



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

DATE: 6 July 2020

You are summoned to attend a video conference meeting of

PENRITH TOWN COUNCIL

to be held virtually via video conference on

Monday 13 July 2020, at 6.00 p.m.

FULL COUNCIL MEMBERSHIP

Cllr. Bowen	Pategill Ward	Cllr. Jackson	North Ward
Cllr. Burgin	South Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Knaggs	West Ward
Cllr. S. Clarke	Carleton Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. M. Shepherd	North Ward
Cllr. Donald	North Ward	Cllr. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. Snell	West Ward
Cllr. Hawkins	East Ward		

A handwritten signature in black ink that reads "V. Tunnadine".

Mrs V. Tunnadine, Town Clerk

The Town Council resolved from 20 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

AGENDA

VIRTUAL FULL COUNCIL MEETING

MONDAY 13 JULY 2020

Due to the current restrictions in place this meeting will be a virtual meeting and therefore will not take place in a physical location. The meeting be held virtually via video conferencing using Microsoft Teams. Therefore, this is a meeting in public, not a public meeting.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (**"the 2020 Regulations"**) **come in to force on 4 April 2020.**

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

WELCOME

The Chair will welcome everyone to this Extra Ordinary Full Council meeting being held on Monday 18 May before introducing himself and then taking a roll call of attendees. Each person in turn will be invited by name to confirm they are in attendance and if they have to leave the meeting early:

Cllr. Bowen
Cllr. Burgin
Cllr. Clark
Cllr. S. Clarke
Cllr. Davies

Cllr. Donald
Cllr. Fallows
Cllr. Hawkins
Cllr. Jackson
Cllr. Kenyon

Cllr. Knaggs
Cllr. Shepherd
Cllr. M. Shepherd
Cllr. Snell

The Chair will advise which officers are in attendance.

Officers of the Council will provide procedural advice and manage the virtual meeting process. We are unable to guarantee that each participant will remain connected to the meeting.

The Chair will ask attendees to:

- To have their microphones on mute.
- To adhere to the Councils Code of Conduct, General Standing Orders and the Teams Meeting Etiquette Guidance to support the chair as he or she manages the meeting.
- Only unmute when you have been invited in to speak.
- Speak clearly and look into the camera.
- Turn phones to silent.
- Be aware of time lags and allow time for participants to respond.
- Introduce themselves when raising a point.
- Respond to the Chair when their name is called.
- Be aware that some attendees may join by telephone.

1. Apologies For Absence

Receive apologies from members

2. Confirmation of the Minutes of Previous Meetings

Receive and approve minutes of meetings

The Chair will read out and propose that Members approve the following minutes as a true and accurate record and agree they be signed as such, when permissible:

- a) Virtual Full Council held on 18 May 2020
- b) Virtual Extra Ordinary Meeting 8 June 2020
- a) Virtual Extra Ordinary Meeting 22 June 2020

3. Public Participation and Representations

Receive public representations

The Chair will read out any questions, petitions or statements received in advance of the meeting.

4. Declaration of Interests and Requests for Dispensations

Receive any declarations of interest of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting

The Chair will read out any declarations of interests received from Members in respect of items on this agenda and apply for a dispensation to remain, speak, and/or vote during consideration of that item. Members are asked to declare any interests by midday on the day of the meeting to office@penrithtowncouncil.co.uk . If a Member remembers an interest during the meeting they should declare it when asked if they have a question on the agenda item in question.

5. Dispensation for virtual meetings

Consider providing a dispensation for individual Members who are unable to join virtual meetings. (Dispensation form appended)

6. Excluded: Public Bodies (Admission to Meetings) Act 1960

Consider whether any agenda items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2 as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

NOTE 7-11 Routine Business Matters Deferred From 23 March

7. **Chair's Report**

Receive and note a report by the Chair

8. Reports from Members

Receive and note oral reports from Councillors regarding meetings they have attended as representatives of the Town Council

The Chair will invite oral reports from meetings and briefings attended by Councillors.

The Chair will ask Members to note that if there is agreement, that if there are matters arising from the information shared during this matter, that these items will be scheduled on to the agenda of the next most appropriate Council agenda.

9. Resolutions Report

Receive and note the written report

10. Parking and Movement Study Report

Receive and note the oral report from the Lead Member

The Chair will provide an oral report to Members.

11. Neighbourhood Plan

Receive and note the oral report from the Lead Member

12. Devolution

Receive and note the oral report from the Lead Officer

The Chair will invite the lead officer, the Services and Contracts Manager, to provide an oral report to the meeting.

NEW BUSINESS

13. Newton Rigg

Receive and note the oral report from the Lead Member

The Chair will invite Cllr. Knaggs to provide an oral report to the meeting.

Covid 19

14. Fairhill Playground

Receive and note the oral report from the Lead Officer and approve the risk assessment

15. Stakeholder Group Recovery Plan

Receive and note the oral report from Officers

The Chair will invite the lead officer, the Economic Development Officer, to provide an oral report to the meeting.

16. Covid-19 Support and Help for Penrith Residents

Consider the report and recommendations contained within

17. Cumbria County Council launches local COVID-19 Outbreak Control Plan Consultation

Consider the report and recommendations contained within

The Local Outbreak Control Plan sets out how Cumbria will respond to outbreaks of COVID-19. It describes how the local Test and Trace system works and how this connects to the national system; gives further details of the approach being taken to support schools and care homes; and outlines how the community will be engaged in this work.

Cumbria County Council is keen to develop and improve the plan further, and ensure that the public is engaged with it.

The County Council has therefore published it as a consultation draft and there is a link online to enable people to comment on the plan:

<https://www.cumbria.gov.uk/publichealth/covid19outbreakcontrol.asp>

The consultation is open until 31 July to provide feedback on the plan. In the interim the plan is live.

18. Business Continuity – Covid19

Consider the Report and recommendations contained within

- The Chair will announce the result of the vote.

19. Code of Conduct

Consider the Local Government Associations review of the Model Code of Conduct report and recommendations contained within

20. Matters from Finance Committee

Ratify the Bank Reconciliation and Budgetary Control Statement 2020/21 up to 31 May 2020

The Chair will propose the following matters a) and b) for Members be ratified.

These matters have been considered and approved by **the members of the Council's** Finance Committee, and the Committee Chair, Cllr. Burgin has requested that these matters be brought to the Full Council for ratification.

a) Bank Reconciliation

Ratify the bank reconciliations as at 31 May 2020

b) Budgetary Control Statement 2020/21 31 May 2020

Ratify the budgetary control statement for the period to 31 May 2020.

- The Chair will ask a fellow councillor to second the motion that the Finance Matters a) to b) be approved.
- The Chair will read out to the meeting, any questions received in advance of the meeting.

21. Paperless Operations

Consider the report and recommendations contained within

22. Motion from Councillor Davies

Consider the following motion from Councillor Davies:

"I would like to propose that an informal Task and Finish Group made up of Councillors and non-**councillors, supported by the Council's solicitor, and with** terms of reference agreed by Full Council, be established **to** develop a framework for ethical decision making, its criterion and weighting.

Penrith Town Council's aims to provide consistent, quality services and strives for continuous improvement for all activities, processes, operations, policies and decisions.

The Council's performance is currently measured by:

- Internal and external audit reports
- The General Power of Competence
- Committee Work Planning
- **Regular reports to Members on the progress of the Council's priorities** within the Council Business Plan
- Publicly reporting performance via newsletters, periodicals, and annual reports
- Undertaking satisfaction surveys and complaint monitoring
- Staff Appraisal system

To further enhance the Council's performance, I would like to propose the development of an ethical decision-making framework, which will ensure that Council arrangements are open, accountable and ethically strong, promoting high standards of conduct that will enhance trust between the Council and communities.

The framework will demonstrate that the Council is delivering value for money and added benefit in a way that delivers the best, open and accountable democracy it can as a Council.

The Council will be able to demonstrate that a decision was:

- Reasonable in the circumstances
- Based on the best evidence available at the time
- Based on ethical principles of procurement, value for money and added value
- Made in accordance with policies and procedures, any legal requirements and relevant government guidance
- Made as collaboratively as possible
- Communicated openly and transparently

I ask Members to support this motion"

23. Next Meeting

The Chair will ask that Members note the next meeting is scheduled for 13 July 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

The Chair will inform the public and press that the meeting will convene in private and that connections to the meeting will be severed.

ACCESS TO INFORMATION

Copies of the agenda are available for members of the public to inspect prior to the meeting.

Agenda and Part I reports are available on the Town Council website:

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Background Papers

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FOR THE ATTENTION OF ALL TOWN COUNCIL



Penrith Town Council

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DISPENSATION REQUEST FORM

Please give full details in support of your application for a dispensation. If you need any help completing this form please contact the Town Clerk. Please return your completed form to the Town Clerk

Your Name:	
The business for which you require a dispensation (<i>refer to agenda item number if appropriate</i>):	Unable to join a virtual meeting of the Council due to: <ol style="list-style-type: none"> 1. Contraction of Covid-19 2. Connectivity 3. Inadequate IT equipment 4. Other technical reasons (Please delete if not appropriate)
Date of meeting or time period (<i>up to 4 years</i>) for which dispensation is sought:	Up to 12 January 2021

Without the dispensation the Councillor may become disqualified: For Members who are unable to join a virtual meeting, due to illness or for technical reasons or where there is a good reason for potential non-attendance for six consecutive months, the dispensation will avoid forfeiture of office.

Section 85 (1) of the Local Government Act 1972 requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if any failure to attend was due to a reason approved by the Authority, in advance of the six-month period expiring.

Section 85 (1) of the Local Government Act 1972 also states that "if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority."

Signed: _____

Dated:



Penrith Town Council

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Tel: 01768 899 773 Email: office@penrithtowncouncil.co.uk

ITEM 2 a

DRAFT Minutes of the video conference live event extra ordinary meeting of

PENRITH TOWN COUNCIL

Held virtually via Microsoft Teams video conference on

Monday 18 May 2020, at 6.00 p.m.

