

BICESTER TOWN COUNCIL



POLICY COMMITTEE MEETING

Ref: POL01/1819

TUESDAY 5TH JUNE 2018

at

7.30 pm

GARTH PARK, LAUNTON ROAD, BICESTER

Circulation:

Town Mayor: Councillor Sean Gaul

COMMITTEE MEMBERS

**Cllr Richard Mould – Chairman
Cllr Lynn Pratt – Vice Chairman
Cllr David Anderson
Cllr David Magee
Cllr Nick Mawer
Cllr Dan Sames
Cllr Les Sibley
Cllr Lawrie Stratford
Cllr Rose Stratford**

NON-COMMITTEE MEMBERS

**Cllr Nick Cotter
Cllr Sean Gaul
Cllr Melanie Magee
Cllr Debbie Pickford
Cllr Jason Slaymaker**

**Bicester Advertiser
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Tuesday 29th May 2018

To: **All members of the Policy Committee**

You are hereby summoned to attend a meeting of the Policy Committee to be held on **Tuesday 5th June at 7.30pm in The Garth, Garth Park, Launton Road, Bicester, OX26 6PS** for the transaction of the following business

Samantha Shippen
Chief Officer

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

Copy Attached	Agenda Item No	AGENDA
	1	APOLOGIES FOR ABSENCE
	2	DECLARATIONS OF INTEREST Committee is reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	3	MINUTES POL06/1718 – 29 th January 2018.
✓	4	PERSONNEL SUB-COMMITTEE PSC02/1718 – 1 st May 2018.
	5	PUBLIC SESSION In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda. Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.
	6	ASSET MANAGEMENT 6.1 ASSETS TASK AND FINISH GROUP

Copy Attached	Agenda Item No	AGENDA
		6.2 BURIAL GROUND
✓	7	MAJOR TOWN INITIATIVES
		Committee is asked to note and comment as appropriate on the minutes from the following meeting:
		Bicester Vision Partnership Meeting: 1 st February 2018, 5 th April 2018
		Bicester Vision Executive Board Meeting: 1 st March 2018, 10 th May 2018
✓	8	SHOPMOBILITY
		Committee are asked to consider the attached report.
✓	9	LANGFORD VILLAGE COMMUNITY HALL
		Committee are asked to consider the attached report.
✓	10	COMMUNITY GOVERNANCE REVIEW – GRAVEN HILL
		Committee are asked to consider the attached report.
✓	11	GDPR
		Committee are asked to consider the attached report.
✓	12	GARTH LODGE
		Committee are asked to consider the attached report.
✓	13	PUBLICATION SCHEME REVIEW
		Committee are asked to consider the attached report.
✓	14	FOI APPEAL
		Committee are asked to consider the attached report.
✓	15	FORWARD PLAN
		Committee is asked to note and comment on the forward plan.
	16	EXCLUSION OF PRESS AND PUBLIC
		RECOMMENDED
		That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Copy Attached	Agenda Item No	AGENDA
✓	17	LEGAL ADVICE Committee is asked to consider the attached confidential report.
	18	DATE OF NEXT MEETING Tuesday 9th July 2018, 7pm

Minutes of a meeting of the Policy Committee held on **Monday 29th January 2018** at **7.00** in **The Garth, Garth Park, Launton Road, Bicester OX26 6PS** for the transaction of the following business:

Present:

Cllr Richard Mould – Chairman
 Cllr David Anderson
 Cllr Jolanta Lis
 Cllr David Magee
 Cllr Nick Mawer
 Cllr Lynn Pratt
 Cllr Dan Sames
 Cllr Les Sibley
 Cllr Lawrie Stratford
 Cllr Rose Stratford

In Attendance:

Sam Shippen – Chief Officer
 Angie Suter – Administrator

Minute Number	Agenda Item No	
332/1617	1	APOLOGIES FOR ABSENCE Cllr David Anderson entered the meeting at 7:24, Cllr Jolanta Lis entered the meeting at 7:03, Cllr Nick Mawer entered the meeting at 7:05 and Cllr Dan Sames entered the meeting at 7:24.
333/1718	2	DECLARATIONS OF INTEREST No declarations of interest were received.
334/1718	3	MINUTES RESOLVED that the Committee confirmed the minutes of the Policy Committee meeting: POL05/1718 – 12th December 2017
335/1718	4	PUBLIC SESSION There were no members of the public in attendance.
336/1718	5	ASSET MANAGEMENT 5.1 ASSET TAKS AND FINISH GROUP The Chief Officer gave a verbal update on Garth House and sought the Committees approval to update and improve electricity testing, some minor improvements and install wi-fi in the empty portion of the house in order for small start-up companies to use the space short term. This will be managed by PERCH on a profit sharing basis. Both the wi-fi and electricity will be independent supply from that of the Town Council office. RESOLVED that Committee AGREED the proposal.

