 1LW

E-mail:- office@portlandtowncouncil.gov.uk

Tel: 01305 821638

11th May 2016

Dear Councillor

You are hereby summoned to attend the **ADJOURNED ANNUAL MEETING of PORTLAND TOWN COUNCIL**, to be held in the **PETER TRIM HALL, ST. GEORGE'S CENTRE, REFORNE, PORTLAND**, on **WEDNESDAY, 18TH MAY 2016**, commencing at 7.00 pm when the business set out below will be transacted.

Yours faithfully

Ian Looker
Town Clerk

A G E N D A

- 1. Chairman's Welcome**
- 2. Prayers**
- 3. Apologies for Absence**
- 4. Declarations of Interest** – to receive any declarations from Councillors or Officers of personal or prejudicial interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests.
- 9. Open Forum**
 - a) Police Question Time
 - b) Public Half-Hour
 - c) Reports from Borough and County Councillors
- 10. Minutes** – to confirm the minutes of the Town Council Meeting held on 20th April 2016 (attached)
- 11. Minute Update and Matters Arising from the Minutes**
- 12. Written Questions for the Chairman**
- 13. Town Mayor's Announcements**
- 14. Financial Matters**
 - a) Payments for Authorisation (to follow)
 - b) 2016/17 Financial Report to 30th April 2016 (attached)
 - c) Bank Signatories – to consider the appointment of new signatory(ies)
- 15. Delegation Arrangements** – to review (see attached)
- 16. Terms of Reference for Committees** – to consider action (see attached)

17. **Committees, Sub-Committees and Working Groups** – to review the efficacy and membership of the following:-
 - a) Cheyne Weares Working Group
 - b) Events & Tourism Working Group
 - c) Finance Working Group
 - d) Human Resources & IT Working Group (see attached)
18. **Standing Orders and Financial Regulations** – to review (see attached)
19. **Representatives to Outside Bodies and Voluntary Posts** – to make appointments (see attached)
20. **Council Offices (Old and New)** – to receive reports, including a verbal one from Cllr. Chadwick on the follow-up auctions of remaining furniture, and consider any actions necessary
21. **West Weares** – to receive a verbal report and consider taking responsibility for maintenance items
22. **Neighbourhood Plan** – to receive reports
23. **Youth Work on the Island** – to receive a report from Mr Matthews (attached) and consider a response
24. **Insurance Arrangements** – to receive a report from Cllr. Cocking and the Clerk
25. **Complaints Procedures** – to consider a draft complaints policy for adoption (attached)
26. **Freedom of Information and Data Protection** – to review policy and procedures (see attached)
27. **Media** – to review policy and procedures (see attached)
28. **Reports from Representatives to Outside Bodies and Voluntary Posts** (no written reports to hand)
29. **Correspondence Concerning Former Member of the Council** – to consider further action

30. Exclusion of Press & Public (discretionary)

“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”

31. Date of Next Meeting

The next scheduled meeting will take place on Wednesday, 15th June 2016, starting at 7.00 pm, not as stated on the Calendar, at the Peter Trim Hall, St. George's Centre, Reforne.

MINUTE UPDATE

a) Minute 3147 – Grant Funding Assistance

Rachel Barton has been informed of the Council’s requirements.

b) Minute 3148 – Neighbourhood Plan

Income and expenditure on the Plan to date are as follows:-

	Income	Expenditure
2012/13	0.00	230.05
2013/14	11,026.00	4,233.85
2014/15	700.00	6,335.20
2015/16	2,500.00	3,677.62
2016/17	0.00	30.78
TOTAL	14,226.00	14,507.50

