

HASSOCKS PARISH COUNCIL

To: **All Members of the Policy, Resources and Communications Committee (Kate Bailey, Ian Credland, Justine Fisher, Judith Foot, Frances Gaudencio, Peter Gibbons, Sue Hatton, Ian Weir)** with copies to all other Councillors for information

A meeting of the **POLICY, RESOURCES and COMMUNICATIONS COMMITTEE** will be held on **Tuesday 18 October 2016 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

AGENDA

1. APOLOGIES

2. DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under Hassocks Parish Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. MINUTES

- 3.1 To accept Minutes of the Meeting held on 20 September 2016 (previously circulated).

4. PUBLIC PARTICIPATION

5. FINANCE

- 5.1 The first draft of the 2017/18 budget and precept is currently being worked on by the Locum Clerk. He will presenting to Members at the meeting.

6. DRAFT COMMUNICATION'S PAPER

- 6.1 To consider a Draft Communications Strategy Paper written by Cllr Frances Gaudencio – report attached.

7. ECONOMIC DEVELOPMENT AND TOURISM UPDATE

- 7.1 An oral update will be given by Cllr Frances Gaudencio

8. STAFFING GROUP

- 8.1 The purpose of this report is to consider the proposed draft Terms of Reference (TOR), drawn up by Cllr Judith Foot, for the work of the Staffing Group to clarify the remit. It is proposed to revisit the TOR in May 2017 where the working experience gathered over the next few months will facilitate an informed review.

8.2 Proposed draft TOR for the Staffing Group.

To undertake and be involved in tasks relating to Staffing Matters. To liaise with the Parish Clerk and Responsible Finance Officer (RFO) where appropriate and to carry out the main tasks which are:

- Recruitment process.
- Annual Appraisal of Clerk/RFO.
- Offer appropriate support/guidance to Clerk/RFO.
- To receive recommendations from the Clerk/RFO with regard to staff Job Descriptions and pay scales.
- To receive recommendations from the Clerk/RFO with regard to level of staff resources required.
- Carry out disciplinary action as required.
- To receive recommendations from the Clerk/RFO with regard to staff training.
- To ensure equal opportunity/diversity policies are followed.
- Development of policies to enhance procedures and guidelines with regard to the above tasks.

8.3 The proposed membership of the Staffing Group is:

- Chairperson of the Council
- Vice Chairperson of the Council
- Chairperson of the Policy, Resource and Communications (PR&C) Committee. If the Chairperson of the PR&C is not available to attend a meeting then the Vice Chairperson of the PR&C will substitute at the meeting.
- Plus two Members of Council elected on to the Staffing Group by Hassocks Parish Council.

8.4 **RECOMMENDATION** – Members are recommended to approve the proposed TOR and membership for the Staffing Group as outlined in the report.

9. Urgent Matters at the discretion of the Chairperson for noting and/or inclusion on a future agenda.

10. **DATE OF NEXT MEETING**

Tuesday 15 November 2016.

EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

11. **MINUTES**

- 11.1 To accept the Confidential Minutes of the Meeting held on 20 September 2016 (previously circulated).

12. TO CONSIDER AN ORAL REPORT FROM THE STAFFING GROUP MEETING HELD ON 17 OCTOBER 2016 BY THE CHAIRPERSON OF THE STAFFING GROUP.

Clerk

Please Note

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda.

HASSOCKS PARISH COUNCIL

To Policy, Resources and Communications Committee Agenda item 6
Date 18 October 2016
Contact for this report Cllrs Frances Gaudencio
Subject Draft Communications Strategy (27 September 2016)

1. The purpose of this report is to consider the Draft Communications Strategy compiled by Cllr Frances Gaudencio which was revised in September 2016.

PRC Communications / PR Policy and Procedure re worded draft 27th Sept 2016 Policy

To be reviewed 6 months from date of implementation

The aims of the Communications policy are to engage with the community, through publicising information about the work of the Parish Council (PC), by consulting with the community on appropriate issues, to encourage the public to be involved in supporting the greater good of the community and to raise the profile of the role of the PC. This policy will be implemented in consultation and collaboration with the Clerk or Deputy Clerk.

ALL COMMUNICATIONS, WRITTEN OR OTHERWISE, WILL HAVE A DIRECT LINK TO THE WORK OF THE COMMITTEES, WORKING GROUPS OR EVENTS AT WHICH THE PC HAS A REPRESENTATIVE. THERE MAY ALSO BE LINKS TO INFORMATION AND ACTIVITIES OF THE DISTRICT AND COUNTY COUNCILS. ALL OF THIS WILL GIVE CLARITY AS TO WHAT SHOULD BE EXCLUDED.

WE NEED TO CLEARLY DEFINE THE PURPOSE OF EACH COMMUNICATION BECAUSE THAT WILL DETERMINE THE MEANS WE USE TO COMMUNICATE IT.

FOR EXAMPLE, THE PURPOSE OF A COMMUNICATION MAY BE TO:

- **INFORM EG. HPC ACTIVITIES**
- **CONSULT EG. PARKING STRATEGY**
- **ENCOURAGE PARTICIPATION EG. ECONOMIC GROUP, YOUTH GROUP**

INCLUSIVITY

Although official minutes of all meetings are in the public domain and will be on the website, content and news items using other media will be in plain language and in accordance with good practice within the Equalities Act 2010.

For example written communication, including posters and flyers must be accessible to those who are sight impaired. All presentations and public consultations must be accessible.

RESPONSIBILITIES

The Clerk or Deputy Clerk will be responsible for communications and PR in collaboration with various Councillors as below. S/he will be the office contact for implementation.

Final editing of the communication will be the overall responsibility of the Clerk / Deputy Clerk.

Any requests for a radio, TV interview or press release should be referred immediately to the Chairperson of the PC and the Clerk. Advice on how to respond should be sought from the Clerk / Deputy Clerk. The Chair and Clerk will decide which Councillor should give an interview if it is to be neither of them.

Procedure with various types of communication

A) Regular news or information updates

All committees Chairs who are meeting as a Chairs group will provide regular items of their work to the Clerk/Deputy Clerk on a quarterly basis for news items.

Examples:

Quarterly Newsletter based on a summary of work reported in the Minutes and that could be of community interest.

Any news to be published on the relevant pages of the website

Articles written for community magazine Talk About

B) News and information relating to projects and specific target groups

Lead Councillors for working groups, or projects focused on various sections of the community, will provide copy for the Clerk/Deputy Clerk who will agree appropriate means of communication. Responsibility for editing and oversight will be the Clerk's/Deputy Clerk. The Chair of the relevant committee should be copied in at the outset.

C) Consultation events

Public consultation with the community will require criteria to be decided by appropriate committee with the advice of the Clerk. These will include presentations, events and exhibitions.

D) Partner Organisations

Links to or information from Mid Sussex District Council or West Sussex County Council that we have been asked to publicise.

How

Information giving to the public will be through the following means:

The Council's website and Facebook. Facebook will be used as a notice board and link to the website articles and news only and will have no capacity for responses from the PC. Minutes and agendas are all parts of news updates.

(Twitter to be used as a link only to direct users to the Council's website articles or news. There will be no capacity for responses from the PC and the facility can be disabled and enabled as appropriate. Minutes and agendas are all part of news updates)

Electronic newsletters to Subscribers signed up to receive Information from the PC. For example 'Mailchimp'

Hard copy print in local magazines and / or other literature.

All the above will be subject to the workload of the Clerk and office staff and so will be kept under review and also the capabilities of the website to be kept under review