

## **REPORT TO PICKMERE PARISH COUNCIL**

**20<sup>th</sup> July 2021**

### **AGENDA ITEM 8.1 NEIGHBOURHOOD PLAN AND PLAY AREA REFURBISHMENT PROJECTS – TERMS OF REFERENCE OF PROPOSED NP STEERING GROUP AND GDPR CONSIDERATIONS**

#### **1. NEIGHBOURHOOD PLAN STEERING GROUP – TERMS OF REFERENCE**

- 1.1 Your Council's Neighbourhood Plan working group of members has proposed that a NP Steering Group be formed, whose task will be to pilot the Plan through its processes. It is proposed that the Steering Group (SG) will be composed of councillors and a small group of residents. Essentially this group will lead and/or carry out the work involved in the preparation of the Plan, though always in the knowledge that the Plan is the legal responsibility of the Parish Council as a whole, and that key decisions on the Plan are for the Council to make. In addition, at a lower level, it may be that it will be desirable to appoint task groups, to consider particular plan issues, or (a) consultation group(s), to comment on planning issues that arise. The SG would be responsible for establishing any such groups. The members' working group has already issued a request for volunteers from the Pickmere community to assist with the Plan, and several residents have put forward their names. It is suggested that the members' working group be tasked with selecting 4 of the volunteers who have put themselves forward for membership of the SG, on the basis of the criteria listed in the appended Terms of Reference. This is a process that can only be carried out in camera since it will involve discussion of the personal information provided by the volunteers. In addition, the members' working group will form a Consultation Group from residents who wish to help with the Plan but do not wish to join the SG.
- 1.2 The Terms of Reference (ToRs) seek to define the relative form, roles, and responsibilities of the SG, and are put forward for Council's confirmation. It is hoped that these ToRs will enable the SG to work without constantly having to revert to full Council for decisions, thereby delaying the Plan process, whilst ensuring that Council retains full control over matters of policy. Should any difficulties of interpretation arise in the future that cannot be resolved informally, they can be reported back to Council for consideration.

#### **2. GDPR CONSIDERATIONS**

- 2.1 Both the Neighbourhood Plan and the Play Area refurbishment project require the involvement of the local community. At this early stage of the two projects, communications are being or have been distributed by the Council to all the households in the parish requesting different forms of response, which are likely to include some combination of respondents' personal information, possibly including names, addresses, contact telephone numbers, email addresses, etc. Later stages of the projects may involve similar activities. Some consideration is required as to the GDPR implications of such processes. It is suggested that the following principles might be adopted to supplement the council's GDPR policies.

- 2.2 Where the information requested is in the form of a survey of some kind (e.g. for instance asking for comments on the current play area and suggestions as to how the play area might be refurbished, or perhaps the proposed request for volunteers to join the Neighbourhood Plan Steering Group or subsequently formed consultation groups), the Council will seek to ensure that personal information submitted by respondents is kept confidential within the Council. However, clearly it may be necessary for such personal identifiers to be shared among members of the Council (including the Council Clerk) to enable the responses submitted to be appropriately considered in the context of the particular project.
- 2.3 This approach conforms generally to the Council's GDPR policies, whereby necessary personal identifiers submitted to the Council that relate to Council business (e.g. by email), may be shared among council members (including the Clerk) to enable proper processing of the particular matter.
- 2.4 As an extension of the above, where for instance volunteers are to be selected to join the Neighbourhood Plan Steering Group or other task or consultation groups, it might generally be assumed that such volunteers have, by implication, consented to their name being placed in the public arena as members of such groups. However, for the avoidance of doubt, and to ensure that GDPR principles are respected, the Council will endeavour to request each such 'volunteer' member of the public who joins any such group to sign a form to formalise such consent.

### **3. RECOMMENDATION**

- 3.1 That Council adopt the attached Terms of Reference for the proposed Neighbourhood Plan Steering Group, that Council nominates the Chair of that Group, and that the members' working group on the Plan be tasked to select resident members of the Steering Group and a Consultation Group from the list of volunteers.
- 3.2 That Council adopt the above principles as a supplement to its GDPR Policies and Processes.

J Steel

Clerk to the Parish Council