Minute Number	Agenda Item No	
		5.2 BURIAL GROUND
		We are waiting for more information from Cherwell District Council so that Greenacre can prepare the pre-application paperwork as agreed.
337/1617	8	MAJOR TOWN INITIATIVES
		RESOLVED that Committee note the minutes from the following meetings:
		Bicester Vision Executive Board Meeting: 7 th December 2017
		Bicester Vision Executive Board Meeting: 11 th January 2018
338/1617	7	GENERAL DATA PROTECTION REGULATIONS (GDPR) SUPPORT
		RESOLVED that Committee AGREE the recommendations:
		1. Microshade VSM be appointed to provide data protection support services for two years at a cost of £2418.75 + VAT. 2. A further report be presented to the Policy Committee following receipt of the Action Plan as a result of the data protection audit.
339/1718	8	VEXATIOUS COMPLAINTS POLICY GP23
		RESOLVED that Committee AGREED the policy for adoption.
340/1718	9	ANNUAL STANDING ORDER REVIEW
		RESOLVED that Committee reviewed and AGREED the Standing Orders 2018 for consideration at the next full council meeting on the 12 th March 2018.
		Cllr Lawrie Stratford requested that his abstention from voting be recorded.
341/1718	10	PERSONNEL MINUTES
		RESOLVED that Committee confirmed the minutes of the Sub-Personnel Committee meeting:
		PSC01/1718 – Wednesday 13 th January 2018.
342/1617	11	FORWARD PLAN
		RESOLVED that:
		• LMO at NW Bicester be change to CMO at NW Bicester to be reviewed in July 2018. • Assets Policy should be Retention of Assets Policy.
343/1617	12	DATE OF NEXT MEETING
		Monday 10th April 2017 at 7.30pm
		CLOSE OF MEETING: 19:45 hrs

BICESTER VISION

Meeting	BICESTER VISION PARTNERSHIP MEETING
Partners Present	Phil Shadbolt (Chairing), Graeme Laws (Partnership Manager), Shaun Jardine, Angela Guess, Brian Auld, Daniel Boyle, Iftakhar Ahmed, Ellie Maloney, Megan Nelson, Sophie Wragg, Steve Neasham, Placi Espejo, Ben Jackson, Adrian Colwell, Andy Bedwell, James Hill, Richard Byard, Cllr Richard Mould, David Thrower, Alex Kinch, Ambereene Hitchcox, Andrew Lister, Andy Davies, Anis Waiz, Cllr Lynn Pratt, John Westerman, Karen Curtin, Lucy Busby, Lt Col Lyndon Robinson, Olga Maksimczuk, Peter Cox, Samantha Shippen, Ian Inshaw, Stephen Payne, John Liggins, Jonty Ashworth, Oliver Hawkins, Emma Simmonds, Kym Jones, Kris Hindhaugh, Graham Roberts, Vashti Bedwell, Steph Wright
Apologies	Heather Dean, Bernard Grenville-Jones, Cllr Lawrie Stratford, Cllr Michael Waine, Anna Weston-Stowe, Michelle Charlesworth, Miranda Markham, David Heathfield, Adrian Lockwood, Sam Kelly, Lewis Knight, Jacqui Cox
In attendance	Adrian Shooter, Bob Langton, Rachel Faulkner, Chris Gregory, Michael Crofts, Sarah Hayden, Aaron Hudman-Hawkins, Alysén Merrill, Andrew Smith, Anna Kirby, Carole Hetherington, Jaimelyn Lamare, James Metcalf, Janette Dowding, Jeff Lothamer, Joel Shikongo, John Broad, Kathryn Batchelor-Dove, Michael Markham, Michelle Horner, Nigel French, Richard Kingshott, Simon Loo, Simon Mills, Vicky Phillips, David Hoole, Jack Osborne, Tim Stansfield, Caroline French, Neil Wild, Flavia Kalihic, Malcolm Hockday, Sarah Fraser
Date of meeting	Thursday 1 February 2018
Venue	Brethertons, Franklins House, Manorsfield Road, Bicester OX26 6EX
Circulation	All partners
Dates of next meetings	Executive Board meeting - Thursday 1 March 2018, 12pm Full Partnership meeting – Thursday 5 April 2018, 12pm

MINUTES

ACTION

1 WELCOME

Attendees were welcomed to Brethertons by Shaun Jardine and to the Bicester Vision 10th Anniversary celebrations by current and former Chairmen, Phil Shadbolt, Adrian Shooter and Bob Langton, outlining the growth seen in Bicester in the last 10 years and looking forward to what might come in the next 10 years.

2 PLACE MANAGEMENT AND BUSINESS IMPROVEMENT DISTRICTS

Chris Gregory outlined the work of Heartflood, its Place Management service, working to make town centres more vibrant/interesting and better utilised, and the benefits to be gained through becoming a Business Improvement District (BID), something that Bicester Vision may consider co-ordinating.

3 BICESTER - YOUR VISION FOR THE NEXT 10 YEARS - PANEL DISCUSSION

3.1 Local

Businesses in and around the town are contributing an incredible amount to the local economy but there is scope to do more, which is where Bicester Vision is able to play a role, collaborating with other groups, such as the Town Centre Traders, helping to attract new businesses, new jobs and investment to the area.

Bicester is an international brand, with an internationally recognised name and the town benefits from a committed band of traders and businesses. Change is inevitable and it is down to those living and working in and around Bicester to work together to make the town an even more attractive place to visit. It is about getting the balance right between independent shops and national chains and a Business Improvement District bid for Bicester may have a place in this.