Portland Town Council - Financial Report, 18.5.16

	Budget 2016/17	Expend. 2015/16	Expend. to 30.4.16	Paid / Rec'd to Date (%)
EXPENDITURE				
Salaries	29,844	30,333	2,466	8.26
Advertising	280	219	14	5.00
Audit	1,300	1,377	0	0.00
Civic Expenditure	1,000	956	0	0.00
Computer Equipment	300	0	236	78.67
Computer Software	360	39	0	0.00
IT Support	250	175	0	0.00
Contingency	0	0	0	-
Council Offices	17,000	163	0	-
Elections	6,000	4,210	4,209	70.15
Furniture & Equipment	612	895	0	0.00
Hire of Halls	840	1,108	142	16.90
Honorarium	100	100	0	0.00
Insurance	1,500	1,309	0	0.00
Legal Fees	0	1,896	0	-
Mayoral Allowance	1,000	700	0	0.00
Miscellaneous	0	0	0	-
Postage	790	945	63	7.97
Publications	20	5	0	-
Stationery	850	719	0	0.00
Subscriptions	1,600	1,471	0	0.00
Telephone / Internet	500	598	18	3.60
Training / Conferences	1,000	389	250	25.00
Travelling & Subsistence	100	89	44	44.00
Sub-Total	65,246	47,696	7,442	11.41
Cheyne Weares	4,800	4,608	220	4.58
Gifts and Donations	100	70	0	0.00
Grants	1,750	2,232	0	0.00
Landscape Maintenance	5,000	52	52	-
Neighbourhood Plan	18,000	3,678	31	0.17
Projects	4,150	1,375	0	-
Town Crier	50	35	0	0.00
Website	1,200	2,651	0	0.00
Sub-Total	35,050	14,701	303	0.86
TOTAL	100,296	62,397	7,745	7.72
INCOME				
Precept	63,679	50,723	0	0.00
Discount Grant	2,000	3,390	0	0.00
Fair	1,750	1,375	0	0.00
Hire of Halls Refund	840	801	0	0.00
Interest	220	72	0	0.00
Neighbourhood Plan Grant	15,000	2,500	0	0.00
Other	0	70	0	-
TOTAL	83,489	58,931	0	0.00
SURPLUS / DEFICIT (-) FOR YEAR	-16,807	-3,466	-7,745	
RESERVES RELEASED				
Cheyne Weares	4,800		4,800	
Grants - Fair	0		0	
Landscape Maintenance	5,000		5,000	
Legal Fees	4,000		4,000	
Neighbourhood Plan	3,000		3,000	
TOTAL	16,800		16,800	
Net Total after Reserve Release	-7		9,055	

DELEGATION ARRANGEMENTS

Council's Standing Orders require a number of functions to be carried out at the Annual Meeting, not all of which have been performed in recent years. Standing Order 5(k)(v) requires a regular review of our delegation arrangements to "committees, sub-committees, staff and other local authorities." Only two such arrangements spring readily to mind. One is the ability of the Clerk to approve some budget expenditure subject to limits set out in Financial Regulations.

A second item of delegation is perhaps the unwritten procedure that decisions by the Planning & Highways Committee in respect of planning applications and the like. More strategic decisions of the Committee still need the approval of full Council. It is suggested that Council simply acknowledge the present situation and give it formal recognition.

Other feasible applications of this Standing Order may occur to members to raise at the meeting or in the future.

TERMS OF REFERENCE FOR COMMITTEES

I am aware of terms of reference for the Marine & Environment Partnership as was, which I think were originally produced in 2002. However to date it has not been possible to find a copy.

Two pages on terms of reference from “Local Councils Explained” are appended for Council’s consideration. Council is asked whether it wishes to set in motion the formulation of terms of reference for each of its committees.

COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

Members have now had twelve months since the last elections to appraise the operation of its committee and working group structure. They are asked to bear in mind that working groups are intended as short-term measures. It may be thought appropriate now to terminate one or two of them. Those bodies that are deemed to serve a useful, recurring function should, it is suggested, be properly designated sub-committees. This will satisfy the local government requirement of public accountability, while still exercising confidentiality when the occasion requires it.

