


HASSOCKS PARISH COUNCIL

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

A meeting of the POLICY, RESOURCES and COMMUNICATIONS COMMITTEE will be held on Tuesday 19 September 2017 at 7.30pm in the Parish Centre, Adastra Park, Hassocks. 

 Ian Cumberworth
Parish Clerk
12 September 17

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 25th July 2017 (previously Circulated).

4. PUBLIC PARTICIPATION

5. BUSINESS PLAN

This report updates members on the progress of the draft Policy Resources & Communications Committees Business Plan previously circulated. This document continues to be a 'working document' therefore members are invited to review the content and propose any additional amendments/ additions. Once all of these have been received modifications will be made in consultation with the group to enable the paper to be further developed. A verbal update will be provided by Cllr Gaudencio.

7. CLERK'S REPORTS

7.1 Review of the Communications Policy.

The Council adopted the current Communications policy earlier this year. (**Appendix 1**) At the time of adoption members agreed to review the document after six months. The six month period has now lapsed therefore members have the opportunity to reconsider the policy and determine whether any amendments are required.

7.2 Policy Reviews (verbal update)

7.3 **Training** (verbal update) on initiatives for members and officers.

7.4 **Staffing matters** (verbal update)

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

9. **DATE OF NEXT MEETING**

17th October 2017

EXCLUSION OF PUBLIC AND PRESS

In the event that any confidential business may be transacted, members of the public or press will be requested to withdraw from the meeting.

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

Please Note

All members of the public are welcome to attend 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.

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 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.

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 assistant 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 a collaboration between the Clerk and the Chairperson. Any requests for a radio, TV interview or press release should be referred immediately to the Chair of the PC and the Clerk. Advice on how to respond should be sought from the 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 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 who will agree appropriate means of communication. Responsibility for editing and oversight will be the Clerk's. 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