PRESENT

Cllr. Bowen	Pategill Ward	Cllr. Kenyon	North Ward
Cllr. Clark	South Ward	Cllr. Lawson	Carleton Ward
Cllr. Davies	West Ward	Cllr. C. Shepherd	East Ward
Cllr. Fallows	East Ward	Cllr. M. Shepherd	North Ward
Cllr. Jackson	North Ward	Cllr. Snell	West Ward

Town Clerk
Deputy Town Clerk
Services and Contracts Manager
Responsible Finance Officer
Economic Development Officer

DRAFT MINUTES FOR THE EXTRA ORDINARY FULL COUNCIL
MEETING HELD ON
MONDAY 18 MAY 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

PTC20/01 STANDING ORDERS FOR VIRTUAL MEETINGS

Members noted that Regulation 5 of the 2020 Regulations –permits the holding of remote meetings. The effect of the Regulation is that persons attending a local council meeting do not need to be in the same place. “Place” means more than one place including electronic, digital virtual locations such as internet locations, web addresses or conference call telephone numbers

RESOLVED THAT:

The Standing orders for virtual Meetings be approved.

PTC20/02 LATE ITEM

The meeting was informed that Cllr. Hawkins proposed a late motion for the meeting however she had given her apologies for the meeting and was therefore unable to present the motion or answer questions.

The motion:

“Penrith Town Council moves that it welcomes today's decision (13/05/20) of the Department of Health and Social Care's decision to hand more responsibility to local government for the effective running of the Covid19 test and trace programme and strongly affirm the need for a strong, localised element both in terms of contact tracers and local community support for those who may need to self-isolate.

We wish to register to - Regional Public Health, the LGA, NALC, the Association of Directors of Public Health, the Cumbria Local Authority Chief Executives and Senior Managers and Cumbria Chief Environmental Health Officers - our desire to play as full a role as possible within the programme, the importance of local knowledge to ensure its efficacy and success and to underline to them that we are an important human resource which should be utilised, being comprised of DBS checked, public- minded councillors with strong local knowledge wishing to play a role in protecting and supporting their community in the current COVID19 crisis.”

RESOLVED THAT:

Individual Members can, dependent on personal circumstances and commitments, volunteer in their own right.

PTC20/03 APOLOGIES FOR ABSENCE

Apologies were received Cllrs. Burgin, S. Clarke, Donald, Hawkins, and Knaggs.

Due to technical difficulties, Councillors M Clarke, Fellows, Kenyon, and M Shepherd were unable to connect properly to allow them to take part in consideration of the items.

PTC20/04 MINUTES

Members were asked to approve the following minutes as a true and accurate record and agree they be signed as such, on a future date:

- a) Full Council held on 27 January 2020
- b) Planning Committee held on 2 March 2020
- c) CCEG committee held on 9 March 2020
- d) Finance Committee held on 9 March 2020

RESOLVED THAT:

The minutes of the meetings be approved as a true and accurate record.

PTC20/05 PUBLIC PARTICIPATION AND REPRESENTATIONS

The Chair informed the meeting that no public questions, petitions, or statements had been received in advance of the meeting.

PTC 20/06 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

The meeting was informed that no declarations of interests were received from Members in respect of items on the agenda prior to the meeting.

PTC20/07 EXCLUDED ITEMS: Public Bodies (Admission to Meetings) Act 1960

Members were asked to determine whether the last agenda item "Assets" should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

RESOLVED THAT

The matter "Assets" be considered in private session.

PTC20/08 ANNUAL MEETING AND ELECTION OF CHAIR/MAYOR

Members were asked to note that the 2020 Regulations disappplies paragraph 7 of Schedule 12 to the 1972 Act which meant there was no longer a requirement for a parish council to hold its annual meeting in 2020.

Regulation 4 of the 2020 Regulations provides that where an appointment would otherwise be made or was required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine (Regulation 4 (2)) which applies to the election of the Chair/Mayor, which is normally the first business at the annual council meeting.

Members were asked to consider:

- a) That the current Chair/Mayor and Vice Chair/ Deputy Mayor remain in place until an annual meeting is held next year being Cllr. Lawson and Cllr. Jackson.
- b) That the current Membership of the Council's committees remain unchanged.
- c) That the proposed Council and committee meetings for 20/21 resume in September 2020 as they would normally after a summer recess, and if permitted to do so in adherence to government guidance in place at that time.
- d) That an extra ordinary virtual Full Council meeting be convened for Monday 13 July 2020.

RESOLVED THAT:

- i. The current Chair/Mayor and Vice Chair/ Deputy Mayor remain in place until an annual meeting is held next year being myself and Cllr. Jackson.
- ii. The current Membership of the Council's committees remain unchanged.
- iii. The proposed Council and committee meetings for 20/21 resume virtually.

PTC 20/09 MATTERS FROM FINANCE COMMITTEE

Members were asked to consider the following matters a) to j) which had been circulated to the members of the Council's Finance Committee. The Committee Chair, had requested that these matters be brought to the Full Council Meeting to allow for the year-end accounts to be submitted to the Councils external auditor, as these matters are time critical, urgent, and/or statutory:

- a) Payments for Approval
 - i. Members noted that Cllr Kenyon and Cllr Shepherd accessed the Electronic Banking System to reconcile the monthly report of all payments made for the relevant period and recommended for approval that each payment aligned with the invoices.

RESOLVED THAT:

The monthly report of payments for February, March and April 2020 be approved.

- b) Governance and Accountability for Small Councils

Members noted the publication of the Practitioners' Guide 2020, which is mandatory for 2020/21, and adoption of its provisions for 2019/20.

c) Asset Register and Insurance 2019/20

- i. Members considered the Asset Register as at 31 March 2020. The statement showed the full asset register and a reconciliation of transactions in 2019/20. For accounting purposes, assets had been valued in accordance with the Council's Valuation Policy and total £46,992.59; this figure was summarised in the AGAR Accounting Statements. The insurance value for the same assets was £546,175.82.

RESOLVED THAT:

The Asset Register for year-ending 31 March 2020 be approved

- ii. Members noted that the Council's insurance policy had been renewed automatically as the Council enters the final year of a three-year term agreement. Subject to checking some minor details, the annual premium was £3,685.50; the 2018/19 charge was £3,643.27.

d) Bank Reconciliation

Members considered the bank reconciliations.

RESOLVED THAT:

The bank reconciliations for the periods 29 February 2020 and 31 March 2020 be approved and signed.

e) Finance Outturn Report – Year ended 31 March 2020

Members considered the Outturn Report.

RESOLVED THAT:

The Final Outturn report for the year ended 31 March 2020 be approved.

f) Internal Audit 2019/20

Members were asked to consider the Internal Audit Report for 19/20

MEMBERS RESOLVED TO:

- i. Approve the final Internal Audit narrative report for 2019/20 and the formal annual report contained within the Annual Governance and Accountability Return (AGAR).
- ii. Approve the review the effectiveness of the Internal Audit provision during 2019/20.
- iii. Re-appoint Mrs G. Airey as the Internal Auditor to the Council.

PTC 20/09 MATTERS FROM FINANCE COMMITTEE Continued

- g) Review of the System of Internal Control and Annual Governance Statement 2019/20 (Section 1 of the Annual Governance and Accountability Return (AGAR))

MEMBERS RESOLVED TO:

- i. Note that the Town Council must carry out an annual review of the effectiveness of the system of internal control prior to the completion of the Annual Governance Statement. A full review was carried out by the Finance Committee and ratified by Council on 20 March 2020. The review confirmed that the Council's system of internal controls was effective. The same effective controls have operated up to 31 March and further assurance has been provided by the favourable final internal audit report.
- ii. Ratify the Annual Governance Statement for 2019/20.
- iii. Authorise the Chairman of the Council and the Town Clerk to sign the Statement at Section 1 of the Annual Governance and Accountability Return.

- h) Annual Governance and Accountability Return (AGAR) 2019/20: Accounting Statements

MEMBERS RESOLVED TO:

- i. Ratify the Accounting Statements 2019/20 (Section 2 of the AGAR).
- ii. Authorise the Chair of the Council, Clerk and RFO of the Council to sign the Statements on behalf of the Council prior to their submission by the RFO to the External Auditor.

- i) Community Caretaker Contract

MEMBERS RESOLVED TO:

Ratify the decision of the Services and Contracts Manager to extend the contract for a further year.

- j) CCLA Deposit Fund

Note that in consultation with the Chair of the Finance Committee, Cllr. Burgin, £300,000 had been transferred by cheque payment from HSBC to the Councils CCLA account. Members were advised that a cheque sent to the CCLA would be destroyed by the CCLA on receipt as they are not accepting cheque payments during the Covid-19 crisis and that enquiries would be made via HSBC to arrange an electronic payment.

PTC20/10 DECISIONS MADE UNDER DELEGATED AUTHORITY

Members noted the delegated decision reports for:

- a) Equipment to enable officers to work remotely.
- b) Website enhancements to enable work related to Climate Change to be published on the Council's website.
- c) Donation to Penrith Foodbank.
- d) Donation to provide craft boxes for primary school pupils facing extra challenges
- e) Planning responses to Eden District Council as the Local Planning Authority. District Council.
- f) Arts and Cultural Strategy Contract

PTC20/11 MARKETING GRANT

Members were asked to consider an award be made of £1000 for marketing "Penrith is Open" as part of a joint town marketing strategy being developed to promote Penrith after sanctions for Covid-19 have been lifted to allow for businesses to open from the Town Project budget.

RESOLVED THAT:

An award of £1,000 for marketing be approved.

Cllr. C. Shepherd left the meeting.

PTC20/12 COVID19 - TOWN COUNCIL'S RESPONSE

Members noted the report.

PTC20/13 NEXT MEETING

Members noted the next Full Council meeting was scheduled for 13 July 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

The Chair informed the public and press that the remainder of the meeting would convene in private.

PRIVATE SESSION

PART TWO

There is one item in this part of the Agenda which should be considered in private. The reason that the item was likely to be considered in private is that it would involve the disclosure of exempt information under the following category of Part 1 of Schedule 12A of the Local Government Act 1972: Paragraph 3 - Exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

PTC20/15 ASSETS

The Chair asked that Members note the documents and consider how the Council wishes to proceed.