The membership of each group is currently as follows:-

Cheyne Weares WG	Cllrs. Atwell, Chadwick, Gover and Lees
Events & Tourism WG	Cllrs. Atwell, Chadwick, Lees, West and Wild
Finance WG	Cllrs. Cocking, Flack, Lees, West, Wild (ex officio) and Mr Andy Matthews (co-opted)
Human Resources & IT WG	Cllrs. Chadwick, Cocking, Flack, Lees, West and Wild (the last two ex officio)

STANDING ORDERS AND FINANCIAL REGULATIONS

Both have received a thoroughgoing appraisal recently. It is respectfully suggested that the Clerk be asked to check them for any errors or inconsistencies that remain and report back to Council.

Youth Work on the Island

Portland Youth Service Review – conducted by Portland Community Partnership on behalf of the Rights Respecting Group

Purpose

The purpose of this report is to prompt an informed discussion by all interested parties in regard to the future direction of Youth Provision on Portland. By provision this would mean both capital and revenue resources.

The report has been compiled by the Portland Community Partnership on behalf of the Rights Respecting Group which was formed to take forward the UNESCO agenda around the rights of a Child.

The Partnership has advocated a joined up approach around the change agenda in terms of Local Authority service delivery this would include the use of local authority assets. In particular as resources become scarcer then there is more reason for partnership working. By scarce resources we could mean

- Less direct support for services not considered mandatory
- Increase pressure on trustees and volunteers to address service gaps.
- More sophisticated funding models and requirements on volunteers.
- Less funding generally and more pressure from funding bodies to consider partnership working and co-location.
- A need to focus resources on identified need which is easier to monitor/obtain locally
- Opportunities that a reduced public estate could provide through capital funding or generation of income.

Background

The following specific issues have prompted this review

- The withdrawal of the Universal Offer of youth provision by Dorset County Council and the closure of the Youth Centre based at Royal Manor Campus.
- The potential closure of the Islanders Club for Young People at East Weares, Underhill due to financial issues.
- Realities around the way that young people particularly those age 14 onwards prefer to use social media as a way of 'getting' together
- The desire to keep some form of Youth centre provision for those who do like to use this one or two days a week.
- The opportunity to look at ways of making services which offer a form of core support such as the Drop In centre and the Ripple Effect project potentially more sustainable in the longer term.

- The opportunity to improve signposting to other activities to assist with viability and to improve opportunities generally. The chance to discuss with these groups their particular issues and development plans.
- The opportunity to look at ways of improving the offer through use of capital and or revenue grants
- The particular opportunity that funding offered by DCC could assist.
- The opportunity to analyse activities etc which are popular elsewhere

Process

Discussion with groups providing elements of a core offer

Listing of current activities

Review of activities happening elsewhere

Possible consultation feedback

Meeting

Aim to call a general meeting in early June to allow time for publicity.

Form working group to determine content, format and scope of desired outcomes.

Outlines

What is being proposed by DCC

What will be the continuing support

The current offer on Portland both by DCC and other agencies, clubs and groups

The impact on this offer

Other current considerations

Related consultation and policy issues

A Review of the Wider Offer

List

Activities happening elsewhere

Using Social Media in a positive way

Discussion areas

Andy Matthews

[Edited]

Representatives Serving on Outside Bodies and Voluntary Posts in 2015-16

CHRISTMAS LIGHTS COMPETITION		Events & Tourism Working Group
COASTAL COMMUNITIES TEAM	1	Vacancy
DORSET ACCESS FORUM	1	Councillor Lees
DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS	2	Councillors Chadwick and Wild
DORSET WASTE FORUM	1	Councillor Atwell
FOOTPATHS LIAISON	3	Councillors Cocking, Gover and Lees
JURASSIC COAST COMMUNITIES FORUM	1	Councillor Chadwick
PORTLAND ANCIENT MONUMENTS LIAISON OFFICER (D.C.C.)	1	Councillor Wild Councillor Gover (Deputy)
PORTLAND CENTRE	1	Councillor Atwell
PORTLAND COMMUNITY PARTNERSHIP	2	Councillors Symes and Wild
PORTLAND IN BLOOM (Gardening Competition)		Events & Tourism Working Group
PORTLAND QUARRIES LIAISON COMMITTEE (Tophill East and West Wards)	2	Councillors Thurston and Wild
PORTLAND QUARRY PARKS FORUM	1	Councillor Thurston
PORTLAND YOUTH & COMMUNITY MANAGEMENT COMMITTEE	1	Councillor Symes
PORTLAND YOUTH COUNCIL (Lead Councillor)	1	Councillor Chadwick Councillor West (Deputy)
RIGHTS OF WAY LIAISON OFFICER (D.C.C.)	3	Councillor Lees, Cllrs. Cocking and Wild (2 Deputies)
RIGHTS RESPECTING COMMUNITIES STEERING GROUP	2	Councillors Atwell and Chadwick Councillor West (Deputy)
TOURISM BRIEFHOLDER		Events & Tourism Working Group
WEYMOUTH & PORTLAND COMMUNITY PARTNERSHIP BOARD	1	Councillor Cocking
COMMUNICATIONS REPRESENTATIVE	1	Councillor Chadwick
FINANCE REPRESENTATIVES	1	Councillor Cocking
PROPERTY REPRESENTATIVE	1	Councillor Lees

