



NEIL HITCH
Town Clerk

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*The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA*

4th December 2020

Dear Councillor,

I hereby summon you to attend a meeting of the Finance and General Purposes Committee to be held on **Monday 14th December 2020 at 6.30 p.m.** via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us> with meeting ID: 841 4704 9754 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance for the password).

Yours sincerely,

Neil Hitch
Town Clerk

A G E N D A

1. Chairman's Comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.



5. Public Representation - Councillors to receive representation (including items that appear on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes, although this may be reduced if a large number of people express their wish to address councillors.
6. To approve the minutes of meeting held on 16th November 2020 (*previously circulated*).
7. To receive and note the Finance Report from the Town Clerk (*attached*).
8. To ratify a decision to contribute towards the cost of the free parking scheme being run by East Hampshire District Council for users after 3pm in December in the Swan Street car park.
9. To receive and consider the future use of the Town Hall office space following the departure of the Petersfield Museum (*to follow*).
10. To receive and consider quotations for Speed Limit Reminder Signs (*to follow*).
11. To receive and consider a report on Car Parking Management (*to follow*).
12. To receive and note the statement of account from the Local Authorities Property Fund dated 30th September 2020 (*attached*).
13. To review the Community Engagement Strategy (*attached*).
14. To review the Information and Data Protection Policy (*attached*).
15. To review the Management of Transferable Digital Data Policy (*attached*).
16. To receive and approve bank reconciliations for November 2020 (*to follow*).

CONFIDENTIAL

17. To consider any confidential staff, financial or other recommendations from committees.

~ End ~





FINANCE REPORT

As with the Clerk's Report to Council, this report is not an item of debate, but seeks to inform councillors of all matters financial, including income and expenditure against budget, the level of balances held, proposed movements of deposits, future plans as well as seasonal issues, such as the Audit and Budget setting processes. If councillors consider a matter included in the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose. I will always endeavour to answer any questions raised from the content of the report, but please bear in mind that if further investigation is necessary, answers will need to be given outside the meeting.

Bank Accounts

	<u>£</u>	<u>Rate</u>
Lloyds Current Account	18,629.03	
Lloyds 30 Day Account	149,148.02	0.01%
Lloyds Ticketsource	34.00	
Cambridge & Counties 31 Day Account	1,744,040.74	0.9%
Public Sector Deposit Fund	64,467.67	varies

Total **1,976 319.46**

Business Credit Card 397.89

Investments

Local Authorities Property Fund	2,077,819.13	varies 720,689 units approx. 4.5%
Rathbones Investment Management Ltd	3,000,000.00	varies but approx. 3.5%

Total **5,077,819.13**

Town Mayor's Charity Account 1,235.09

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	137,925	194,000	71.10
Expenditure	332,428	555,448	59.85

Income reflects the interest received from the bank deposits and investments plus solar panel receipts. It has held up better than expected as the Local Authorities Property Fund

quarterly income was not as badly affected by Covid-19 issues as expected. Expenditure is roughly where it is expected to be for the time of year.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	57,542	208,965	27.54
Expenditure	137,795	330,964	41.63

The Festival Hall complex year to date income is 8.4% (2019: 68.7%) and Avenue Pavilion income is at 24.2% (2019: 66.4%) reflecting the decimation wrought by the effects of Covid-19 on the hire of both these halls. Income received is from the Nursery and Petersfield Town Juniors for the rental of the pavilion at Love Lane plus commercial lease income at the Town & Festival Hall. Some of the Avenue Pavilion hirers had started to return until the second wave of lockdown was announced. There is some positive news in that finally SSE have accepted our claim for FIT payments in respect of the solar panels installed at the Avenue in December 2015 and these have now been received. Expenditure has been lower than usual due to the lack of booking activity with a significant drop in utility costs. Cleaning equipment costs are also low as a result of some bulk purchases being made at the end of the last financial year. Now that the Structural Survey has been completed on the Town & Festival Hall and the outcomes are being assessed there will be some increase in expenditure on our halls generally.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	71,845	97,200	73.91
Expenditure	256,382	362,123	70.80

Income is mainly from the lease of property and concessions on The Heath, some of which is received quarterly in advance plus the work that the grounds team undertake. Both of these are where they would be expected to be at this time of the year. Expenditure is at expected levels without any major concerns on the revenue budget and much of the capital budget on new grounds equipment, Pond Bank Stabilisation, play equipment and the depot containers having been completed. With all these capital costs having to be processed through revenue codes for audit purposes it makes it complicated calculating the precise revenue spend because I believe there are more journal transfers still to be made from capital funds to reflect these spends which may affect the revenue expenditure quoted above. The revenue budgets that are slightly overspent on year to date basis are vehicle maintenance, equipment hire, materials purchases and litter collection which reflects where the pressure has been on the grounds team during the Covid-19 pandemic. These overspends are not of current concern and can be compensated for by significant underspends elsewhere in the budget.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	267,312	500,164	53.44
Expenditure	726,605	1,248,535	58.20

If everything was on track the year to date figures would show an 66.67% spend. The figures within this report are bound to be in need of an update once all the bank reconciliation work has been completed for October.

