

Communications Meeting minutes 23/8/21

Attendees: Chris Lewis, Nick Carter, Danusia Morsley

Apologies: Keeleigh Field, Graham Bridgman

Discussions/Agreements.

1. The working party wish to promote proactive communications with the public and will seek to provide councillors guidance on how to go about this, to include (but not be limited to): communicating agreed information, gathering views and dealing with ad hoc questions, face to face or in writing.
2. The working party felt that it may in future be appropriate to re-form a Comms Committee in its place, since working parties usually carry out short term tasks then disband. The group plan to proceed as a working party for now, per the Terms of Reference.
3. Election of working party chair. Nick was proposed by Danusia, and supported by Chris

Actions:

Chris to review/propose amendments to policies relating to 1) confidentiality 2) freedom of information 3) General Data Protection Regulation (GDPR).

Nick to circulate for agreement the working party terms of reference

Nick to initiate review/update of Comms Policy, incorporating Social Media Policy

Nick to initiate draft of guidance on Comms. (per discussion point 1)

next meeting: to be advised