RESOLVED THAT:

A site visit be arranged to assist the development of a business case for consideration at the next scheduled meeting.

CHAIR:

DATE:

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

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ITEM 2 b

DRAFT Minutes of the video conference live event extra ordinary meeting of

PENRITH TOWN COUNCIL

Held virtually via Microsoft Teams video conference on

Monday 8 June 2020, at 3.30 p.m.

PRESENT

Cllr. Davies	West Ward	Cllr. Lawson	Carleton Ward
Cllr. Jackson	North Ward	Cllr. C. Shepherd	East Ward
Cllr D Knaggs	West Ward	Cllr. Snell	West Ward

Town Clerk

Deputy Town Clerk

Services and Contracts Manager

Economic Development Officer

DRAFT MINUTES FOR THE EXTRA ORDINARY FULL COUNCIL
MEETING HELD ON
MONDAY 8 JUNE 2020

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PTC20/16 APOLOGIES FOR ABSENCE

Apologies were received Cllrs. Bowen, Burgin, S. Clarke, Donald and Fallows.

Due to technical difficulties, Councillors Bowen and Kenyon were unable to connect properly to allow them to take part in consideration of the items.

PTC 20/17 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

The meeting was informed that no declarations of interests were received from Members in respect of items on the agenda prior to the meeting

Councillor Davies declared at the meeting that he was in discussions with a group who were looking at the future of the Newton Rigg site.

Councillor Jackson declared at the meeting that he had received information from one of the lecturers but that it would not preclude him from taking part in the meeting.

Councillor Lawson declared at the meeting that he had been at a briefing given by one of the lecturers but that it would not preclude him from taking part in the meeting.

PTC20/18 EXCLUDED ITEMS: Public Bodies (Admission to Meetings) Act 1960

Members were asked to determine whether the last agenda item “Assets” should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

RESOLVED THAT

There were no matters to be considered in private session.

PTC20/19 PROPOSED CLOSURE OF NEWTON RIGG COLLEGE

The Chair reminded Members that the questions submitted to the Principal of Newton Rigg and his answers to them had been circulated.

Members were advised that the Planning Committee had already considered the proposed closure and that their recommendation had been put forward.

RESOLVED THAT:

The Council accepts the recommendation of the Planning Committee to give delegated authority to the Chair of the Council and the Chair of the Planning Committee to:

- i. Oppose the closure of Newton Rigg College due to its importance providing land based and other courses;
- ii. Support the retention of Newton Rigg on a single campus with a new refreshed business model;
- iii. Request that Penrith Town Council is represented on any group set up to consider the future of Newton Rigg;
- iv. Prepare letters to be sent to Askham Bryan, Cumbria LEP, Cumbria County Council, University of Cumbria and Dr Neil Hudson, plus any other individuals or organisations that may come on board to try to save the college;
- v. Prepare letters to be sent to the press stating the position of the Town Council and its support for the retention of Newton Rigg;

And that

- vi. Councillor Knaggs (with Councillor Snell as the standing deputy), be nominated to attend any meetings regarding the future

PTC20/20 NEXT MEETING

Members noted the next Full Council meeting is scheduled for 13 July 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

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ITEM 2 c

DRAFT Minutes of the video conference live event extra ordinary meeting of

PENRITH TOWN COUNCIL

Held virtually initially via Microsoft Teams video conference before switching to Zoom due to technical difficulties on

Monday 22 June 2020, at 12.30 p.m.

PRESENT

Cllr Clark	South Ward	Cllr Kenyon	North Ward
Cllr Davies	West Ward	Cllr Knaggs	West Ward
Cllr Donald	North Ward	Cllr C Shepherd	East Ward
Cllr Hawkins	East Ward	Cllr M Shepherd	East Ward
Cllr Jackson	North Ward	Cllr Snell	West Ward

Deputy Town Clerk
Services and Contracts Manager
Economic Development Officer

DRAFT MINUTES FOR THE EXTRA ORDINARY FULL COUNCIL
MEETING HELD ON
MONDAY 22 JUNE 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) come into force on 4 April 2020.

Section 78 of the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. The Regulations apply to local council meetings, committees, and sub-committees.

PTC20/21 APOLOGIES FOR ABSENCE

Apologies were received Cllrs. Bowen, Burgin, S. Clarke and Fallows.

Due to technical difficulties, some Members were unable to connect to Teams and the meeting was adjourned and reconvened at 1.15pm on Zoom after the joining code was made available to the public.

PTC 20/22 DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATIONS

The meeting was informed that one declaration of interest was received from Councillor Hawkins prior to the meeting:

Councillor Hawkins declared a registrable interest as she was a property owner and resident within the proposed temporary road reallocation and partial pedestrianisation zone.

The following declarations were made at the meeting:

Councillor C Shepherd declared that he was a member of Penrith BID.

Councillor M Shepherd declared that he owned and lived in a property affected by heavier traffic caused by the road closures.

Councillor Jackson declared that he had been working at a shop in Angel Lane that had been affected by the road closures.

Councillor Kenyon declared that he lived in an area being impacted by additional traffic due to the road closures.

Councillor Clark declared an interest as she lived in the town close to the area affected.

PTC20/23 EXCLUDED ITEMS: Public Bodies (Admission to Meetings) Act 1960

Members were asked to determine whether any of the agenda items should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960, as publicity relating to that (any of those) matter/s may be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for the other special reasons noted in relation to that matter on the agenda.

RESOLVED THAT

There were no matters to be considered in private session.

PTC20/24 REOPENING PENRITH

The Chair reminded Members that the road closures that had been put in place by the Highways Authority had already been circulated.

Members were also reminded that they had received copies of the draft Recovery Plan and Action Plan and comments which had been received either by email, through Facebook Messenger or via Facebook posts, which were asked to be shared with them, prior to the meeting.

a) Nominations to sit on the Penrith Town Working Group

The Chair received the following nominations to sit on the Penrith Town Working Group.

The nominations received were: Councillors Clark, Davies, Hawkins, Knaggs and C Shepherd.

Councillor Knaggs withdrew his nomination.

RESOLVED THAT Councillors Davies, Hawkins and C Shepherd be elected as the Council's representatives on the Penrith Town Working Group.

b) Motion

Moved by Councillor Davies
Seconded by Councillor Clark

'That due to the geography of Penrith and some natural pinch points for both road and pedestrian traffic, some road closures and pavement pedestrian traffic flow alterations will be required to facilitate safe social distancing for the public in and around Penrith. To facilitate this proposal -

Temporary removal of parking along Middlegate to allow wider pedestrian area using the parking area along roadside but maintain the one-way southbound traffic to maintain its flow.

Temporarily remove parking in Devonshire Street to facilitate wider footpaths. From Devonshire Street all traffic will travel down King Street with no traffic turning right into Market square and Cornmarket.

PTC20/24 b) Continued

Beyond the traffic moving south into King Street, Market Square and Cornmarket would be closed to traffic and made a full pedestrian area to enable safe social distancing in the area and the various side streets that link into the area from Little Dockray, Angel Lane etc.

To avoid pinch point with pedestrians through the Narrows between Middlegate and Devonshire Street, the Narrows would be closed to pedestrian access with pedestrians been diverted via Little Dockray and round into Devonshire Street.

King Street be made one way for Traffic heading south in the centre of the road with pavements being made wider. The parking spaces parking outside Lloyds Bank will be made into temporary Disabled bays to facilitate parking provision close to the town

North bound traffic flow will be made by traffic being routed one-way via Southend road, Crown Square, Princess Street, Great Dockray, Castlegate, Cromwell road and Brunswick road.

With Princess Street being made one way and Great Dockray having traffic flow in a North direction only.

The South bound road in Great Dockray will be pedestrianised to enable safe social distancing around the shops and entrance to Angel Lane.

Pavement stencils will mark out 2M distance and passing points for pedestrians. A number of maintain social distancing signs will be displayed around town.

Beyond Pedestrians the pavements will be cleared with shops removing A boards and any sales materials from the pavements along with all planters and non-structural seating and signage to enable the public to use all available space for navigating the town and facilitating queuing outside shops.

The proposed plan will need to be constantly kept under review and adjusted as required along with changes to national guidance from UK Government and public health England.

The proposed measures are only temporary but also give us the long-term opportunity to study the potential of changes that may have long term benefit to the public spaces in Penrith'.

PTC20/24 b) Continued

Amendment by Councillor Hawkins

Seconded by Councillor Jackson

That:

'Penrith Town Council believes that giving shoppers, town centre residents and visitors confidence about their personal safety is the most important priority in the plans to support businesses and public spaces to reopen and therefore proposes that any plan should take account of the following factors:

- i) Emphasis should be placed on the safe and appropriate use of highways and public footpaths including the pedestrianisation of certain areas, widening footways either directly or through temporary road reallocation and other arrangements to ensure effective social distancing and encourage walking and cycling into and through the town centre.
- ii) The need to support businesses around the appropriate use of public land and highways outside their premises with clear and consistent guidance on external queuing, access management and/or alfresco dining arrangements (when this is allowed) and as appropriate.
- iii) Stakeholders (e.g. Cumbria County Council, Eden District Council, Penrith Town Council, Business Improvement Districts, Penrith Chamber of Trade and also including those Penrith Businesses and employers not a part of the Chamber of Trade and Business Improvement District) to provide an extensive programme of schemes to encourage and support walking and cycling into and through Penrith town centre.
- iv) Consideration of priority schemes for reduced parking charges, should free parking from EDC be no longer available, for those who are working a full working day as an employee or SME owner in a town centre premises, and those who have shopped in or used locally owned SME and/or locally owned town centre businesses.
- v) The appropriate authorities and transport providers to have in place signage and guidance supporting socially distanced queuing, alighting and disembarking from buses and taxis.
- vi) The road closures through the town should be time limited (eg 8am – 6pm or as appropriate) to allow access to those offering takeaways and so that the streets are not empty for those walking to and from work either early morning or late at night, or when the pubs re-open; and
- viii) The measures put in place should be reviewed weekly to allow changes to be made.

