

# Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 9 April 2018 at 6.18 pm

PRESENT: Councillor A Humphries (Vice Chairman)  
Councillor R G Beale  
Councillor G R Brookes  
Councillor G Duffy  
Councillor L Evans  
Councillor A H Laird  
Councillor T J Noyes

ALSO PRESENT: Councillors Ms J Bolton, Mrs C Bowden, W T Moy, R E Murphy, A Roberts and A M Sinton.

APOLOGIES FOR ABSENCE: Councillors Mrs K Tomalin & S Best, committee members and Councillors Mrs S Harris & R J Morris.

## 282. DECLARATIONS OF INTERESTS

There were none.

## 283. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 5 MARCH 2018

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 5 March 2018 be confirmed as a correct record and signed by the Chairman.

## 284. ADOPTION OF SOCIAL MEDIA POLICY FOR COUNCILLORS

The Committee reviewed Wychavon District Council (and Malvern Hills District Council) policy for Social Media, and considered the adoption of a similar policy. Councillors were reminded that the use of social media comes within the scope of the Member Code of Conduct regime.

RESOLVED That the Social Media Policy for Councillors, as appended at Appendix B, be adopted.

## 285. GENERAL DATA PROTECTION REGULATIONS

The new General Data Protection Regulation (GDPR) replaces the longstanding Data Protection Act in May 2018. It significantly tightens up the rules on privacy and consent.

RESOLVED That the Data Protection & Privacy Policy, as appended at Appendix C, be adopted.

## 286. STANDARDS REGIME – CONSULTATION

Information on the review being undertaken by the Committee on Standards in Public Life on local government ethical standards was noted. Submissions from members of the public.

The details were noted.

287. REGISTER OF INTERESTS FORM

Councillors were reminded that the onus is upon the individual Councillor to ensure that their Register of Interests form was kept up-to-date.

288. ASSISTANT TOWN CLERK – COMMUNITIES AND AMENITIES

The Committee was advised that the interviews had taken place on Friday 9 March 2018. The successful candidate was Sharon Abbott who was to commence her employment with the Council on Monday 16 April 2018.

289. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £29,010.38 were considered for payment, together with supplementary creditor accounts in the sum of £2,993.05.

RESOLVED                      That the statement of accounts appended at Appendix A be received and the expenditure totalling £32,003.43 (£29,010.38 + £2,993.05) be approved and duly passed for payment.

The meeting closed at 6.40pm.

Chairman of Committee .....  
4 June 2018

Chairman of Council .....  
23 April 2018

**RESOURCES COMMITTEE MEETING 9 APRIL 2018 – MINUTE NO 289 REFERS****Creditor Payments List**

11220	House of Marbles TIC Purchases	£51.66
11221	Area9security Locking & Unlocking of St Richard's House & Community Hall February 2018	£224.94
11222	Weekend365 Limited TIC Purchases	£468.66
11223	Paul Jones L.R.P.S. TIC Purchases	£78.50
11224	Zurich Management Services Limited LCAS Seminar attended by Mark Keld	£36.00
11225	ADT Fire and Security plc Maintenance of Access Control System - 29.03.18 to 28.06.18	£146.06
11226	British Gas Services (Commercial) Limited Boiler Care Plan for Community Hall - £423.81 Boiler Care Plan for St Richard's House - £395.04 Period 19.04.2018 to 19.04.2019	£818.85
11227	Wychavon District Council Road Closure - Victoria Square	£180.00
11228	Cheltenham Borough Council Grounds Maintenance October to December 2017	£7,671.02
11229	A J Manton, Hillhampton Honey TIC Purchases	£273.00
11230	Preservation Equipment Limited Equipment for Heritage Centre	£294.29
11231	Mint Electrical Services Emergency light testing January & February 2018 Electrical work carried out at Community Hall	£696.00
11232	Mrs J C Fish, Activ Web Design Worcester Additional web pages created for Neighbourhood Plan	£165.00
11233	Worcestershire County Council Bollards, Sockets, Benches & Electric Box - High Street	£17,666.40