The next 10 years will continue to see development, some of which is already in train with Graven Hill, Kingsmere, the Eco Town etc which will undoubtedly result in additional footfall in the town, although with the level of out-commuting running at around 63% currently, much more needs to be done to encourage people to 'stay local'. A BID may help to start this thinking, looking at how to keep the town vibrant, perhaps looking at changes of use in premises, and may be able to provide routes to funding to support work needed.

Question: Does the panel believe local small business are economically and culturally important and what does the future for the next 10 years involve to help them grow and support so they do not go out of business?

The panel recognised the importance of independent traders, noting the Town Centre Traders are working to put on events and support each other wherever possible.

There is clearly a need to promote the changing face of Bicester's town centre so that people are aware of what is available now, not just what has been available in the past. Cherwell District Council are keen to support the town centre and are looking at ways to generate increased footfall, encouraging visitors to stay overnight in the area if, for example, they are visiting Bicester Village for the day. One of the challenges for the town is the diversification of the visitor economy. Change will, undoubtedly happen and it is about how to support the independents so they thrive.

3.2 Regional

Building on a theme, change is happening regionally and being able to plan for this change is vital. The Oxfordshire LEP is dealing with infrastructure changes in the broadest possible sense of the word; people infrastructure, looking at the skills that employers will need in the next 10+ years and how to influence young people and curriculums; business community infrastructure, looking at how to support existing businesses and encourage the entrepreneurs of the future; and connectivity, road, rail, water, broadband etc.

OXLEP has seen the value BIDS bring in other areas in terms of vibrant place making. The LEP is working with partners around the Oxfordshire Growth Deal. Oxfordshire has an incredibly successful economy and it is about maximising this to the benefit of the county as a whole.

The scale of growth being seen around Bicester in all areas, housing, jobs, etc, brings with it challenges, not least to the area's road network. It is about how to create the infrastructure needed in a sustainable way. Bicester has been identified as a priority

place within the region and the Oxfordshire Growth Deal announced in November of a £215m down payment for the county is a start towards the funding needed for infrastructure but does not offer the full solution. One element of the Growth Deal has been funding towards an increased provision of affordable housing in Cherwell District (Government's ambition is to add another 1 million houses along the NIC corridor in the period up to 2050) but without further investment in utilities it will not be possible to grow Oxfordshire much beyond the current planned levels.

The challenge thrown down to the business community is to outline what is needed to deliver desired growth and direct the LEPs and Local Authorities on how to use funding to best advantage to achieve Government's ambitions.

Question: Many decisions are made by Cherwell District Council and imposed against the wishes of local Bicester Members, particularly refers to warehouse development which we do not want where it is proposed. Why can we not have a Unitary Authority formed, ring fencing funding to use as we wish?

The 3 levels of Local Government in Bicester currently work together, on the whole, very well; there is a high level of agreement and collaboration on high level questions. There are a number of ways in which local government can be arranged and Unitary Authorities are one such way. It was noted the move to create a Unitary Authority in an area like Bicester that currently has several tiers of government, would involve considerable time, funding and additional work on the part of Local Authorities. It was suggested it is probably not a good moment to consider this now.

3.3 National

Within the national policy framework, LEPs are being charged with developing Local Industrial Strategies; the question is, what should the Local Industrial Strategy look like for Bicester, from the perspective of the town, the county and from the perspective of the Oxford to Cambridge growth corridor.

The Oxford to Cambridge corridor has been identified as the most productive area of the country with specialisms including Life Sciences, Space & Satellite, Advanced Engineering/High Performance Technology, Creative & Digital, and with emerging sectors around Electronics & Autonomous Vehicles, and Quantum Engineering. Bicester has an opportunity to place itself at the heart of this growth; but clarity is needed on what the Bicester community wishes to see. Work on the corridor is already progressing with discussions on road and rail infrastructure, and Bicester has incredible location advantages and favourable land prices compared to other areas; people can afford to live in and around Bicester.

There is a need to tap into skills investment to ensure that those coming out of education have the opportunity to stay and work in the area.

Questions: Have East West Rail de-scoped their ambitions to come back in budget, taking out bridges etc? Has the proposed route of the Expressway been agreed?

Oxfordshire County Council as the Highways Authority is pressing for public engagement in the first stage of decision-making on the Expressway, as is the Oxfordshire Growth Board. Currently, Highways England is due to make a decision (without public consultation) on the preferred broad corridor route by July 2018. Following that there will be public consultation on the actual detail of the route through the chosen corridor. The current expectation is that the Expressway will be built and

ready to use by 2030. Should the chosen corridor be the northern route, this would run to the south east of Graven Hill and would have considerable implications for Bicester. If this route is chosen, work will need to be done to upgrade the A34 and make improvements to J9 on the M40. To be clear, there will be profound implications for the growth of Bicester and it will inevitably bring more pressure. That said, there are also opportunities to be gained and Bicester needs to be looking at the employment land required to meet future needs (which will not be just about warehousing).

3.4 Question & Answer

Q We've talked about development of the town, improving the town centre, etc, but what is happening about the London Road crossing? It will not matter how wonderful the town is if people cannot get in.