COMPLAINTS PROCEDURES

In September last year the Council approved a new office handbook. As was pointed out at the time the handbook referred to a number of policies that the Council should have, but do not necessarily exist at present. Mainly through force of circumstances a Grievance Policy was drawn up and approved last year. Three other policies are raised in this and the following two agenda items.

A complaints policy was drafted in the lifetime of the previous administration without it receiving formal approval. It consciously borrows material from the policies of other local authorities. As such it is specifically intended for members of the general public who wish to comment on an aspect of the Council's work, but are unsure of how to approach it. Accessibility therefore is a keynote of the policy document.

It was adopted as a working draft policy by Council on 19th February 2014. Council is asked to consider giving it final approval.

PORTLAND TOWN COUNCIL

Draft Complaints Policy

Compliments, Complaints, Suggestions and Opinions

Portland Town Council aims to provide high quality services on behalf of all who live on the Island or visit it, while recognising that we may not always get them right. Should this happen we shall try to investigate complaints promptly and fairly.

Please let us know if:-

- you have received exceptionally good service
- you have a suggestion on how to improve our services
- you have been treated unfairly.

We should like to know because:-

- if we have done well, it will help us to replicate that service
- if the reasons for our actions are unclear we should like a chance to explain what we have done and why
- if we have been at fault, we can give you a full explanation and an apology. Whenever possible we shall try to improve the situation.

What is a Complaint?

Complaints may fall into different categories:-

- the attitude of an employee of the Council
- failure to provide a service to an acceptable standard
- delay in responding to an enquiry or a request for service
- failure to follow the Council's policies, rules or procedures
- not making the best use of Council resources
- a risk concerning health and safety issues.

Complaints against Town Councillors should be sent to the Monitoring Officer, Weymouth and Portland Borough Council, Council Offices, North Quay, Weymouth, DT4 8TA.

What is Not a Complaint?

- The first request for action or a service
- a review request under freedom of information or other area where a formal statutory process already exists
- a claim or a contractual dispute with the Council.

How Can Complaints Be Made?

The Council encourages anybody who has a concern first to speak to a member of staff. If the problem can be solved this way then there is no need for the issue to go through the formal complaints process. However if the complaint cannot be dealt with immediately or you wish to have a formal response you should complain to us in writing or by completing the on-line Complaints Form. Putting your complaint in writing helps us to be clear about the problem. It also allows us to keep a record of all the points you raise. All comments by letter, email or the online issues form should be made to:-

The Town Clerk
Portland Town Council
Council Offices
Fortuneswell
Portland
DT5 1LW

E-Mail: portlandtowncncl@btconnect.com

< [Link to On-line Complaints Form](#) >

When Can a Complaint Be Made?

It is far easier to find out what happened and put things right if a complaint is received close to the time the dissatisfaction with the service occurred. As time passes it becomes more difficult to investigate events fully and fairly. Therefore the Council will normally only accept complaints made within twelve months of the incident or circumstances that led to the complaint being made.