11234	Herefordshire & Worcestershire Chamber of Commerce Visit Worcestershire Explore Guide 2018 advert - TIC	£240.00
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**SUB-TOTAL**    **£29,010.38**

**Supplementary Creditor Payments List**

# **Droitwich Spa Town Council**

## **SOCIAL MEDIA POLICY FOR COUNCILLORS**

### **WHAT IS SOCIAL MEDIA?**

Social media is regarded as platforms such as Facebook, Twitter, LinkedIn, Instagram, Youtube, blogs etc. There are lots of different types of social media and the landscape changes all the time, so this is not intended to be an exclusive list.

### **PURPOSE**

Social media can be an effective way for councillors to interact with residents and support local democracy. Used effectively, you can engage those who would not normally have access to local politics. However it is felt that some additional guidance is needed in support of the Member Code of Conduct to protect the Town Council and its councillors, particularly regarding standards, libel, copyright, data protection, bias and pre-determination; as well as encouraging good online etiquette.

### **USE OF SOCIAL MEDIA BY COUNCILLORS**

Councillors are required to act in accordance with the member code of conduct whilst conducting the business of the Council or acting, claiming to act or giving the impression you are acting as a representative of the Council. Councillors should be aware that anything published on a social media can be accessed by anybody with an internet connection and, once it has been posted, will be a permanent online record. A common sense approach should be adopted by all councillors. When using social media councillors should:

1. Have particular regard to the Member Code of Conduct and ensure that, when online, you treat others with respect and conduct yourself in a manner that will not bring your council into disrepute.
2. Think before you publish – even if a post is deleted hastily it could have been read several times and may have been indexed and duplicated online beyond reach. It could also potentially have already had a screenshot taken and saved as a permanent record.
3. Be aware of your blurred personality online. Even if posting online in a personal capacity it is likely that you will be seen as acting as a representative of the Town Council. Consider whether there are appropriate privacy settings in place for your social media accounts especially those that you use as personal accounts.
4. When setting up a social media account, it is suggested that you post a short statement disclosing your identity as a councillor and the political party you represent. You may wish to consider having separate accounts for your councillor posts to your personal ones.
5. Be aware that, by publishing information obtained through your position as councillor, you will be seen as acting as a representative of the Town Council. Councillors should never publish anything online taken from a private meeting or private e-mails unless first discussed and agreed with the Town Clerk.
6. Be aware of misinterpretation – few writers are able to communicate sarcasm or irony through short online messages. Even if the intention was clear, the message may be misinterpreted.

7. Do not be drawn into an online argument with someone clearly trying to provoke you or openly criticise your council, partners or residents. Simply do not respond. If the content may be considered defamatory, illegal or could damage reputation and relationships, you can seek advice from the Town Clerk.
8. Avoid publishing information regarding a forthcoming or ongoing matter yet to be determined. Any indication of bias or predetermination could result in the decision being challenged.
9. Be aware that sharing someone else's post, e.g. 're-tweeting' on twitter or sharing on Facebook, may be interpreted as the councillor agreeing, endorsing or supporting its content.
10. Be aware that stating that the views posted or shared on social media are not your own, will not exonerate you from potential sanctions under the Standards Regime. A lot of reporters take stories and comments directly from social media these days and they probably won't even tell you they're doing it.
11. Avoid anything which could be considered discriminatory against, or bullying or harassment of any individual(s); for example by:
  - a) Making offensive or derogatory comments related to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief, or age;
  - b) Using social media to bully or harass another individual;
  - c) Posting images that are discriminatory or offensive, or providing links to such content.
12. Be aware that anything you say online could appear in the papers and create media interest, and may cause reputational damage to the Town Council.
13. Be particularly aware of your online presence during election periods. Councillors should note that legislation relating to electoral periods (e.g. the Representation of the People Act 1983) will also apply to the online publication of electoral material/statements relating to the election.