A This is a topic Bicester Vision has been trying to tackle for some time and was an issue first raised by Adrian Shooter when he was Chairman of the Partnership. We are all trying to find a solution but it is a difficult question and, whatever the solution is, it will be extremely expensive; far more expensive than the Local Authorities in Oxfordshire can afford. East West Rail is of national strategic importance and, as such, locally it is believed that funding for roadworks should come from Central Government; we've yet to win that argument. The District Council, in the meantime, is doing everything it can to ensure Bicester is not divided by the rail line when the number of trains running through the town increases.

Q OYAP has just moved to a facility in Bicester and is working to prove that Bicester wants, needs, and will use a community, cultural facility. The organisation wishes to engage with the community and will gratefully receive any support available from the town. We have heard a lot about Government investment going into infrastructure and would support that; official resources are scarce and business is being asked to contribute to rebuild town centres and support businesses there. How do we help to fill the gap of these resources, as community organisations are being asked to deliver services that Local Authorities cannot?

A The pressure from Government is to invest in infrastructure and housing; culture and the arts are "at the bottom of the list". We can try to raise funds ourselves and some of the Bicester Vision money has gone into these things. We need to work more closely together, working as a community to try and maintain these day to day aspects of modern life that we wish to retain.

3.5 Summary

- To work with Cherwell District Council and town centre businesses on making the town more attractive and to consider options such as exploration of a BID for Bicester.
- We need to attract a variety of businesses into the town with a whole range of skills.
- The partnership needs to continue between local government, the LEPs and Bicester Vision working together to define and deliver what Bicester needs.

4 **PERCH UPDATE**

Andy Bedwell thanked the Partnership for the opportunity to speak and invited all present to visit Perch after the meeting.

The new co-working facility will be open on Tuesday 6 February and is a facility where business people can come to work, collaborate, and share ideas with each other. Co-working space has become very popular in London and in the US and there are a variety of different packages (including a number sponsored directly by Bicester Vision) for those who wish to use Perch regularly, to those who wish to drop in on an ad hoc basis.

5 CLOSE

PS thanked all those present for attending the meeting, noting there is an enormous amount of activity taking place in and around Bicester, and significant opportunities for the town, and for its business community to influence and shape these agenda, not least through Bicester Vision's work.

Please let PS/GL know if there are any subjects/topics you would like Bicester Vision to tackle in the coming year.

ALL

6 DATES OF NEXT MEETINGS

- **Executive Board meeting** - Thursday 1 March 2018, 12pm
- **Full Partnership meeting** – Thursday 5 April 2018, 12pm

Board

ALL

BICESTER VISION

Meeting	BICESTER VISION PARTNERSHIP MEETING
Partners Present	Phil Shadbolt (Chairing), Graeme Laws (Partnership Manager) (GL), Steph McNeil, Peter Cox, Amy Edwards, James Hillan Inshaw, Ben Jackson, Shamsher Pangu, Cllr Lynn Pratt, Carol Shaw, Samantha Shippen, Lt Col Lyndon Robinson, Warrant Officer Mark Jordan, Andy Davies, Placi Espejo, Sophie Bettison, Sanya Sanyyed, Tom Leeming
Apologies	Shaun Jardine, Steve Thornton, Miranda Markham, Karen Curtin, Cllr Lawrie Stratford, Adrian Lockwood, Bernard Grenville-Jones, Richard Byard, Jacqui Cox, Stephen Payne, Andy Bedwell, Louise Caves, Cllr Richard Mould, Oliver Hawkins, Emma Simmonds, John Liggins, Amby Hitchcox
In attendance	Aaron Rudman-Hawkins, Flavia Kalebic, Nina Farrow, Jenny Fenton, Georgia Geary, Bernard Goodchild, , Rebecca Hopkin, Alison McCormack, James Metcalf, Krishan Patel, Paula Pym, Mr Reed, Anis Waiz, Rory Currow, Derek Zomer, Tim Bennett, Marta Puente, Hsien Lim, Carlos Ruie, Sarah Fraser
Date of meeting	Thursday 5 April 2018
Venue	Bicester Technology Studio, Queens Avenue, Bicester OX26 2NS
Circulation	All partners
Dates of next meetings	Executive Board meeting - Thursday 10 May 2018, 12pm Full Partnership meeting – Thursday 7 June 2018, 6-8pm

MINUTES

ACTION

1 WELCOME

PS welcomed attendees to Bicester Technology Studio and reminded those present that Bicester Vision's success depends on engagement with Partners and the wider business community in Bicester. Partners were encouraged to support the organisation, sharing opportunities for networking and learning with Bicester Vision through their own networks.

Steph McNeil welcomed attendees to Bicester Technology Studio. The school has been open for approximately 18 months and provides a learning environment for 14-19 year olds, supported by close links into the business community. The school has reviewed its curriculum in recent months and from September 2018 will be running business courses focussed on Enterprise and Entrepreneurship alongside Digital Media. Employers present (particularly those with expertise in marketing, finance, legal, and start ups) who would be interested in providing masterclasses for students were encouraged to contact Steph direct (or via GL, who is also Chair of Governors at BTS) if they were not already working with the school.

ALL

2 PARTNERSHIP MANAGER'S REPORT (Presentation attached)

Further to the information contained in the presentation given, Georgia Geary provided details on the work being undertaken at The Mill, Cherwell's only dedicated Arts venue.