Income will fall well short of budget this year as a result of the Covid-19 pandemic. (2019: 64.60%) Expenditure is generally a little lower than expected for time of year which reflects the lower than usual demand on many of our routine cost headings as well as lower building use and energy demands as a result. (2019: 64.53%).

This report aims to provide an overall summary of the position of the Council financially with any significant anomalies or variances being reported for your attention and potentially, action. It also demonstrates that councillors are fulfilling their role in monitoring the Council's finances and ensuring that good governance is being followed.

Neil Hitch,
Town Clerk & Responsible Finance Officer
4th December 2020

The Local Authorities' Property Fund
Statement of Account

Mr N R Hitch
Petersfield Town Council
Town Hall
24 Heath Road
PETERSFIELD
Hampshire
GU31 4EA
UK

30 September 2020

In order that the Fund can continue to pay distributions gross of tax, unit holders are required to inform the Manager promptly if their tax status changes.

Client Name: PETERSFIELD TOWN COUNCIL
Account Number: 626631901 - PETERSFIELD TOWN COUNCIL

Statement of unitholding held on 30 September 2020

Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/07/20	Brought Forward				678,406.00
30/09/20	Bought	127,931.00	302.56	42,283.00	720,689.00
30/09/20	Carried Forward				720,689.00

On 30 September 2020 the mid market value (net asset value) of one unit in the Fund was 283.43 pence and the bid market value of one unit was 279.04 pence giving your investment at that date a mid market value of £ 2,042,648.83 and bid market value of £ 2,011,010.59.

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

Continued Overleaf

Senator House, 85 Queen Victoria Street, London EC4V 4ET
Freephone: 0800 022 3505

Client Name: PETERSFIELD TOWN COUNCIL
Account Number: 626631901 - PETERSFIELD TOWN COUNCIL

Advice of management expenses for the period to 30 September 2020

For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/07/20	678,406.00	0.146400	993.19
31/08/20	678,406.00	0.145800	989.12
30/09/20	678,406.00	0.140600	953.84
			2,936.15

Statement of dividends for the period to 30 September 2020

For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/07/20	678,406.00	1.317900	8,940.71	993.19	7,947.52
31/08/20	678,406.00	1.320800	8,960.39	989.12	7,971.27
30/09/20	678,406.00	0.898200	6,093.44	953.84	5,139.60
			23,994.54	2,936.15	21,058.39

The dividend payment of £21,058.39 for the period will be paid to the nominated bank account, reference Petersfield Town C on 30/10/2020

Senator House, 85 Queen Victoria Street, London EC4V 4ET
 Freephone: 0800 022 3505



COMMUNITY ENGAGEMENT STRATEGY

Review date: December 2019
Minute number: F0614
Date for review: December 2020

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1. Introduction

Petersfield Town Council has developed a community engagement strategy with the aim of producing a standard for engagement with the residents of Petersfield and other partners.

Petersfield Town Council recognises that the services it provides must reflect the needs of its parishioners and the locality and believes that its residents should be involved in decisions affecting them and their neighbourhood.

2. Aims

The aim of the strategy is to improve the way in which the Council engages and consults its residents and partners on important issues by:

- informing, consulting and involving
- being inclusive and engaging with its residents and partners
- ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life for residents.

3. Objectives

- To improve, plan and shape the future of the town according to local needs and priorities
- To improve the quality and delivery of services
- To use engagement to inform decision making, ensuring decisions are fit for purpose and meet the needs of the town
- To maintain and enhance the well being of the town
- To be a strong, active and cohesive town

4. How This Will Be Achieved

Petersfield Town Council will achieve community engagement by communicating, consulting, supporting and working together with residents and other partners.

- **Communication**

Social Media, particularly the Town Council's **Facebook** and **Twitter** feeds, open up communication channels dedicated to community-based input, interaction, content-sharing and collaboration.

The aim of Social Media as a method of communication is to interact more immediately with residents, for advertisement of events, communication of projects and notable developments. It is also used as a means of obtaining and responding to feedback from residents on local issues of importance and the quality of services being provided.