If the complainant states there are exceptional reasons (illness, change in personal circumstances etc) for the delay in submitting the complaint, the Town Clerk may make a discretionary decision to consider a late complaint providing the circumstances are confirmed.

If the Council receives a complaint and decides not to accept it, the customer shall be told why.

When a complainant receives a response from the Council to a complaint and wishes to escalate that complaint to the next stage in the process, they should reply within twenty-eight days, outlining why they are not satisfied and what outcome they would like to see.

Response Timescale

We aim to give you a response to this escalation within fifteen working days. However potential complainants are asked to bear in mind that Portland Town Council has only a small number of staff and is only operative on a part-time basis. Therefore we are more vulnerable to sudden upturns in our workload than larger councils.

Further Options

We hope your complaint will have been resolved to everyone's satisfaction long before this stage. However if the Town Clerk's findings still leave you dissatisfied, there are further courses of action open to you:-

- Your local Councillor will be happy to help you at any stage - simply to give advice, provide additional information or to handle the complaint on your behalf.
- The Chairman of the Council is always willing to assist if you are unhappy with the way your complaint has been handled or its outcome.
- The Local Government Ombudsman acts as an independent "referee" in disputes between individuals and their local councils. The ombudsman is an independent national service that investigates complaints against councils. It can only deal with cases of possible misadministration and, in general, will only investigate a complaint after you have been through the Council's complaints procedure. For this reason it is helpful to keep copies of all correspondence regarding your complaint.

Maladministration means that the Council has:-

- done something the wrong way
- done something it should not
- failed to do something it should.

The Ombudsman does stress however that before making a complaint at this level, you should have given the Council a proper chance to deal with it. He will not investigate decisions that individuals simply do not like, but only the way they have been made.

The Local Government Ombudsman, The Oaks, 2 Westwood Way, Westwood Business Park, Coventry, CV4 8JB.

- < [Link to Councillors](#) >
- < [Link to Chairman](#) >
- < [Link to Local Government Ombudsman](#) >

Complaints about Policies

Some complaints are expressions of dissatisfaction with the Council or Government policy for a specific service as opposed to the Council's failure to live up to service standards. The Council will do its best to explain the policy and the reasons for it. However it may not be appropriate to escalate a complaint about policy where it involves matters beyond our control.

Customers wanting to appeal against classification of their complaint as a policy rather than performance issue should follow it up according to the hierarchy listed in the preceding section.

Complaints against Contractors etc

The Council recognises complaints regarding the Council's contractors and any organisation contracted to work for the Council. Complaints about the Council's contractors are handled under the Council's complaints procedure and can be made directly to the Council.

Complaints about funded voluntary and community organisations should be dealt with by the organisations unless the complaint concerns serious fraud, financial or governance malpractice.

Anonymous Complaints

We do not encourage customers to make anonymous complaints. However we accept that in some circumstances individuals may choose to make them. Whilst we cannot acknowledge or reply to an unnamed individual, we shall investigate each complaint and resolve any relevant service improvement issues identified as quickly as time and resources allow.

Complainant Rights

Our complainants have the right:-

- to be treated with courtesy and respect at all times
- to have a friend or other representative help them with their complaint (a letter of authority may be required)
- to confidentiality (if an investigation cannot proceed without the complainant being identified, the complainant will be given the option whether or not to continue)
- to be kept informed of the progress of their complaints
- to receive an apology if a complaint is upheld
- to be informed of any changes to Council policy or procedures arising from a complaint.

Behaviour of Complainants

Occasionally complainants may pursue their case in a way that can impede the investigation of their complaint or have significant resource issues for the Council. We do not expect Council staff to waste time on dealing with unreasonable complainants. Neither do we expect staff to tolerate threatening or abusive behaviour by complainants and we will take action to protect staff from such behaviour.

FREEDOM OF INFORMATION AND DATA PROTECTION

At its meeting on 20th January 2016 under an agenda item headed “Recording of Meetings” Council considered a scheme of charging for Freedom of Information requests. However the report was merely noted and Mr Matthews was asked to provide a further report. Nothing further has ensued on this.