Georgia outlined the possibility of extending this work into Bicester and the opportunities for local businesses to become involved and to benefit directly from the project to be undertaken. Partners were encouraged to contact Georgia (via GL) for more information.

ALL

An update on progress with the project will be provided at the June Partnership meeting.

GL

3 BIZ ENERGISER!

3.1 Growing Your Business Locally In A Digital World (Presentation attached)

Aaron Rudman-Hawkins provided information on simple steps that all businesses can take to improve their online presence.

Comments arising from the presentation:

- Google Analytics provides basic information on organisations visiting your website. There are other (paid for) tools that provide a greater depth of information on those that have visited your website (although it will be interesting to see how GDPR regulations will affect this).
- Businesses should try to set up google analytics from a company email account rather than a personal one, as this will allow access to data if individuals move on from a business. Without relevant login details companies will need to set up new google analytics accounts and will lose the history associated with their business.

3.2 Impact Of GDPR On Your Business (Presentation attached)

Carol Shaw provided information on the new GDPR rules to come into effect from 25 May 2018. It was noted these rules are considered to be evolutionary rather than revolutionary and will build on regulations/processes already in place, and are designed to add a greater degree of transparency.

There is significant help available to SMEs via the Information Commissioner's Office (www.ico.org.uk/for-organisations), including a link to a self audit tool.

Comments arising from the presentation:

- There are still questions to be answered on how to manage data for individuals in the public eye or where disclosure is deemed to be in public interest.
- Special categories of data are available for managing information relating, for instance, to employee sickness, but employers will need to be careful to manage this data appropriately and confidentially within organisations.
- Organisations will need to map and audit the data they hold and consider what they will be using it for, before looking at processes for keeping data safe and ensuring transparency.

3.3 Questions For Success In Your Business (Presentation attached)

Ben Jackson provided a snapshot of key questions posed during a wider course looking at 'Success In Your Business'.

Partners were asked to contact Ben if they wished to know more or if they might be interested in taking part in the business radio show Ben hosts.

4 PARTNERS' UPDATES

PS reported that this agenda item will, in future, include a "Please can you help me" section in which businesses can outline an issue they are having and request assistance from Partners with specialist knowledge/experience in the networking session at the end of the meeting.

4.1 Bicester Garrison

- The garrison has developed a relationship with Bicester Technology Studio, largely as a result of involvement with Bicester Vision, and a number of students have expressed an interest in joining the armed forces, and possibly taking up apprenticeship opportunities available.
- As well as taking new recruits the army has a programme of soldiers leaving the service who are interested in taking up employment opportunities in and around Bicester. Partners were asked to make contact with the garrison (via GL) if they wished to meet the skilled staff looking for future employment.

ALL

4.2 Bicester Chamber

- Bicester Vision (along with Bicester Chamber and the Wednesday Business Club) is co-sponsoring the Micro Business category at the Cherwell Business Awards. Applications are being reviewed and interviews with shortlisted candidates undertaken. The standard of application that has been received has been very high and Partners were asked to consider nominating their own or other organisations in future.
- Partners were encouraged to book their place (if not already done) at the Cherwell Business Awards dinner on Friday 11 May.
- Partners were asked to let Peter/Placi know if they are able to provide raffle prizes, the money raised via the raffle going to the charity chosen on the night.

ALL

ALL

4.3 Bicester Town Council

- Bicester Town Council will be running a number of events/parades in the town over the coming year and require volunteer help with, for example, marshalling at the Bicester Carnival/Armed Forces Day celebrations on 30 June. Please contact Samantha Shippen at Bicester Town Council if you are able to help.

ALL

4.4 FortyPlus People

- The company is involved with recruitment for, particularly (but not exclusively), older people and is seeking to find opportunities for people to live and work locally.

5 CLOSE

PS thanked all those present for attending the meeting, and Bicester Technology Studio for hosting.

6 3 OUTPUTS FOR SOCIAL MEDIA

- Bicester Vision Partners received an overview of the requirements and impact on all businesses of the new GDPR rules coming into force in May.
- Bicester Vision Partnership facilitates interactions between the individuals and groups that the Partnership touches, to the benefit of all.
- Bicester Technology Studio is very keen to hear from individuals and businesses willing to speak to students and provide real employer engagement for those studying Enterprise and Entrepreneurship alongside Digital Media.

7 DATES OF NEXT MEETINGS

- **Executive Board** - Thursday 10 May 2018, 12-2pm, Bicester Town Council
- **Full Partnership** - Thursday 7 June 2018, **6-8pm** (gathering from 5.30pm) at OYAP
- **Executive Board** - Thursday 19 July 2018, 12-2pm, Perch

Board

ALL

Board

	ACTION
➤ Full Partnership - Thursday 6 September 2018, 12-2pm (gathering from 11.30am) at British Bakels	ALL
➤ Executive Board - Thursday 4 October 2018, 12-2pm, Bicester Town Council	Board
➤ Full Partnership meeting and AGM - Thursday 1 November 2018, 12-2pm (gathering from 11.30am), venue tbc	ALL
➤ Executive Board - Thursday 6 December 2018, 12-2pm, Bicester Town Council	Board