The amendment was carried.

PTC20/24 b) Continued

On being put as the substantive motion it was

RESOLVED THAT

'Penrith Town Council believes that giving shoppers, town centre residents and visitors confidence about their personal safety is the most important priority in the plans to support businesses and public spaces to reopen and therefore proposes that any plan should take account of the following factors:

- i) Emphasis should be placed on the safe and appropriate use of highways and public footpaths including the pedestrianisation of certain areas, widening footways either directly or through temporary road reallocation and other arrangements to ensure effective social distancing and encourage walking and cycling into and through the town centre.
- ii) The need to support businesses around the appropriate use of public land and highways outside their premises with clear and consistent guidance on external queuing, access management and/or alfresco dining arrangements (when this is allowed) and as appropriate.
- iii) Stakeholders (e.g. Cumbria County Council, Eden District Council, Penrith Town Council, Business Improvement Districts, Penrith Chamber of Trade and also including those Penrith Businesses and employers not a part of the Chamber of Trade and Business Improvement District) to provide an extensive programme of schemes to encourage and support walking and cycling into and through Penrith town centre.
- iv) Consideration of priority schemes for reduced parking charges, should free parking from EDC be no longer available, for those who are working a full working day as an employee or SME owner in a town centre premises, and those who have shopped in or used locally owned SME and/or locally owned town centre businesses.
- v) The appropriate authorities and transport providers to have in place signage and guidance supporting socially distanced queuing, alighting and disembarking from buses and taxis;
- vi) The road closures through the town should be time limited (eg 8am – 6pm or as appropriate) to allow access to those offering takeaways and so that the streets are not empty for those walking to and from work either early morning or late at night, or when the pubs re-open; and
- viii) The measures put in place should be reviewed weekly to allow changes to be made.

PTC20/24 Continued

c) Delegation of Authority

RESOLVED THAT

Delegated authority be given to officers to continue to work with stakeholders to monitor and review the Town Recovery Action Plan and Communication Plan.

d) Communication

RESOLVED THAT

Regular feedback informal and formal be continued to be provided from the Penrith Town Working Group and marketing Group to Members.

PTC20/20 NEXT MEETING

Members noted the next Full Council meeting was scheduled for 13 July 2020 at 6.00pm, Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR or that the meeting may be convened on this date via video conferencing.

FOR THE ATTENTION OF ALL MEMBERS OF THE TOWN COUNCIL

ACCESS TO INFORMATION

Copies of the minutes are available for members of the public to inspect prior to the meeting.

Agenda and Part I reports are available on the Town Council website: www.penrithtowncouncil.co.uk

Background Papers

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via office@penrithtowncouncil.co.uk



FULL COUNCIL

13 July 2020

MATTER: RESOLUTIONS REPORT

ITEM: 9

Members are asked to NOTE:

Minute Ref	Matter Title	Progress
PTC19/111 b	Precept Application	<ul style="list-style-type: none">• Application of £454,233 submitted.
PTC19/112 ii	Declaration of a Climate and Ecological Emergency Report	<ul style="list-style-type: none">• Cumbria Action for Sustainability informed that quote was accepted to assess the Council's business operations and assets and has been postponed due to Covid19• Climate Change Strategy approved and to go forward to Finance Committee for costings review for budget and project planning.
PTC19/113	Motion	<ul style="list-style-type: none">• Letter submitted, response received and circulated to Members.
PTC19/114	Motion	<ul style="list-style-type: none">• Letter submitted.• NHS representative, Dr Craig Melrose, and Mayor have had contact and held discussions.• Due to Covid19, Dr Melrose was unable to attend a meeting.
PTC19/118	LCAS Review	<ul style="list-style-type: none">• Matter included in the agenda for Members consideration.
PTC 20/09	Annual Governance and Accountability Return (AGAR) 2019/20	<ul style="list-style-type: none">• Submitted to external auditor.
	Community Caretaker Contract	<ul style="list-style-type: none">• Renewed

Minute Ref	Matter Title	Progress
PTC 20/09	CCLA Deposit Fund	<ul style="list-style-type: none"> • £300,000 transferred electronically
PTC20/19	Newton Rigg Closure	<ul style="list-style-type: none"> • Resolutions completed • Agenda item for 13 July 2020
PTC20/24	Reopening of Penrith	<ul style="list-style-type: none"> • Agenda item for 13 July under Town recovery Plan

Re-opening of Play Equipment – Fairhill Play Area

Risk Assessment

The Government recently announced that Play Parks could be re-opened on 4 July 2020 and subsequently produced guidance offering “practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19”. The guidance is available at:

<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

The guidance includes a requirement to “carry out an appropriate COVID-19 risk assessment”. It is made very clear that “Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law”. On that basis, this Risk Assessment takes each of the Key Principles as set out in the guidance and assesses whether or not practical arrangements can be put in place in the context of the Play Area at Fairhill.

Penrith Town Council will not be opening the Fairhill Play Area on the 04th July 2020, as the site is being renovated. It is proposed that the Play Area will open on Monday 27th July 2020.

Key Principle	Government Guidance	Penrith Town Council Action	Conclusion
General Maintenance Issues following Lockdown	Ensure equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.	Instruct Amey (Rospa trained) to recommence equipment inspections on the existing equipment from Monday 13 th July. Post Installation Inspection report to be commissioned on the new equipment being installed.	

Key Principle	Government Guidance	Penrith Town Council Action	Conclusion
Social Distancing	<p>Put in place measures to support social distancing – 2m or 1m plus risk mitigations. Examples given include:</p> <ul style="list-style-type: none"> • Limit number of users at any one time • Booking system • Advisory signage • Create waiting areas with barriers 	<p>Install clear signage that includes:</p> <p>to remind users of the need for and adherence to social distancing in accordance with Government Guidance.</p> <p>to limit the number of users to 1 to 12 sqm = (++++ users plus 1 parent/guardian per user)</p> <p>to request that those using the play area only have 1 family member accompanying a child.</p> <p>To state that should the play area be busy to wait or return later.</p> <p>Non signage</p> <p>There will be NO designated waiting areas.</p> <p>A booking system will NOT be implemented as this is not practicable.</p>	Signage

Key Principle	Government Guidance	Penrith Town Council Action	Conclusion
Cleaning and Hygiene	<p>Clean high traffic touch points frequently. This includes:</p> <ul style="list-style-type: none"> • All Play Equipment • Seating Areas • Refuse Bins <p>In addition, use signage to encourage:</p> <ul style="list-style-type: none"> • Users to clean equipment before and after use • Use of hand sanitiser and frequent hand washing <p>Where practicable, provide hand sanitiser or hand washing facilities at entry and exit points.</p>	<p>Use signage to</p> <p>State that the play area is not sterilised or washed down daily</p> <p>Encourage users to</p> <p>Bring own sanitiser and clean hands and any play equipment before and after use.</p> <p>Advise users not to touch their faces or to put their mouths on equipment or their hands in their mouths.</p> <p>To wash hands more frequently before, during and after using the play area.</p>	Signage

Key Principle	Government Guidance	Penrith Town Council Action	Conclusion
Face Coverings	<p>If possible, a face covering should be worn in enclosed public spaces where social distancing isn't possible and where the public may come into contact with people they do not normally meet. (Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly).</p>	<p>The wearing of face coverings is NOT mandatory when using the Play Area.</p> <p>Users can wear them at their own discretion.</p>	No further action
Additional Measures and Communicating with Parents	<p>Promote responsible behaviour by children, parents, carers and guardians. For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:</p> <ul style="list-style-type: none"> • consumption of food or drink on play equipment or in the playground area is banned • parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. 	<p>Use signage to advise:</p> <p>Do not eat or drink in the play area.</p> <p>To put any litter in bins provided.</p>	Signage

Key Principle	Government Guidance	Penrith Town Council Action	Conclusion
<p>Keeping Staff Safe</p>	<p>Consider the risks staff may be exposed to and how these can be mitigated. Staff roles may include:</p> <ul style="list-style-type: none"> • cleaning playground equipment/surrounding areas • managing queues of those waiting to use equipment • stewarding equipment to ensure users comply with rules made by the owner/operator 	<p>All staff to wear PPE including Hi Viz.</p> <p>All staff to have ID badge present.</p> <p>All staff to sanitise and wash hands before and after visiting/inspecting the play area.</p> <p>Weekly inspections to be recorded with date and signed by inspector</p> <p>Face coverings are not required to be worn by staff, unless they choose too. If workers choose to wear a face covering then they should:</p> <p>Wash hands for 20 seconds before and after wearing a covering.</p> <p>Avoid touching face</p> <p>Change face covering after touching the face or should the mask get damp</p> <p>Change and wash face covering daily</p>	<p>Meeting with Amey to confirm management arrangements for the play area.</p> <p>Amey sent a copy of this risk assessment.</p> <p>Amey sent Inspection Sheets.</p>

Key Principle	Government Guidance	Penrith Town Council Action	Conclusion
Considering Children with Additional Needs	Take into account the requirements of children with additional needs.	Signage to be clear and located in visible locations including at both play area entrance gates, next to the seats and on the fence.	Signage

Risk Assessment Officer: Ian Parker

Risk Assessment Date: 06 July 2020

Review Date: 06 August or in accordance with any changes to Government Guidance



Fairhill Play Area COVID-19 Important Information

Please enjoy this play area and stay safe
by following these rules:



Maintain social distancing of 2m from others not in your household.



Children entering the play area to be accompanied by a maximum of 1 adult, unless the child requires the care of more than one adult.



The play area to be restricted to a maximum of ++ children at any one time. On your arrival should there be ++ children using the play area please wait or return later.



Bring your own hand sanitiser and clean your hands before, during and after use. Make sure to clean the play equipment before and after use.



Do not put your mouth on the play equipment or your hands in your mouth.
Avoid touching your face.



Do not eat or drink in the play area.



Dispose of any litter in the bins provided at the entrance to the field.



Wash your hands for 20 seconds after using the play area.