#### COUNCILLORS' USE OF SOCIAL MEDIA

Councillors will be personally responsible for their social media presence. The Town Council does not take any responsibility for social media content or maintenance on behalf of individual councillors. Councillors need to be aware that if you engage with social media you may be held personally liable for copyright and trademark breaches, defamation, contempt of court and privacy infringements on their online presence. This may be the case even if a councillor does not produce the offending content.

#### WHERE TO GET ADVICE?

If you require further advice or support with social media please talk to the Town Clerk in the first instance. Matters may be referred to Group Leader(s) and/or the Monitoring Officer at Wychavon District Council, particularly if there are any breaches of this Policy.

# **Droitwich Spa Town Council**

## **DATA PROTECTION & PRIVACY POLICY**

### **INTRODUCTION**

Droitwich Spa Town Council is fully committed to compliance with the requirements of the Data Protection Act 1998, which came into force on the 1st March 2000. The Council is also committed to working towards compliance with the General Data Protection Regulations which will become enforceable on 25th May 2018 and which supersedes the Data Protection Act. The Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, consultants, partners or other servants or agents 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 and Regulations and that the Council remains committed to protecting and respecting the privacy of all who provide their data.

For the purpose of the Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR), the data controller is Droitwich Spa Town Council, St Richard's House, Victoria Square, Droitwich Spa, Worcestershire WR9 8DS

### **STATEMENT OF POLICY**

In order to operate efficiently, the Town Council has to collect and use information about people with whom it works. This 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 and the Regulations 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.

Personal data may be processed on the basis that such processing is necessary for the performance of tasks carried out by public authority acting in the public interest, out of contractual necessity or on a lawful basis.

Article 5 of the General Data Protection Regulations requires that personal data shall be

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial 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; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- 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.

The Town Council uses the information given to it only for the specific purposes for which it has been provided. Any personal information provided will only be used by the Council, its agents and service providers and will not be disclosed unless permitted or obligated to do so by law. Where information is provided to the Town Council either by website [www.droitwichspa.gov.uk](http://www.droitwichspa.gov.uk) or through correspondence by phone, e-mail or otherwise, the information given may include name, address, e-mail address and phone number etc. With regard to visits made to the website, the Town Council would like to advise that Internet protocol (IP) addresses used to connect computers to the Internet may automatically be recorded.

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

#### HANDLING OF PERSONAL/SENSITIVE INFORMATION

The Town Council will, through appropriate management and the use of 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 checks to determine the length of time information is held;
- Take appropriate measures to safeguard personal information;
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act and/or Regulations. These include
  - The right to be informed that processing is being undertaken.
  - The right of access to one’s personal information within one month. No fee will be charged, although a ‘reasonable’ fee may be charged for repetitive, manifestly unfounded or excessive requests or further copies.
  - The right to correct, rectify, block or erase information regarded as wrong information.

As stated above the Act provides conditions for the processing of any personal data. It also makes a distinction between personal data and 'special category' data. Personal data is defined as any information relating to an identified or identifiable natural person. Special category data is defined as personal data consisting of information as to:

- Racial or ethnic origin
- Political opinion
- Religious/philosophical beliefs
- Trade union membership
- Physical or mental health or condition
- Sexual life or sexual orientation
- Biometric data (*a general term used to refer to any computer data that is created during a biometric process. This includes samples, models, fingerprints, similarity scores and all verification or identification data excluding the individual's name and demographics*).

#### IMPLEMENTATION

The Town Clerk is responsible for ensuring adherence with the Act and Regulations.

#### NOTIFICATION TO THE INFORMATION COMMISSIONER/DATA PROTECTION OFFICER

Currently 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.

As a Public Authority, Droitwich Spa Town Council is required under the General Data Protection Regulations to appoint a Data Protection Officer, which will be the Town Clerk unless otherwise appointed and published.

Further information about the General Data Protection Regulations, your rights and the Council's obligations can be found on the ICO website <https://ico.org.uk>