Meeting	BICESTER VISION EXECUTIVE BOARD MEETING	
Partners Present	Phil Shadbolt (Zeta) (Chairing)	(PS)
	Graeme Laws (BV Partnership Manager)	(GL)
	Brian Auld (Brethertons)	(BA)
	Richard Byard (OxLEP)	(RB)
	Peter Cox (Bicester Chamber of Commerce)	(PC)
	James Hill (Adalta Real)	(JH)
	Miranda Markham (Value Retail/Bicester Village)	(MM)
	Cllr Lynn Pratt (Cherwell District Council)	(LP)
	Sam Shippen (Bicester Town Council)	(SS)
Apologies	Andrew Davies (YourLetterbox), Shaun Jardine (Brethertons), John Liggins (Ziran Land Limited), Adrian Colwell (Cherwell District Council), Jacqui Cox (Oxfordshire County Council), David Heathfield (Chiltern Railway), Cllr Richard Mould (Bicester Town Council), Cllr Lawrie Stratford (Oxfordshire County Council), Cllr Michael Waine (Oxfordshire County Council)	
In attendance	Sarah Fraser (SF)	
Date of meeting	Thursday 1 March 2018	
Venue	Bicester Town Council, The Garth, Launton Road, Bicester OX26 6PS	
Circulation	All partners	
Dates of next meetings	Full Partnership meeting - Thursday 5 April 2018, 12-2pm Executive Board meeting - Thursday 10 May 2018, 12-2pm	

M I N U T E S

ACTION

1 MINUTES OF PREVIOUS MEETING

The minutes of the Executive Board meeting held on 11 January 2018 were agreed as an accurate record.

1.1 Matters arising

- **Forward plan** - GL/SF to circulate a forward agenda plan for the coming year. GL/SF
SF
- **Meeting dates** - SF to include a note of all forward dates on each set of minutes.
- **Bicester Masterplan** - Council members are to discuss the masterplan on 13 March and it was suggested this will then come out for consultation post 3 May elections. LP/RM to keep the Bicester Vision Board updated. LP/RM
- **East West Expressway** - JH to speak to contacts within Highways England to try and arrange for a representative to provide an update to the BV Board on the routes being considered. JH
- **Development around Bicester** - JH confirmed information/maps will be available at the next Executive Board meeting on development taking place around Bicester and the developers involved. SF to add to the agenda for the next meeting. SF
- **BV Constitution** - It was agreed SS would finalise the constitution as previously discussed and GL will arrange for copies to be available at the next Executive Board meeting for signature (or via electronic signature for those unable to attend). SS/GL

2 “FUTURE SKILLS IN BICESTER” EVENT

The Board discussed the half day event proposed to take place in September, in conjunction with Cherwell District Council and Oxfordshire LEP looking at the jobs and careers that will be needed/available in Bicester in the coming years. It was noted this will not be a “Job Club”. The event is aimed primarily at people who are looking to change careers or looking for their first opportunity; not at school children.

The Board commented:

- The title of the event should reflect “Bicester Visioning” or “Skills Expo”.
- Communications will need to be very clear to ensure the right exhibitors/audience.
- It would be useful to position the event as a thought leadership piece reflecting the direction of travel in the Local Plan, the scale/type of development taking place around Bicester (and the number of jobs involved), and the developing Local Industrial Strategy.

GL/PC/MM/RB to work together on ideas for this event and update the Board at its next meeting.

GL/PC/
MM/RB

3 LOCAL INDUSTRIAL STRATEGY UPDATE (Presentation to follow when available)

RB outlined the process and opportunities related to development of the Local Industrial Strategy (LIS) for the period to 2030 and beyond, for both the Oxfordshire strategy and the wider Oxford to Cambridge growth corridor strategy. This will be a key piece of work for the Oxfordshire LEP over the coming year (submission to Government due in March 2019) outlining the growth that can be achieved in the area, number of jobs created etc, in return for Government unlocking the necessary funding.

It was agreed RB will provide bullet point information on how the Bicester Vision Board can assist and feed in to the creation of the LIS.

RB

The Board commented that it is difficult to engage people in discussions around the growth corridor without tangible information, eg on the number of houses to be developed, the timescales involved, and clarity on what happens in the event of a change of Government.

4 BICESTER TOWN - PODS AND BUSKING

4.1 ‘Pods’

The Board discussed ideas for how to ‘energise’ the town centre and considered the possibility of bidding to Innovate UK for funding to support the introduction of autonomous pods carrying visitors either from Bicester Village into the town centre or perhaps from Bicester North station to Bicester Village station.

The Board considered the suggestion had merit and it was agreed:

- To look at a business case to support any bid to be submitted, including what infrastructure might be needed to support introduction of the pods.
- To consider the membership of the consortium that will need to be established to take a bid forward.
- To investigate possible bid writers and to consider whether Bicester Vision might be in a position to fund a bid writer.
- To involve the Garden Town team in discussions and investigate funding through this route. LP to pick up with Cherwell District Council.
- GL will speak to David Heathfield to ascertain Chiltern Railway’s interest.

PS/GL

ALL

GL

LP

GL

It was agreed to discuss further at the next Board meeting and add this as a standing agenda item for the next few meetings.

SF

4.2 Busking

Recognising that activities in the town centre needed to be properly co-ordinated to ensure they are done well, it was suggested introducing an area for busking may help bring "animation" to the town centre. It was noted that busking had previously taken place in Sheep Street with mixed results.