Please Note: The play equipment is **NOT** sterilised or washed down daily. Face coverings are **NOT** required to be worn.



Extra Ordinary FULL COUNCIL 13 July 2020

MATTER:	COVID-19 SUPPORT AND HELP FOR PENRITH RESIDENTS Consider the report and recommendations contained within
AUTHOR:	TOWN CLERK
SUPPORTING MEMBER:	CHAIR
ITEM NO:	16

RECOMMENDATIONS

- i. That the emergency plan be-deactivated on 31 July when the government proposes to pause shielding.
- ii. That the plan will be re-activated if there is a significant change in Penrith and residents are asked to re-shield.
- iii. That Fell Runner Community Transport's continuous volunteer support and assistance in over last 4 months is officially acknowledged.

OVERVIEW

1. The Town Clerk and Services and Contracts Manager have been working collaboratively with numerous agencies via the Eden Community Resilience Group to support 50 shielded individuals in Eden and vulnerable members of the community who have been isolating.
2. Penrith Town Council has provided emergency support since 20 April 2020 and is currently operating a call centre 7 days a week with food and medication collections and delivery support from Fell Runner Community Transport.
3. After discussion with FellRunner and Cumbria County Council's Lead Officer, we are proposing to continue providing the service until the end of July when shielding is proposed to be paused from 1 August with a caveat for Council that we will relaunch the plan if there is a second surge and we return to shielding. It is noted that CCC intends to retain their emergency service until the end of August.
4. Over the last few weeks, there have been no requests for help from members of the community and vulnerable individuals who we were assisting on a weekly basis have terminated the arrangement as their own circumstances have improved.
5. Officers resources are now focused on delivering a Town Recovery Plan.



FULL COUNCIL

13 JULY 2020

MATTER: Cumbria County Council Covid
19 Local Outbreak Plan
Consultation

ITEM: 17

AUTHOR: I. PARKER, SERVICES & CONTRACTS
MANAGER

SUPPORTING CHAIR

MEMBER:

RECOMMENDATIONS

- i. The Council responds to Cumbria County Council's consultation on the Local Outbreak Plan within the consultation period.
- ii. That Members approve the officer's response to the Consultation as set out in Appendix A.

OVERVIEW

1. As the number of COVID-19 infections across the country reduces, it is expected that we will move into a new phase of response, one that relies more on responding to local outbreaks rather than on a national approach.
2. On 22nd May, the Government announced increased responsibility for upper tier local authorities, Cumbria County Council in the case of Cumbria, to lead on this work, including the requirement to publish a Local Outbreak Control Plan. Whilst the responsibility is for Cumbria County Council to prepare the plan, many agencies are involved in implementing them.
3. The Local Outbreak Plan sets out how Cumbria will respond to outbreaks of Covid 19. It describes how the local Test and Trace system works and how this connects to the national system; gives further details of the approach being taken to support schools and care homes; and outlines how the community will be engaged in this work.

4. The Local Outbreak Plan is set out in three parts:
 - Part 1 describes the overall strategy and approach being taken
 - Part 2 sets out the detail of the operating procedures that each bit of the local system will follow
 - Part 3 lists key contact details that may be required by people responding to incidents and outbreaks.

5. Cumbria County Council are consulting on Part 1 and Part 2 of the plan. The consultation period is open from 01 July until the 31 July 2020, yet in the interim the plan is live. Following review of consultation feedback a final plan will be adopted by Cumbria's Local Resilience Forum and will form part of the overall Cumbria Emergency Plan framework.

6. The consultation response prepared by officers is set out in Appendix A. The Plans including Part 1 and Part 2 can be referenced at:

<https://cumbria.gov.uk/publichealth/covid19outbreakcontrol.asp>

7. The role of the Town Council is most likely to be to continue its Community Support role as it has done so far in the emergency stage of the pandemic. This would require the arrangement with the Fellrunner to be maintained as the Council's delivery mechanism to the public. It may also require the Council to reintroduce its 7 day staff rota to monitor the Emergency phone line if required. Whilst the arrangements can remain dormant the communication and procedural arrangements particularly with the Fellrunner need to be in place should the need arise. Any request for assistance would come from the CCC Welfare Hubs and the Council's principle role would be to:
 - Support arrange delivery of medicines/prescriptions
 - Support / arrange delivery of food
 - Arrange social contact support.

Appendix A – Covid 19 Outbreak Control Plan: Public Consultation.

Q1. Overall, how confident are you that Part 1 of the plan - Strategy, Management and Oversight - sets out an appropriate approach to managing COVID-19 outbreaks in Cumbria?

Not at all confident

Very Confident

Q2. Aims and Objectives: Do you have any comments on the aims and objectives of the plan set out on page 5?

Yes, albeit it may be helpful to outline what the other 'socioeconomic' considerations may be.

Q3. Summary Approach: Do you have any comments on the summary approach set out on pages 6-7?

No

Q4. Outbreak Control - general approach: Do you have any comments on the general approach set out on pages 7-10?

No

Q5. Roles and responsibilities: Do you have any comments on the roles and responsibilities set out on pages 10-13?

No

Q6. Control Measures: Do you have any comments on the control measures, support for vulnerable groups and end of outbreak set out on pages 13-15?

No

Q7. Communications and Resourcing: Do you have any comments on the approach to communications and engagement and resourcing set out on pages 15-16?

The Town Council has provided Community Support services in response to the pandemic to date. The Council does agree that existing community support resources should continue to be adequate, yet the Town Council is small and therefore may have to request additional support if it was needed, particularly as 'normal' workload has resumed. It is essential that CCC are aware of the potential effect on available resources further down the local government structures.

Q8. Governance: Do you have any comments on the governance arrangements set out on pages 18-20?

No

Q9. Appendix 1 - Terms of Reference: Do you have any comments on the various Terms of Reference set out on pages 20-30?

It would be assumed that The Town Council would receive or provide information via CALC who the Council are a member of and who are represented at the Public Health Alliance, yet it is not clear how Town Councils would be communicated too via the MAIC, who are group responsible for facilitating effective public communications. This needs clarifying.

Q10. Overall, how confident are you that Part 2 of the plan - Operational Response - sets out an appropriate approach to managing COVID-19 outbreaks in Cumbria?

Not at all confident

Very Confident

Q11. Do you have any comments on the Part 2 of the Outbreak Control Plan - Operational Response?

The plan refers to the North Cumbria drive through testing centre for Pillar 1 patients being located in Whitehaven. Should only one site be provided to serve North Cumbria is Whitehaven the most appropriate location? It is noted that South Cumbria has three Pillar 1 drive through testing sites that provides greater accessibility for the public.

Whilst Penrith Rugby Club is established as a Pillar 2 self-referral drive to testing centre, could it not be expanded to accommodate Pillar 1 referrals and reduce time and cost for Penrith residents having to travel to Whitehaven.

Q12. Do you have any further comments on any aspect of the plan

No



FULL COUNCIL

MATTER: BUSINESS CONTINUITY Covid19

- a) Review the HCID Policy
- b) Approve the Safe Workplace Risk Assessment.
- c) Provide ongoing delegated authority for both the Town Clerk and Services and Contracts Manager to take action on new Government guidance if the advice impacts on Service Delivery

AUTHOR: Town Clerk
Services and Contracts
Manager

SUPPORTING MEMBER: Chair

ITEM NO: 18

RECOMMENDATIONS

Members are asked to:

- i. Deactivate the High Consequence Infectious Disease (HCID) Policy
- ii. Approve the Safe Workplace Risk Assessment
- iii. Provide ongoing delegated authority for both the Town Clerk and Services and Contracts Manager to take action on new Government guidance if the advice impacts on Service Delivery

1. OVERVIEW

- 1.1 At Full Council 23 March 2020, Full Council approved the Business Continuity Statement of Approach Covid 19 plan and Risk Assessment and enacted the High Consequence Infectious Disease (HCID) Policy that set out the delegations, approach that the Council followed in respect of, and infectious disease outbreak in the United Kingdom with an imminent threat of infection in Penrith. (Minute PTC19/129).

- 1.2 The HCID policy is considered to be deactivated, when:
 - a) When the imminent threat of infection has passed and
 - b) A minimum of 4 councillors have requested public meetings be recommenced and
 - c) The government of the United Kingdom as reinstated all public meetings.
- 1.3 It has been recommended by the National Association of Local Councils that as legislation now allows Councils to hold virtual meetings the HCID Policy can be deactivated as virtual meetings are currently substituting public meetings.

2. STATEMENT OF APPROACH

- 2.1** The Council's business continuity plan provides for flexible home working arrangements. The plan establishes and maintains clear internal and external protocols for regular and emergency communication with employees, Councillors and other key stakeholders.
- 2.2** The Council will carry out regular risk assessments and will continue to:
 - a) Comply with health and safety duties and broader duties of care generally and home working regarding from the impact and implications of a HCID.
 - b) Monitor Governmental and World Health Organisation advice and notify/remind staff of recommendations not to travel to particular areas and of measures to help prevent the spread of a HCID.
 - c) Support policies/guidance on the self-isolation of staff (whether mandated by law, imposed by the Council or requested by individual staff members).
 - d) Support staff and Councillors who have underlying health conditions and who are more vulnerable in their decision to limit their attendance and exposure to public meetings, contact with the public and staff.
 - e) Support requests for staff absence where a family member has the infections or is self-isolating (or if schools are closed or childcare arrangements affected), self-isolation and sickness absence will qualify as paid leave.
 - f) Comply with discrimination and privacy legislation in relation to staff who may contract the virus and ensure proper protection for those from high-risk areas against bullying, discrimination or harassment.
 - g) Ensure compliance with relevant data protection legislation. Data concerning health is subject to enhanced protection under the GDPR as special category data.
- 2.3** Staff will continue to:
 - a) Report if they feel unwell or are absent, and to report possible infection or exposure to the virus, including following private travel to high-risk areas or concerns involving others they have been in contact with at work.
 - b) Be provided with the right equipment for disinfecting hands and (if official advice recommends), and with any additional health and safety training or support that they might need.
 - c) Be offered support for voluntary absences for requests for staff absence where a family member has the infections or is self-isolating (or if schools are closed or childcare arrangements impacted), self-isolation and sickness absence will qualify as paid leave.