PTC News, the Town Council's quarterly newsletter is delivered to households in Petersfield. It is also available at the Town Council office and the Library. It is published on the Town Council website. Articles from other tiers of local government are included together with articles from voluntary sector organisations and local groups. Local information and event leaflets are available in the Town Council reception area.

The Council's Website, www.petersfield-tc.gov.uk, has a wealth of local information. It also includes agendas, minutes, a calendar of meetings, the annual report and information on Councillors and Officers of the Council. Questionnaires will also be published together with other forms of consultation. Members of the public are able to comment on specific posts or report on anything else via the website.

Meetings of the Town Council and all committees are open to the public and include an opportunity for members of the public to engage with councillors in the form of public participation at the beginning of each meeting. The Town Council will hold meetings for users of its Public Halls, Allotments and Grounds. The Community Partnership Meeting, administered by East Hampshire District Council, includes

representatives from the Town Council, the Police, East Hampshire District Council and the Hampshire Youth Service.

The Annual Town Meeting is an opportunity for all of the Town's inhabitants to attend and hear about the events in the Council's year as well as to ask questions or raise issues of concern.

Community Events Town Council members attend events such as the Secrets of the Heath or the May and August festivals in the Town Square, with the Town Council's gazebo so that they are clearly visible to the public.

Members of the Council are liaison members with a wide range of outside organisations in the Town, such as the Open Air Swimming Pool, Friends of Petersfield Heath, Agencies Working Together, the Community Centre and Petersfield Town Football Club.

The Local Press is encouraged to attend Council meetings and the Town Council values their contribution. Press releases are produced regularly.

▪ Consultation

Consulting parishioners on important issues will be key to the strategy. This ensures that those most affected are able to put forward an opinion and are given an opportunity to make a difference.

Questionnaires on important issues will be produced, distributed and analysed.

Public Meetings on specific issues may also be held on major issues affecting the community.

The Neighbourhood Plan was put together with the involvement of members of the community, was the subject of public consultation and was approved by the inhabitants of the Town in a referendum.

The Town Development Committee has several members of the community, with various backgrounds and areas of expertise, who have been co-opted onto it (both with and without voting rights).

The Council will endeavour to communicate with Hard to Reach Groups such as the elderly, young people, the housebound, the disabled etc. which will be identified and, if necessary different channels of engagement will be established for them, in partnership, if necessary, with other Local Authorities and the Voluntary Sector.

▪ Support

The Council will support local organisations and engage with them in meeting their own aims and objectives.

The Council will support local projects and participate in local events to raise the awareness of the Council and its aims and objectives.

The Council will support local organisations through grant aid.

5. Management

No religious or political views should be expressed.

Privacy of posts on social media should be set to public so that they can be viewed and shared freely.

Whilst public engagement is encouraged, any inappropriate comments and/or language will be removed from conversational threads. This may include abusive language, comments which may cause offence or anything which may contain potentially libellous comment.

6. Measuring Success

Success will be measured periodically by obtaining feedback and gauging participation through public consultation. De-brief and wrap up meetings will be held following events and local projects.

7. Strategy Reviews

This strategy document will be reviewed annually.



Information & Data Protection Policy

Date of review: December 2019

Minute number: F0615

Next review: December 2020

Introduction

In order to conduct its business, services and duties, Petersfield Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Petersfield Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Petersfield Town Council recognises it must at times, keep and process sensitive and

personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which become law on 25th May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those 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.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- 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.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it

- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Petersfield Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: clerk@petersfield-tc.gov.uk
- Phone: 01730 264182
- Correspondence: The Town Clerk, Petersfield Town Council, The Town Hall, Heath Road, Petersfield, GU31 4EA

Diversity Awareness

Petersfield Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with (Your Council Name), individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making	Information	Available
The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.		

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and

administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Petersfield Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.



Management of Transferable Digital Data Policy

Date of review: December 2019
 Minute number: F0616
 Next review date: December 2020

Council Address: The Town Hall, Heath Road, Petersfield, GU31 4EA
 Email Address: clerk@petersfield-tc.gov.uk
 Telephone numbers: 01730 264182

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1. Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants

and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Petersfield Town Council

- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements

2 Principles

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The clerk will ensure that everyone that is authorised to access the Council's information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sought from a competent person.

4 Responsibilities

- 4.1 Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the clerk.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate

way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

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- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.4 All transfer arrangements carry a risk to the data.
- 12.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.6 Only use approved products for Council data.
- 12.7 Activate encryption on removable media wherever it is available and password protection if not available
- 12.8 Data should be available for automatic back up and not solely saved to removable media.
- 12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.