SS agreed to raise the subject of busking and the possibility of a trial at the Bicester Festival (to be held 16/17 June) at the Festival planning meeting on 8 March.

SS

5 **PARTNERSHIP MANAGER'S REPORT** (Presentation attached)5.1 MIPIM

The Board discussed the possibility of taking a stand at MIPIM 2018 and whether this could be done in a more "joined up" fashion with Cherwell District Council and Oxfordshire LEP than had been the case in 2017. MIPIM was considered to be the best event of its type in terms of the people attending and the opportunities for raising Bicester's profile.

The 2017 event had been a worthwhile exercise that would have been improved by:

- "Working the delegate list" in advance of the event.
- Having representation on the stand from people with property development knowledge and experience.
- Being better prepared with information and marketing collateral etc.
- Receiving lead information promptly after the event so that these could be followed up.

It was agreed to write to Yvonne Rhys (Cherwell District Council Chief Executive) to outline Bicester Vision's concerns that, having invested in the 2017 event, CDC is still to share data with Bicester Vision to allow follow up on the interest expressed at the event by people wishing to invest in Bicester.

GL/SS to prepare a draft letter for PS to send.

GL/SS

It was noted Oxfordshire LEP will be taking a stand at the 2018 event and may have a shared stand for the Oxford to Cambridge growth corridor if the latter is agreed. It was suggested it may be worthwhile nominating someone with a Bicester bias to act as a link with OxLEP.

5.2 Perch update

The Board noted Perch is now up and running and customers appear, at the moment, to prefer using the facility on an ad hoc basis rather than committing to longer occupancies.

It was agreed to revise Bicester Vision's support for Perch to £702 (from an original £500 estimate) to support businesses around Bicester looking to 'grow on' from home office space etc. Sponsorship to commence in March 2018.

5.3 Partnership Meetings

The Board asked that GL ensure parking arrangements were in place for the June Partnership meeting to be held in the evening at OYAP.

GL

5.4 Town Centre Co-ordinator

It has been suggested that Bicester would benefit from appointing a Town Centre Co-ordinator, responsible for pulling together everything happening in the town centre. It was envisaged this could be a part time role, perhaps jointly funded by CDC, Bicester Town Council, Bicester Vision etc.

It was agreed GL would speak to Lucy Busby at Value Retail who has held this role in the past to gain an idea of the type of events etc that work in the town centre.

GL

It was noted all County Councillors hold a discretionary place based budget that could possibly be deployed to support this role for Bicester.

PS agreed to raise this subject at the next Strategic Delivery Board meeting.

PS

It was further agreed to use the June Partnership meeting to discuss this idea.

GL

5.5 Young Enterprise (agreed post meeting)

The Board supported allocating funding of £2,400 to Young Enterprise to run a series of events & workshops with Year 10 and Year 12 students (as previously funded by Bicester Vision).

6 SUB GROUP UPDATES

6.1 Development Group

It was reported Techeetah have, to date, failed to find premises to match their requirements around Bicester. MM/JH to discuss further.

MM/JH

It was noted Bicester and Banbury College will be closing their Telford Road site and moving the operation back to Banbury.

6.2 Recruitment

The Recruitment sub group is still to meet. In the meantime, a PR opportunity has been received from That's TV Oxfordshire. It was hoped this, along with membership of B4, will assist in member recruitment.

It was agreed GL/RB and Rob at OXLEP will liaise on messaging and maximising the benefit of membership of B4, OXLEP also having membership.

GL/RB

The Board noted that Bicester Vision members have gone from 24 to 42 in the last year.

6.3 Town Centre

GL to arrange a meeting of the Town Centre sub group towards the end of March.

GL

7 BOARD MEMBERS' BRIEF UPDATES

7.1 Cllr Lynn Pratt - Cherwell District Council

- CDC's Job Fair on 10 February at the JP11 Conference Centre was extremely well-attended, by both businesses and people looking for new jobs.
- The council met recently and considered the Growth Board. The council had also discussed the unmet housing review, which has now gone to Government.

7.2 Miranda Markham - Value Retail

- The Make A Difference fund was launched in February and Bicester Village has been inundated with bids to the fund. A panel will be reviewing the bids to decide which will be supported.
- The Board discussed the level of homelessness in Bicester town and measures being taken to assist these individuals including work by the Salvation Army to crowd fund a project to provide housing. It was suggested it would be worthwhile looking at this subject as part of Bicester Vision's place-making agenda, but also in terms of its philanthropic work.

7.3 Peter Cox - Bicester Chamber

- PC reported that changes to parking in Bicester are underway.
- The British Legion has proposed establishment of a Silent Soldier for Market Square. SS confirmed that advice is awaited from CDC's Conservation and Planning Officer on this subject.

7.4 Samantha Shippen - Bicester Town Council

- SS reported she had recently attended a Community Resilience Forum meeting which had arisen as a result of anti-social behaviour in Pioneer Square. Reports from Sainsbury's have indicated significant and ongoing damage and threatening behaviour. Bicester Vision will need to consider this within the place-making agenda. It is planned to look at outreach youth work to try and relieve the situation.
- It is planned to hold a Blitz Day in March to try and assist in the town centre. SS to confirm the date once settled.