3. RISK MANAGEMENT

- 3.1 During the period since the 23 March, the Council has continued to operate, with the staff largely working from home.
- 3.2 The Government as part of its easing of the lockdown measures has permitted employees to return to the workplace subject to complying with Government guidance with the caveat that if staff can continue working from home they should do so.
- 3.3 The Council as part of its return to work planning have followed the Governments 5 steps to working safely guidance and the guidance issued for safe working in offices.
- 3.4 A Covid 19 Risk Assessment has been completed on the 21 May 2020.
- 3.5 The assessment recommendations/actions were put in to practice immediately under the delegated authority given to the Clerk and the Services and Contracts Manager.
- 3.6 The Safe Workplace Risk Assessment is a live and fluid document that is under constant review as Government guidance is updated: Appendix A.
- 3.7 The principle measures contained within the risk assessment are to ensure safe management of the Council's staff, Councillors, Contractors and Members of the public entering the workplace and to put into place measures to limit the transmission of Covid 19.
- 3.8 When staff work in the office, there are notices on the walls setting out procedures that they must follow to protect themselves and others in the workplace.
- 3.9 The Council continues to monitor wider operational impacts, in relation to:
 - a) Ensuring the Council meets its statutory obligations.
 - b) Managing the implications of halting "business as usual" activities.
 - c) Holding or attending physical meetings and events.
 - d) Minimum staffing levels required to maintain operations.
 - e) IT disruption (for example where this is outsourced) and the ability to continue financial and operational activities dependent on IT systems, whether on site or remotely.
 - f) Attendance at site visits, tests and inspections.
 - g) An inability to obtain signatures.
 - h) Providing timely information required by regulatory or legal authorities.
 - i) Electronic meetings and decision-making.
- 3.10 The main measures adopted by the Council to minimise the risk of infection include:
 - a) Carrying out a COVID-19 risk assessment - Before restarting work ensuring the safety of the workplace by:
 - carrying out a risk assessment in line with the [HSE guidance](#)
 - consulting with staff
 - sharing the results of the risk assessment with the workforce

- b) Develop cleaning, handwashing and hygiene procedures - Increasing the frequency of handwashing and surface cleaning by:
- encouraging people to follow the [guidance on hand washing and hygiene](#)
 - providing hand sanitiser around the workplace, in addition to washrooms
 - frequently cleaning and disinfecting objects and surfaces that are touched regularly
 - enhancing cleaning for busy areas
 - setting clear use and cleaning guidance for toilets
 - providing hand drying facilities – either paper towels or electrical dryers
- c) Help people to work from home - Taking all reasonable steps to help people work from home by:
- discussing home working arrangements
 - ensuring they have the right equipment
 - including them in all necessary communications
 - looking after their physical and mental wellbeing
- d) Maintain 1m+ - 2m social distancing, where possible - Where possible, maintaining 1m+ to 2m social distance between people by:
- putting up signs to remind workers and visitors of social distancing guidance
 - avoiding sharing workstations
 - switching to seeing visitors by appointment only
 - determining maximum numbers of people for each space.
- e) Where people cannot social distance, and to manage transmission risk - Where it's not possible for people to be 1m+ to 2m apart, we shall do everything practical to manage the transmission risk by:
- considering whether an activity needs to continue for the business to operate
 - keeping the activity time involved as short as possible
 - using side-to-side working whenever possible
 - staggering arrival and departure times (staff work rota)

4. FINANCIAL IMPLICATIONS

4.1 The Council's RFO is monitoring the expenditure incurred by the Council related to Covid19 and will allocate a cost centre to the expenditure for the considerations of the Council's Finance Committee in September.

5. APPENDICES

- Appendix A: The Safe Workplace Risk Assessment is a live and fluid document that is under constant review as Government guidance is updated
- Appendix B: Sets out an update on the Key Actions that were set out to Council on the 23 March 2020

6. BACKGROUND PAPERS

- Report to Council 23 March 2020
- Covid19 Risk Assessment
- Approved minutes Full Council 23 March 2020

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Who should go to work	That everyone should work from home unless, they are unable.	Staff, Councillors	<p>Keeping in touch with staff at home on their working arrangements including the welfare, mental, physical, health and personal security.</p> <p>Providing equipment for people to work at home safely and effectively.</p>	<p>Town Clerk to have regular contact with individual staff by IT Teams.</p> <p>All staff to confirm that they are confident with IT, online meetings, verbal contact arrangements, safe and comfortable working space.</p>
Protecting People who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	Staff, Councillors	<p>Providing support for workers around mental health and wellbeing</p> <p>Clinically extremely vulnerable staff to work from home.</p> <p>Clinically vulnerable staff who are at risk of severe illness to help to work from home.</p> <p>If clinically vulnerable staff wish to work in the office, they be offered safe workspace, but 2 metre from other members of staff.</p>	<p>Town Clerk to have regular contact with individual staff, or other staff where necessary.</p> <p>Staff to disclose if they are in this category.</p> <p>Staff to disclose if they are in this category.</p> <p>Staff member to be provided with desk space within the boardroom or meeting room.</p>
People who need to self-isolate.	To make sure individuals who are advised to stay at home do not come to work.	Staff, Councillors	Enable workers to work from home whilst self-isolating.	<p>Instruct to work from home.</p> <p>Reassure staff if need to go on sick leave.</p> <p>Provide staff with latest government guidance for people with symptoms.</p>

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Equality in the workplace	To treat everyone equally in the workplace.	Staff, Councillors, Contractors	Understanding the circumstances of those with different protected characteristics	Treat all staff fairly All staff to be asked whether their needs are met in terms of equality, equipment, access and facilities.
Social Distancing at work	To maintain a 1m+ to 2m social distancing on arrival and departure and ensure handwashing upon arrival	Staff, Councillors, Contractors, Public	Hand wash at entry / exit to building Manage numbers in the office at any one time	Use sanitiser at door entry (Diocese) Prepare a rota and staff to keep updated.
Social Distancing Moving around the office	To maintain social distancing wherever possible while people travel through the workplace	Staff, Councillors, Contractors, Public	Reduce movement in the office Reduce maximum occupancy in the office. Govt. guidance has been amended to allow 1m plus where 2m cannot be achieved. Regulate high traffic areas	Prepare an office-working rota. Undertake meetings via Teams Main office 3 persons max Boardroom 2 persons max Meeting Room 1 person max Reception 1 person max Keep internal doors open to prevent regular handling of the door handles. Keep door to reception closed.
Social Distancing Workplaces and Workstations	To maintain social distancing between staff when at their workstations.	Staff, Councillors	Avoid sharing workspaces Set up and sit at workstations 1m+ - 2m apart	Work from home No sitting face to face. Sit side-by-side or diagonal. Measure 2m.

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Social Distancing Meetings	To reduce transmission due to face to face meetings and maintain social distancing at meetings	Staff, Councillors, Public, Contractors	Use remote working to avoid in person meetings All public interface meetings to be by appointment only.	Meetings using IT Teams/Zoom Council meetings virtual – IT Teams/Zoom Avoid too many people attending face-to-face meetings. Keep any face-to-face meetings to a minimum time. Try to arrange face-to-face meetings outdoors. Social distance 1m+ - 2m.
Social Distancing Common Areas	To maintain social distancing while using common areas	Staff, Councillors, Public, Contractors	Working collaboratively with landlord	Wipe clean toilet door handle after use. Ensure wash hands after using the toilet.
Managing customers, visitors and contractors	To minimise the number of unnecessary visits	Staff, Councillors, Public, Contractors	Limiting the number of visitors to the office and ensuring appointment only from 01 July. Two staff to be present in the office when external customers/public coming in. Contractor visits, meetings, inspections Revising visitor arrangements	Increased use of IT for communication and work rota in place. Contractor liaison done electronically. Meetings on sites to maintain 1M + or 2m Inspections done early hours, off peak times. Notices in reception to 1 person at a time. Provide hand sanitise facility. Keep glass screen closed.
Providing and explaining available guidance	To make sure people understand what they need to do maintain safety.	Staff, Councillors, Public, Contractors	Provide clear guidance on social distancing and hygiene to all.	HM Govt. Posters up in office Team briefings Infectious Disease Policy All staff to receive Risk Assessment

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Cleaning the workplace	To make sure the workplace is cleaned ready to restart	Staff, Councillors, Public, Contractors	Clean office	Clean all surfaces, kitchen and surfaces on regular basis. Open windows whilst in office where practicable.
Keeping the workplace clean	To keep the workplace clean and prevent transmission	Staff, Councillors, Public, Contractors	Clean office	Clean workstation, IT, phone, and photocopier at end of working day. Clean kitchen, door handles and kitchen surfaces at the end of the day. Clean server door after change of server tape Clean surfaces on regular basis.
Personal Hygiene	To help everyone maintain good hygiene	Staff, Councillors, Public, Contractors	Signs and posters to advise of hygiene Provide hand wash facilities Empty Bins	HM Govt. guidance posters in office, toilets Sanitiser at main shared door Hand wash available in office Do not use shower Bins emptied into bin store weekly.
Handling goods and merchandise	To reduce transmission through contact with objects	Staff	Cleaning procedures	Following opening of the mail or deliveries, then wash hands. Reduce frequency of orders. Bulk buy All deliveries to be dropped in reception.

Area	Objective	Who might be affected	What further action is necessary?	Additional Instruction
Workplace Management Work related traffic	To avoid unnecessary work travel	Staff	Minimise non-essential travel Minimise the number of people travelling together	Work from home and promote use of IT Only one person in a vehicle for work related travel
Communications	To make sure all staff are aware of the procedures for safe management of the workplace	Staff,	Provide clear and consistent communication Engage with workers	Posters in office All staff to receive risk assessment Regular team meetings via IT Teams/Zoom Update office noticeboard with essential shared messages or good practice

Name: Ian Parker, Services and Contracts Manager

Date: 21 May 2020

Reviewed and Updated: 30 June 2020

Council: 13 July 2020

Next Review: 13 August 2020 or sooner if changes to Government Guidance.

