



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
28th July 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Policy & Governance Committee** which will be virtually via the following link <https://us02web.zoom.us/j/88218841098> on **Tuesday 4th August 2020 at 6pm**. You can also access via phone using the following number and meeting ID number: **88218841098#** and Tel No: **+44203 4815237**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor M. Westerman - Chairman
Councillor J. Akhtar
Councillor C. Chapman
Councillor S. Cooper

Councillor M. Curtis
Councillor M. Dowse
Councillor A. Mohammad
Councillor M. Walker

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Welcome & Introduction

The Chairman will remind Members of the Virtual Meeting protocols

2. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes – For Decision

Members are asked to approve the minutes of the meeting of the Policy & Governance Meeting held Tuesday 7th July 2020.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Tuesday 2nd June 2020.

Copy attached

7. Councillor Skills Audit – For Decision

To consider the attached report from the Town Clerk on a Councillor Skills Audit.

Copy attached

8. Accessibility Regulations – For Decision

To update members on the implementation of the new Accessibility Regulations.

Copy attached

9. Town Magazine – For Decision

To consider the attached report from the Town Clerk outlining the costs for advertising space in the Town Council Magazine.

Copy attached

10. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 1st September 2020 at 6.00pm.

KEIGHLEY TOWN COUNCIL

Minutes of the Policy & Governance Committee held remotely on Tuesday, 7th July 2020

Present: Councillor Westerman - Chair
Councillor Walker
Councillor Akhtar
Councillor Dowse
Councillor Curtis
Councillor Mohammad
Councillor Adams – Ex Officio

Also Present: Pip Gibson, Community Development Officer

013/2020 (PG) Welcome & Introduction

The Chairman reminded members of the arrangements for virtual meetings.

014/2020 (PG) Apologies for absence

Cllr S Cooper
Cllr C Chapman

RESOLVED to accept and record the above apologies

015/2020 (PG) Declarations of Interest

RESOLVED there were no further declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

016/2020 (PG) Public Question Time

None.

017/2020 (PG) Minutes

RESOLVED to confirm the minutes of the meeting held on Tuesday 2nd June 2020 be confirmed as a true record of the proceedings and signed by the Chair.

018/2020 (PG) Progress Report

RESOLVED to note the Progress Report.

019/2020 (PG) Code of Governance Action Plan

Councillors considered the report from the Town Clerk on the Code of Governance action plan.

RESOLVED Councillors note the report and its contents.

RESOLVED that the Policy & Governance Committee undertake the annual assessment in December 2020

RESOLVED that a copy of the Code of Governance and Action Plan be given to every Councillor.

020/2020 (PG) Social Media Calendar

Councillors considered the report from the Town Clerk.

RESOLVED Councillors note the report and its contents.

RESOLVED that a quarterly update is provided to Members on the use of the Social Media Calendar

RESOLVED that the Chairs of Committees are invited to discuss and suggest the content of the Social Media Calendar.

021/2020 (PG) Town Magazine

Councillors considered the report from the Town Clerk outlining the next steps for the Town Magazine.

RESOLVED Councillors note the report and its contents.

RESOLVED that the Town Magazine be prepared for publication in September 2020.

022/2020 (PG) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Tuesday 4th August 2020 at 6.00pm

Signed
Chair

Date



REPORT FROM: TOWN CLERK

TO: POLICY & GOVERNANCE COMMITTEE

DATE: 4th AUGUST

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
POLICY & GOVERNANCE MEETING DATED TUESDAY 7TH
JULY 2020**

Item No	Committee Decision	Update
1.	Code of Governance Action Plan RESOLVED the P&G Committee to complete the audit in December. RESOLVED to provide all Councillors with a copy of the Action Plan	Will be added to the December agenda. Emailed to all Councillors on 28 th July
2.	Social Media Calendar RESOLVED Committee chairs be invited to discuss and suggest content for the Social Media calendar	Will be added to the agenda for the Town Plan Steering Group to consider.
3.	Town Magazine RESOLVED that the Town Magazine will be prepared for publication in September.	Draft will be added to September agenda for approval.

KEIGHLEY TOWN COUNCIL **Item 7**

REPORT TO POLICY & GOVERNANCE COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 4 th August

SUBJECT	Councillor Skills Audit & Training
----------------	---

PURPOSE:

1. To update members on the upcoming Councillor Skills Audit.
2. To seek members approval for the audit and subsequent training plan.

RECOMMENDATION(s):

3. Members agree to the Skills audit included as Appendix A.
4. The outcome of the audit be reported to a future committee meeting.
5. The Town Clerk produces a training plan based on the audit for members to approve.

REASONS FOR RECOMMENDATION:

6. To support elected members in their roles.

SUMMARY OF KEY POINTS:

7. To support members in their roles as elected members, the town council needs to identify the strengths and areas of development for all Councillors.
8. A skills audit will help inform the training needs of individual Councillors and develop a coordinated training plan to meet those needs.
9. The current Councillor Training budget is £7,000.