Council considered a draft Data Protection Policy on 19th March 2014 and agreed to accept it with continuing draft status. It is brought to Council's attention again in the hope that it can now be fully endorsed.

PORTLAND TOWN COUNCIL

Draft Data Protection Policy

Introduction

The Town Council is fully committed to compliance with the requirements of the Data Protection Act 1998 (“the Act”), which came into force on the 1st March 2000.

The Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the Council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Act.

Statement of Policy

In order to operate efficiently the Town Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means there are safeguards within the Act to ensure this.

The Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly. To this end the Council fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.

The Principles of Data Protection

The Act stipulates that anyone processing personal data must comply with **Eight Principles** of good practice. These Principles are legally enforceable.

The Principles require that personal information:-

- 1) shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
- 2) shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- 3) shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;

- 4) shall be accurate and, where necessary, kept up to date;
- 5) shall not be kept for longer than is necessary for that purpose or those purposes;
- 6) shall be processed in accordance with the rights of data subjects under the Act;
- 7) shall be kept secure i.e. protected by an appropriate degree of security;
- 8) shall not be transferred to a country or territory outside the European Union, unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and “**sensitive**” **personal data**.

Personal data is defined as, data relating to a living individual who can be identified from:-

- That data;
- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:-

- racial or ethnic origin;
- political opinion;
- religious or other beliefs;
- trade union membership;
- physical or mental health or condition;
- sexual life;
- criminal proceedings or convictions.

Handling of Personal / Sensitive Information

The Town Council will, through appropriate management and the use of strict criteria and controls:-

- observe fully conditions regarding the fair collection and use of personal information;
- meet its legal obligations to specify the purpose for which information is used;
- collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used;
- apply strict checks to determine the length of time information is held;

- take appropriate technical and organisational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards;
- ensure that the rights of people about whom the information is held can be fully exercised under the Act.

These include:-

- the right to be informed that processing is being undertaken;
- the right of access to one's personal information within the statutory forty days;
- the right to prevent processing in certain circumstances;
- the right to correct, rectify, block or erase information regarded as wrong information.

In addition the Town Council will ensure that:-

- there is someone with specific responsibility for data protection in the organisation;
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is appropriately supervised;
- anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- methods of handling personal information are regularly assessed and evaluated;
- performance with handling personal information is regularly assessed and evaluated;
- data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.

All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All managers and staff within the Council's directorates will take steps to ensure that

personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:-

- paper files and other records or documents containing personal / sensitive data are kept in a secure environment;
- personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
- individual passwords should be such that they are not easily compromised.

All contractors, consultants, partners or other servants or agents of the Council must:-

- ensure that they and all of their staff who have access to personal data held or processed for or on behalf of the Council, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as being a breach of any contract between the Council and that individual, company, partner or firm;
- allow data protection audits by the Council of data held on its behalf (if requested);
- indemnify the Council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by the Council will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the Council.

Implementation

The Council has an appointed Information Officer who will be responsible for ensuring that the Policy is implemented. Implementation will be led and monitored by the Information Officer. The Information Officer will also have overall responsibility for:-

- the provision of cascade data protection training, for staff within the Council;
- the development of best practice guidelines;
- carrying out compliance checks to ensure adherence, throughout the Council, with the Data Protection Act.

Notification to the Information Commissioner

The Information Commissioner maintains a public register of data controllers. The Town Council is registered as such.

The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

The Information Officer will review the Data Protection Register annually, prior to notification to the Information Commissioner.

Any changes to the register must be notified to the Information Commissioner, within Twenty-eight days.

To this end any changes made between reviews will be brought to the attention of the Information Officer immediately.

IDL/March 2014

MEDIA

Council has no policy in place at present with regard to the press and media. In the past there have been differences of opinion on Council whether the Clerk should be responsible for dealing with enquiries from the media as its official spokesman or the role should be undertaken by a named Councillor. It is of course acknowledged that individual Councillors will be approached to give their personal opinions.

Council is asked to consider whether it should now proceed with drawing up a media policy and how that should be carried out.