1. Planning Activities

Not Started	Underway	Complete	Activity
		✓	Assign responsibility for planning and preparedness to a senior officer and a deputy
		✓	Obtain information on COVID-19
		✓	Consult within the Council and staff
		✓	Consult with suppliers/contractors on measures they are taking and on potential disruptions to supply
		✓	Assess impact on your business and attach appropriate priority to the planning process
		✓	Develop a business continuity plan

2. Business Issues

Not Started	Underway	Complete	Activity
		✓	Identify critical activities and the employees and inputs required to maintain them
		✓	Consider the possible impact of employee absences
		✓	Examine the likely impact of COVID-19 on your market and on your customers' requirements
		✓	Identify and agree strategic imperatives
		✓	Understand the business need for face-to-face meetings should there be community transmission of COVID-19 with a risk of person-to-person spread. Consider the potential for remote working.
	✓		Consider the financial management implications due to COVID-19. (Covid 19 cost code now established to monitor expenditure)
		✓	Communicate with staff and Members in a manner appropriate to the current state of COVID-19 phase as guided by national recommendations
		✓	Prepare policies on leave due to COVID-19

3. WORKPLACE

Not Started	Underway	Complete	Activity
		✓	Prepare policies on hygienic behaviour for employees and visitors to premises as guided by national recommendations.
		✓	Plan to provide for hand washing, hand hygiene, tissue disposal and other facilities as per national recommendations
		✓	Plan for frequent and effective cleaning of the workplace as per national recommendations
		✓	Prepare policies as per national recommendations to advise those who are infected, or are suspected to be infected with COVID-19
		✓	Plan measures to reduce face-to-face contact with customers / suppliers and between employees from different sites
		✓	Identify work organisation measures that can be taken to reduce potential for employees who are in the workplace to infect each other
		✓	Prepare policies on flexible work locations (e.g. teleworking) and flexible working times
		✓	Provide ICT infrastructure to support teleworking and remote customer interaction
		✓	Staff to provide to the Town Clerk whether they have attended one of the affected areas in the last 14 days.
		✓	Staff to provide to the Town Clerk an updated Medical Questionnaire and any vulnerable risk groups are identified.
		✓	Wash hands on entry to the office as instructed by the landlord, clean surfaces regularly, washing cups and plates daily, soaking cloths in brushes in boiled water for at least 5 minutes and all tissues and waste to be put into bins and bins emptied on a Friday. Clean shared surfaces such as the kitchen, photocopier and other shared apparatus.
	✓		Avoid meetings in the Meeting Room

Workplace continued			
Not Started	Underway	Complete	Activity
		✓	Avoid meetings in the board room where attendees are within 2 metres of each other and ensure that meetings are short in length
		✓	Avoid the use of shared telephone and keyboards.

4. HOME WORKING

Not Started	Underway	Complete	Activity
		✓	It is accepted practice for members of staff to work from home, and this practice shall continue. Home working will be encouraged/instructed by the Town Clerk.
		✓	Additional licenses for home working have been purchased.

5. COUNCILLOR & PUBLIC MEETINGS

Not Started	Underway	Complete	Activity
		✓	It is a legal requirement that all Council and committee meetings must be open to the public (except for discussion of sensitive matters). The use of IT and electronic meetings is implemented.
	✓		NALC advice is that any councillor who does not wish to attend a council meeting due to concerns about their own health or who have underlying health conditions who make them potentially more susceptible to the virus, they can send their apologies to the meeting. If the meeting is therefore going to be inquorate, it will have to be re-scheduled.
	✓	✓	The Town Clerk in liaison with Committee Chairs will seek to ensure meetings are quorate prior to the commencement of where possible in order for the meetings to proceed.
	✓		Councillors should refrain from meetings if they have a cold or a cough.

6. SERVICES

Not Started	Underway	Complete	Activity
		✓	The Community Caretaker contract shall be largely unaffected as the work is mainly outside. The Services and Contracts Manager will maintain a dialogue with the Contracts Manager at Amey.
		✓	The Grounds Maintenance contract shall be largely unaffected as the work is mainly outside. The Services and Contracts Manager will maintain a dialogue with the Contracts Manager at Lowther.
	✓		Works to improve the play area and paths at Fairhill are scheduled to commence in April and run through until the end of May. The contract shall be largely unaffected as the work is mainly outside. The Services and Contracts Manager will maintain a dialogue with the contractors involved.
	✓		The children's play area will be closed for a period of time whilst the works at Fairhill are ongoing. It may be that depending on the severity of the spread of Covid 19 the play equipment shall be subject to a regular disinfectant and clean. This would be instructed via the Community Caretaker Contract.

There is no obvious risk to finance, legal or IT services where there is resilience in place as the Council has external support available.



FULL COUNCIL

13 JULY 2020

MATTER:

LGA Code of Conduct Review
Consultation

Consider the Local Government
Associations review of the
Model Code of Conduct

ITEM NO:

19

AUTHOR:

LEGAL

SUPPORTING MEMBER

Chair

RECOMMENDATION

That the Council provides a response to the consultation via the Cumbria Association of Local Councils based upon the matters raised in Section 3 of this report.

INTRODUCTION

High standards of conduct in government at all levels are needed to protect the integrity of decision making, maintain public confidence and to safeguard local democracy.

Eighteen months after the Committee on Standards in Public Life reported to the Prime Minister on improving ethical standards in local government, the National Association of Local Councils (NALC) have worked with the Local Government Association (LGA) to take forward the recommendation to develop an updated national model code of conduct for all tiers of local government.

1. OVERVIEW

- 1.1 The draft Model Code Of Conduct has been published by the Local Government Association (LGA).
- 1.2 The LGA is now [consulting on the proposed national model member code of conduct](#). Responses to the consultation on the draft have to be submitted by 17th of August 2020.

- 1.3 Parish and Town councils have been asked to consider the proposed code and [respond](#) to the LGA to share their views. The questionnaire is designed for both members and officers.
- 1.4 The preparation of the draft follows on from the publication of the recommendations of the Committee On Standards In Public Life.
- 1.5 A summary of the recommendations of the committee are listed below. One of the recommendations was that the LGA should produce a model Code of Conduct.
- 1.6 The government has yet to publish any response to the committee's recommendations. If the recommendations are implemented in whole or in part the process by which complaints are considered may have to change or the code itself may require some variations.
- 1.7 The National Association of Local Councils (NALC) has been involved in the production of the draft and is requesting responses to consultation through individual councils or through the county association.

2. COMMITTEE ON STANDARDS IN PUBLIC LIFE - SUMMARY OF COMMAND PAPER RECOMMENDATIONS

- 2.1 A new code of conduct for local government to be developed and LGA to provide a model.
- 2.2 Candidates for election need not disclose their home addresses.
- 2.3 Councillors need not declare their home addresses in their interests and the regulations should be so amended.
- 2.4 Councillors acting in public, including social media, should be presumed to be acting in their official capacity.
- 2.5 Code to apply if councillor gives the impression of acting in his or her official capacity.
- 2.6 Disclosable personal interests to include directorships, trusteeships and managerial roles.
- 2.7 Hospitality over £50 to be declared and if over £100 in a year.
- 2.8 Code to be changed to provide a declaration interests if it is reasonable to think that the interest is significant and will prejudice consideration.
- 2.9 Suspension possible if the Independent Person agrees is a proportionate response.
- 2.10 Power to establish standards committee with independents and parish representatives to decide on allegations and sanctions.
- 2.11 Appeal to Local Government Ombudsman against suspension.
- 2.12 Annual publication of Complaints and their outcome.
- 2.13 Local Authority to have power of suspension for up to 6 months and may consider barring and withdrawal of facilities as sanctions.
- 2.14 Abolishment of criminal sanctions.
- 2.15 Parish Councils to adopt the Principal Authority's code or new model.
- 2.16 Clerks of Parish Councils to have a recognised or appropriate qualification.
- 2.17 A sanction on a Parish Councillor should be determined by the Principal Authority.

3. LEGAL OPINION

- 3.1 The draft identifies through nine bullet points some fundamental concepts to which all members should adhere. The draft goes on to state what are considered to be minimum requirements which are expressed in terms of commitments by each individual member.
- 3.2 The nine bullet points should be considered minimum requirements.
- 3.3 Expressing the two as separate points and requirements may cause confusion and certainly provides a lack of clarity. Any member should be required to commit to the whole code.
- 3.4 It is not clear in requirements 1 and 2 why these provisions are expressed in relation to treating people with civility. There should be a reference to treating people with respect either in addition to or in substitution of the civility requirement. Respect is a commonly used and understood in relation to standards of behaviour and it is one which has been used previously.
- 3.5 Bullying and harassment is referred to in requirement three. It should be made clear that harassment is not acceptable in any circumstances. I understand the reference to the protected characteristics and that it may be considered to be particularly inappropriate with reference to those characteristics. I consider that the simple statement that harassment is not acceptable in any circumstances should be made.
- 3.6 Requirement four refers to the impartiality of officers. It should be made clear that there should be no attempt to attempt to persuade officers. It should make clear that a member should not seek to persuade, instruct or force an officer to change an opinion. The requirement would benefit from this expansion.
- 3.7 The reference in the notes to requirement 6 to "this basis" is not clear. It should be specifically stated what the basis is on which a member should operate. The expectation and the obligation is not expressed succinctly.
- 3.8 It should be made clear that promoting anyone's private interests should be avoided.
- 3.9 In requirement 10 the purpose of the disclosure should be stated and that a declaration of interests everyone to know what the Members interests are and determine whether a conflict may arise. This is made clearer in the notes.
- 3.10 In requirement and 11 a reference is made to "significant" gifts. The use of the word significant gives rise to the prospect of subjective judgements and does not add anything to the concept.
- 3.11 It should be made clear in relation to the internal resolution procedure that it applies when a person may be in breach the code of conduct
- 3.12 One of the issues with the current code is the inability of authorities to issue what would be effective sanctions in serious cases. It is not considered that an authority could impose a two months' bar or bar someone from chairing a committee as is stated in the appendix.
- 3.13 It is considered that the code itself should be relatively straightforward and easy to apply and understand.

