

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **POLICY and RESOURCES COMMITTEE** held on Wednesday 17th June 2015 at 6.30pm in Office 1, Beethoven Centre, Third Avenue, Queen's Park, London W10 4JL

PRESENT: Philip Andokou, Katie Cowan, Gill Fitzhugh, Julius Hogben, Susanna Rustin, Angela Singhate, Emma Sweeney (7.30pm)

Also in attendance: Mike Simpson – Director

APOLOGIES FOR ABSENCE

Cllr Emma Morgan
Cllr Musa Ahmed
Cllr Joe Fernandes

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda. None

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

ELECTION OF CHAIRS

Election of Chairman for 2015-2016

P&R.243 **RESOLVED** that Cllr Angela Singhate will be Chairman for 2015-2016

Election of Vice Chairman for 2015-2016

P&R.244 **RESOLVED** that Cllr Philip Andokou is Vice Chairman for 2015-2016

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

There were none

MINUTES

Minutes of the Policy and Resources Committee meeting held on 29th April 2015

P&R.245 **RESOLVED** that the minutes of the Policy and Resources Committee meeting held on 29th April 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

TERMS OF REFERENCE

To review the Committee's Terms of Reference

- P&R.246 RESOLVED** That the current terms of reference for the Committee continue with the additional clause:

'That Councillors undertake relevant training to support them fulfilling their roles required by the Committee'

COMMITTEE MEMBERSHIP

To discuss membership size of the Committee

Concerns were raised that the sizes of the new committees were too large. It was agreed that committees should meet more times before making any decision to reduce membership size.

- P&R.247 RESOLVED** that the sizes of Committees should be reviewed in six months time

BUSINESS PLAN

Update on the Council's business plan and discussion on how it will align with the neighbourhood plan

The Director advised that the Council's Business Plan was nearly finished.

- P&R.248 RESOLVED** that Cllrs Singhate, Cowan and Andokou should work with the Director on producing a first edition for Council to consider on 8th July.

SOCIAL MEDIA POLICY

To discuss the adoption of a social media policy

- P&R.249 RESOLVED** that the following communications policy be adopted

The use of digital and social media will form an integral part of how Queen's Park Community Council delivers its services in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves. The Council has a corporate presence on the web and an email channel which it uses to communicate with people who live in, work in and visit Queen's Park ward. The Council will always try to use the most effective channel for its communications. We may ask those who contact us for their preferred channel of communication when we deal with them. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Social Media Policy will be updated to reflect the new arrangements.

Our rules and expectation

We promise that any communications (this includes all content on the Council's website and social media) from the Council will meet the following criteria:

be civil, tasteful and relevant; not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive; not contain content copied from elsewhere, for which we do not own the copyright; not contain any personal information, other than necessary basic contact details; will be moderated by Director to the Council.

Channels and responsibilities

Community Council website

The Community Council will maintain one web site_ www.queensparkcommunitycouncil.gov.uk

The Director to the Council is responsible for publishing content on the website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload. The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's "rules and expectation" for the website.

The Council reserves the right to remove any or all of a local group's information from the website if it feels that content does not meet the Council's "rules and expectation" for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Community Council email channel

Our e-mail account (info@queensparkcommunitycouncil.gov.uk) is monitored mainly during office hours, Monday to Thursday, and we aim to reply to all questions sent as soon as we can and within 5 working days. The Director to the Council is responsible for dealing with e-mail received and passing it on to the relevant Councillor or external agency to deal with.

The recognised procedure for the sending of e-mails from the Council to local residents, businesses and organisations is that they will be sent by the Director to Council.

Staff and individual councillors are responsible for what they post. They are personally responsible for any online activity conducted via their published e-mail address which is used for Council business. Both staff and councillors are strongly advised to have separate council and personal email addresses.

Social Media

All social media sites in use should be checked on a regular basis to ensure that the security settings are in place

Posts on social media or blogs must not contain anyone's personal information other than necessary basic contact details.

If staff or councillors blog or tweet personally and not in their role as a councillor, they must not act, claim to act or give the impression that they are acting as a representative of the Council.

All staff and councillors must ensure that they use Council facilities appropriately. If using a Council-provided website, blog site or social networking area, any posts made will be viewed as made in an official capacity. Do not use Council facilities for personal or political blogs.

Residents and councillors should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

If a matter that is raised in any form of social media needs further consideration by the Council it may be raised at either the open forum or as full agenda item for consideration by a quorum of councillors. Again the 'poster' shall be informed via the page or direct message that this is the case and invited to contact the Clerk direct. Any response agreed by the Council will be recorded in the minutes of the meeting.

Reports of any concerns regarding content placed on social media sites should be reported to the Director.

COUNCIL PAYMENTS

To review the payments made by the Council since the last meeting (29th April 2015)

RESOLVED that the payments made by the Council since 29th April 2015 are correct

STAFF POLICY

To review the Council's staff policy regarding the recruitment of staff

The committee discussed its staffing requirements and that these will be dictated by the business plan and what the Council's priorities are. Any additional member of staff would be overseen by the Director in the context of the business plan. Councillors agreed that there needs to be a clear policy on recruiting individuals/organisations to help with services under the tender limit.

P&R.250 RESOLVED that at the next meeting the Committee decides on a policy for recruiting casual staff.

COMMUNITY GRANT FUND

Update on the Council's 'Community Grant' fund

The Committee was informed that that the Council's Community Grant fund is ready and the first applications will be decided at the next committee meeting on 22nd July.

UPDATE FROM STAFFING SUB COMMITTEE FOLLOWING THEIR MEETING ON 7TH MAY

Cllr Sweeney (Chair of the Staffing Sub Committee) informed the Committee that the Director's pay and salary was discussed, and that no change has been made. However, his hours have been increased to 30 hours per week. The Director has a pay review after the six month probationary period. The Director is entitled to a pension after the probationary period and is looking into the various options. The Director also has to take the CILCA qualification within a certain time for the Council to maintain its Power of Competence. The Director will look into taking the CILCA after the probationary period.

Meeting ended at 8pm