10. The budget remaining for the current financial year is £6,658.
11. So far in the current financial year 13 training courses have been attended by 7 Councillors.
12. All these have been remote webinars arranged via YLCA.
13. The approach to training currently is ad-hoc with opportunities being sent to Councillors as and when they are received.
14. To maximize the training budget and to support elected members a training plan will be developed following on from the skills audit.
15. The training plan might include Keighley Town Council hosting training on particularly topics if several members identify similar areas for development.
16. The training plan could also include an element of individualization for members to ensure their needs are being supported.
17. Where possible training offered by YLCA and or NALC will be utilised given their expertise in the local council sector.
18. Both the skills audit and training plan will be voluntary for Councillors to engage with but it is hoped the majority of members will see it as a positive and will be keen to undertake the audit and attend training sessions.
19. For the audit and training plan to be successful it is important that members lead the process. To help achieve that, the Policy & Governance Committee will receive an update from the Skills Audit, approve any subsequent training and monitor its implementation.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

20. The cost of training will be met from the Members Training budget line.

POLICY IMPLICATIONS:

21. N/A.

DETAILS OF CONSULTATION:

22. N/A

BACKGROUND PAPERS:

23. Appendix A – Skills Audit Form

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872101



Keighley Town Council

Full name	
Home address	
Postcode	
Telephone number	
Mobile telephone number	
Email	

TOWN COUNCILLOR SKILLS AUDIT

Please complete or tick the boxes below.

- 1. Do you understand the code of conduct and your Councillor responsibilities? Do you know about the legal powers available for the Council to use? Would you like more information about your role or the training available?**

2. Do you have knowledge about national policy underpinning the Council's work?

Please tick the boxes below which you feel you'd benefit from more information and/or training on.

General to Town Council

- Introduction to being a Councillor
- The role of Town & Parish Councils
- Knowledge of current good practice for charities
- Financial Management
- Facility Management
- Allotments & Open Spaces
- Planning policy and decision making
- Community Development
- Staff Management
- Charing Meetings
- Scrutinising Decisions
- Policy Making
- Social Media usage
- GDPR
- Community Asset Transfers

Are there any other areas you would like to receive training on?

3. The Council is a member of the Yorkshire Association of Local Councils, which is the supporting body for Councillors. Do you know how to access the information they provide Councillors and the training on offer?

- 4. Are there any local issues that you are particularly interested in that you believe could be addressed by Council for the benefit to the community?**

- 5. Are there any additional areas of the Councils responsibilities you would like to contribute to in the future?**

KEIGHLEY TOWN COUNCIL **Item 8**

REPORT TO POLICY & GOVERNANCE COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 4 th August

SUBJECT	Accessibility Regulations
----------------	----------------------------------

PURPOSE:

1. To update members on the requirements under the Accessibility Regulations.
2. To update members on the Councils progress meeting the requirements of the Accessibility Regulations.

RECOMMENDATION(s):

3. Members note the contents of the report.
4. Members request an update on the progress within 3 months.

REASONS FOR RECOMMENDATION:

5. To ensure the Council is fulfil its requirements under the Accessibility Regulations.

SUMMARY OF KEY POINTS:

6. The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities.
7. These include impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing.

8. From 23 September 2020 all local council websites will have to comply with those regulations.
9. Local councils need to make reasonable adjustments to their websites and operations so people can access information. We are required to include an accessibility statement on our website setting out to what extent we meet the requirements and what alternative arrangements are available.
10. The Town Clerk is currently developing a plan to implement the necessary changes to the Council website to ensure the Council is at least part compliant by 23rd September 2020.
11. NALC advise to local councils should be working towards compliance and the speed which this is achieved will depend on the resources available.
12. Work has commenced on compliance. For example, all agendas and minutes which are now uploaded onto the website meet the accessibility requirements.
13. The website host, Netwise, are also undertaking work on the website to ensure it is compliant.
14. A future agenda item will cover the content of the website, any updates or changes made as part of a overhaul of the website will automatically become Accessibility compliant.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

15. N/A

POLICY IMPLICATIONS:

16. N/A

DETAILS OF CONSULTATION:

17. N/A

BACKGROUND PAPERS:

18. N/A

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872101

KEIGHLEY TOWN COUNCIL **Item 9**

REPORT TO POLICY & GOVERNANCE COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 4 th August

SUBJECT	Town Magazine
----------------	----------------------

PURPOSE:

1. To update members on proposed cost of advertising space within the Town Magazine.
2. To seek members views on the proposed advertising costs.

RECOMMENDATION(s):

3. Members agree to the pricing structure outlined in Appendix A.

REASONS FOR RECOMMENDATION:

4. To secure advertising income from the Town Magazine.

SUMMARY OF KEY POINTS:

5. Members have requested the next Town Magazine is published in September 2020.
6. A draft copy will be presented to the September committee meeting for approval.
7. At the July committee meeting members requested information on the current pricing structure for external organisations placing adverts in the Town Magazine.
8. The current pricing structure has been included in Appendix A.

9. Members are asked to consider the current structure in Appendix A and make any amendments or recommendations they feel appropriate.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

10. N/A

POLICY IMPLICATIONS:

11. N/A

DETAILS OF CONSULTATION:

12. N/A

BACKGROUND PAPERS:

13. Appendix A – Pricing Structure

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872101

Town Magazine Advert Pricing Structure

Size	Cost per page/part page
Full A4 page	£225
½ of A4 page	£110
¼ of A4 page	£50
1/8 of A4 page	£25

Multiple edition discounts:

Number of issues	% discount
2 issues	10%
3 issues	15%