- 3.14 It may be thought that there should be a specific requirement in the code for members to promote equality and not to discriminate. It should be made clear that members should not use the council's resources for political purposes. It may well benefit the code to provide a positive requirement for members to support high standards of conduct.
- 3.15 The particular criticisms which there are of the current code which are most often made are the lack of sanctions, the potential imposition of criminal sanctions, the lack of an independent appeal process if matters are being dealt with solely within an authority and the variety of codes which there are across the country although there must be a measure of commonality.



FULL COUNCIL

13 JULY 2020

MATTER:	PAPERLESS OPERATIONS IT EQUIPMENT
AUTHOR:	TOWN CLERK
SUPPORTING MEMBER:	CHAIR
ITEM NO:	21
REPORT TO BE/HAS BEEN CONSIDERED BY	N/A Priority within the Approved Climate Change Strategy

LINK TO COUNCIL PLAN PRIORITIES:

- Climate Change Strategy
- Efficient Council operations and service provision
- Community Engagement

RECOMMENDATIONS

Undertake a pilot of 'paperless' meetings and, subject to the success of the pilot, to extend this approach to all areas of Council business. To enable this to happen Council is asked to:

- a) Purchase tablets with Microsoft Office and SharePoint for each Member with microphone and camera to enable all Members to join virtual meetings (Appendix A **Quote- included within Part 2 - commercially sensitive.**
- b) Cease creating and posting to Councillors, agenda packs with an agenda and supporting reports.
- c) Post a hard copy summons and agenda without reports to those Councillors who request it.
- d) Continue to print a hard copy agenda and minutes for the minute books.
- e) Circulate Full agenda pack with reports via email until all Councillors are confident in using SharePoint.

- f) Using a phased approach, provide training and support to enable Councillors to utilise SharePoint.
- g) Extend the Adobe Pro DC licence to all officers of the Council.

1.0 PURPOSE

- 1.1 The adoption of a paperless approach to meetings will reduce the Council's carbon footprint, deliver printing, paper and production cost savings, and provide Councillors with improved access to information, thereby allowing them to undertake their duties more effectively and efficiently.

2.0 BACKGROUND

- 2.1 In light of climate awareness and financial pressures, the Council is identifying ways of efficient working, improving services and communication.
- 2.2 A number of Councils have completed a transition to paperless meetings and there is a clear movement nationally in this regard, such that over the course of the next few years it is expected to become standard practice in local government.
- 2.3 The Council is increasingly identifying that its residents and partners are accessing and contacting the Council electronically and even more so during the Covid-19 pandemic. This shift in engagement supports the necessity to have a relevant and informative website and social media platforms and moving to paperless meetings.
- 2.4 The Council has resolved to demonstrate best practise for climate change mitigation and this proposal will provide Councillors with an opportunity to lead by example and demonstrate that they are prepared to embrace new forms of technology to deliver savings, implement efficient working practices and reduce the Council's carbon footprint.

3.0 ADVANTAGES OF PAPERLESS WORKING

- 3.1 There are a number of potential benefits associated with a move to paperless working, which include:

Environmental Benefits

- 3.2 The Council declared a Climate Change emergency on 20 May 2019. The primary benefit of paperless meetings is the reduction of the Council's carbon footprint, highlighting the Council as being environmentally

responsible. Paper and stationery usage is reduced, less energy is used to produce printed papers and less transport is involved.

Reduced Printing and Postage Costs

- 3.3 The frequency of Council and Committee meetings and the size of agendas can vary significantly, and with the addition of ad-hoc Committees, extraordinary meetings, Sub-Committees and Working Groups, external correspondence, wasted paper, it is difficult to project a definitive cost saving that paperless working would offer going forward. An indicative cost reduction is provided in section 6.

Officer Time

- 3.4 The removal of the need to print, envelope and process hard-copy agenda papers for postage will result in efficiencies in Council and Committee administration time, which can be reallocated to other areas. Currently one personal computer has Adobe Pro DC belonging to the Town Clerk. Consequently, the Town Clerk develops and publishes the agenda and reports for all meetings, which takes up a significant amount of her time.

Acrobat DC is a subscription product. Subscribing ensures that the Council always has the latest version of Acrobat. The software allows access to a range of features that are uniquely available in Acrobat DC. These include enhanced editing and document creation. The use of this software has already reduced the Clerks agenda production time and Acrobat Pro DC also integrates with Microsoft Office 365. For agenda publication, all the files and reports created by officers can be merged into a single, multipage PDF document. Acrobat Pro DC allows officers to control and manage access to shared PDF files and to prevent recipients from copying or editing the file can restrict editing with enhanced protection.

Improved Access to Information

- 3.5 Through SharePoint Councillors will be able to access meeting papers from any place, at any time to suit their personal commitments. Most tablet devices are small, portable, convenient and easy to use once Councillors become familiar with them; by contrast some agenda packs can be several hundred pages long and particularly cumbersome.

SharePoint is a document management and collaboration tool developed by Microsoft. It is an intranet and content management system that is

used for internal purposes to assist with bringing an organisation together.

SharePoint is most often used for the storing of version-controlled documents, such as Word documents and Excel worksheets. Email is used for passing documents back and forth between users. The potential for mixing up different versions of the same document is considerable. SharePoint provides a single source for storing, viewing, and updating documents, many of these issues are eliminated. It will allow a Councillor and an Officer to work collaboratively on a document.

SharePoint handles virtually any type of document. It is frequently used to consolidate and store various types of documentation (project drawings, videos, schematics, photographs, and workbooks, for example) that are required for large projects where multiple teams must collaborate and automatically maintains a version history of objects and data. Changes can be rolled back to an earlier state at virtually any time.

Deleted data and objects are held in a "recycle bin" so that they can be recovered, if necessary. SharePoint supports an Undo feature for its data. Users can be alerted by email message whenever a specific document in SharePoint is added, deleted, or changed.

Equalities

- 3.6 The Council uses Verdana Font to support people with dyslexia access Council information. The Council recognises that individuals with hidden disabilities, such as dyslexia or visual impairment, may require additional support and all appropriate measures will be put in place to support the transition but believe that providing electronic information/documents that can be edited by the individual to aid their ability to read a Council document is far more equitable.

4.0 SUPPORT FOR COUNCILLORS

- 4.1 It is recognised that some Councillors will adapt quicker than others to a transition to paperless working, therefore the level of support provided to them will be crucial. It is essential that each councillor have the correct equipment that is compatible with the use of virtual meetings and SharePoint with dedicated IT support.
- 4.2 To support Councillors with using SharePoint, drop-in sessions will be held prior to Committee meetings to deliver one-to-one support and advice when social distancing rules allow. Support will also be requested from the IT contractor.

5.0 IMPLEMENTATION

- 5.1 Some local authorities are known to have used a 'guillotine' approach to introducing paperless activities, whereby all meetings and operations from an agreed cut-off date became strictly paperless. This approach has had mixed results, with some Councils finding that this allows little time for Councillors to build confidence.
- 5.2 A gradual approach is favoured for the Town Council. Subject to any feedback/concerns arising from the pilot, it is recommended that a phased Council-wide transition to paperless operations be implemented, with the timetable to be agreed in consultation with each relevant Committee Chair. To ensure paperless operations are successfully implemented the following core principles will be adopted:
- Chairs will be provided with a copy of all papers if they request it.
 - Councillors who may have an accessibility issue will be provided with a copy of papers on request.
 - Tablets will be provided to Councillors.
 - Officers will produce all reports in a form that can be used on a tablet. It is acknowledged that there will be some exceptions and, in such instances, paper copies will be produced to aid their readability.
 - Councillors will participate in training so that they are able to take advantage of SharePoint.
 - Councillors who are more confident will provide peer-to-peer support.
 - Full agenda packs with reports will continue to be published on the Council's website. As is the Council's usual practise, hard copies of the short agenda without reports will be available at public meetings when these can be reinstated.
 - The implementation of the paperless operations pilot will be evaluated after a few months and progress will be assessed.

6.0 FINANCIAL IMPLICATIONS

- 6.1 The total printing and postage cost associated with Council and Committee papers in 2019/20 was £1,897.13.
- 6.2 These costs will vary each year with the number of meetings held and the size of agendas and individual reports, but the 2019/20 figure gives an indication of the cost reduction to be achieved through the conversion to paperless meetings.
- 6.3 The cost of Adobe Pro Dc is £17.18 pm for 10 licences.

2019/20 costs as recorded:

- £523 on postage.
 - £1255 printing
 - £551 paper, envelopes and labels, pens etc.
- Total £2,329 Plus officer time

Yr1 set up costs

Per councillor £337

Total £5,055

plus installation £195

Total £5250

and insurance

Yr1 and thereafter costs pa

Per Councillor £111 dedicated IT support service and malware £1,665pa

The cost of Adobe Pro Dc is £17.18 pm for 10 licences £205.20pa.

7.0 LEGAL MPLICATIONS

7.1 Consideration has been given to the Local Government Act 1972 –

(sections relating to Access to Information), the Local Government Act 2000.

7.2 Consideration has been given to the General Data Protection Regulations 2018. Councils must have ‘appropriate technical and organisational measures’ in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability. The GDPR doesn’t define the security measures that the Council should have in place rather it requires the Council to have a level of security that is ‘appropriate’ to the risks presented by information processing. As the Data Controller, the Council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used to carry out the processing.

7.3 To avoid a data breach:

- Sensitive data will not be stored on SharePoint.
- All the devices will be password-protected with malware protection.
- If the device is lost or stolen the IT contractors will remotely locate it and wipe the data or lock the tablet.

- The Council is be able to demonstrate that it is complying with the GDPR, and have appropriate policies, processes risk assessments in place.
- Members are aware of the policies, processes risk assessments and have undergone training.

BACKGROUND PAPERS

Climate strategy.