SS

7.5 Grae Laws

- GL asked for the Board's consent to change Bicester Vision's address to be care of Bicester Town Council. Agreed.

8 **3 OUTPUTS FOR SOCIAL MEDIA**

- Bicester Vision is committed to supporting and helping to improve the vitality of Bicester town centre.
- Bicester Vision is investigating the possibility of introducing autonomous pods to assist in connectivity around, and with the town centre.
- Bicester Vision is working with Oxfordshire Local Enterprise Partnership to ensure that Bicester's needs are fully considered in development of the Local Industrial Strategy.

9 **2018 MEETINGS**

- | | |
|--|--------------------|
| ➤ Full Partnership - Thursday 5 April 2018, 12-2pm (gathering from 11.30am) at Bicester Technology Studio | Full P/Ship |
| ➤ Executive Board - Thursday 10 May 2018, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership - Thursday 7 June 2018, 6-8pm (gathering from 5.30pm) at OYAP | Full P/Ship |
| ➤ Executive Board - Thursday 19 July 2018, 12-2pm, Perch | Board |
| ➤ Full Partnership - Thursday 6 September 2018, 12-2pm (gathering from 11.30am) at British Bakels | Full P/Ship |
| ➤ Executive Board - Thursday 4 October 2018, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting and AGM - Thursday 1 November 2018, 12-2pm (gathering from 11.30am), venue tbc | Full P/Ship |
| ➤ Executive Board - Thursday 6 December 2018, 12-2pm, Bicester Town Council | Board |

The meeting closed at 2.15pm.

BICESTER VISION

Meeting	BICESTER VISION EXECUTIVE BOARD MEETING	
Partners Present	Phil Shadbolt (Zeta) (Chairing)	(PS)
	Graeme Laws (BV Partnership Manager)	(GL)
	Richard Byard (OxLEP)	(RB)
	Adrian Colwell (Cherwell District Council)	(AC)
	Jacqui Cox (Oxfordshire County Council)	(JC)
	Peter Cox (Bicester Chamber of Commerce)	(PC)
	Andrew Davies (YourLetterbox)	(AD)
	Miranda Markham (Value Retail/Bicester Village)	(MM)
	Cllr Richard Mould (Bicester Town Council)	(RM)
	Cllr Lynn Pratt (Cherwell District Council)	(LP)
	Sam Shippen (Bicester Town Council)	(SS)
Apologies	Brian Auld (Brethertons) (BA), David Heathfield (Chiltern Railway), James Hill (Adalta Real) (JH), Shaun Jardine (Brethertons), John Liggins (Ziran Land Limited), Cllr Lawrie Stratford (Oxfordshire County Council), Cllr Michael Waine (Oxfordshire County Council)	
In attendance	Robert Jolley (Cherwell District Council) (RJ) Sarah Fraser (SF)	
Date of meeting	Thursday 10 May 2018	
Venue	Bicester Town Council, The Garth, Launton Road, Bicester OX26 6PS	
Circulation	All partners	
Dates of next meetings	Full Partnership - Thursday 7 June 2018, 6-8pm, OYAP Executive Board - Thursday 19 July 2018, 12-2pm, Perch	

MINUTES

ACTION

1 MINUTES OF PREVIOUS MEETING

The minutes of the Executive Board meeting held on 1 March 2018 were agreed as an accurate record.

1.1 Matters arising

- **Pods** - PS reported that a group including Oxfordshire County Council, Zeta, Transport Catapult and Bosch has been awarded funding from Innovate UK to fund a research project into mobility services linked to autonomous vehicles etc looking at the possible services and benefits that could be delivered. The project is due to start on 1 June 2018 for a period of 12 months, currently focussed on Didcot but it is hoped to include Bicester/Bicester North in the work. Should the research elicit something interesting it was hoped to secure additional funding to deliver the outcomes.
- **Development around Bicester** - carried forward - JH to update the Board on developments taking place around the town.

JH

2 INCORPORATION OF BICESTER VISION

The Board discussed the pros/cons associated with incorporation, or a move to becoming a CIC (Community Interest Company) or Not For Profit organisation, particularly in relation

to increasing the ability to bid for funding available to provide additional resource and ensure sustainability of Bicester Vision so the good work currently being undertaken might continue. It was suggested additional funding would be used to improve the organisation's effectiveness/efficiency and maximise the benefit Bicester Vision is able to bring to Bicester.

Partners affirmed the belief that Bicester Vision has a continued relevance within Bicester's economic development landscape and Cherwell District Council/Bicester Town Council confirmed continued support (**JC to ascertain Oxfordshire County Council's position**).

JC

The Board agreed there was merit in looking at all the possible structures available, including retaining the existing Partnership but establishing a constituted subsidiary able to bid for funding etc. This work should be undertaken in conjunction with consideration of the organisation's 'vision' for the next 10 years, ensuring Bicester Vision has a clearly defined purpose and 'terms of reference'.

It was reported Cherwell District Council will shortly be commencing a consultation exercise in relation to the latest version of the masterplan for Bicester, acknowledging the current version of the plan is not able to reflect important strategic developments, such as the Oxford to Cambridge Expressway as the route for this is still to be decided, and as such this will be an iterative process. It was suggested it would be a useful exercise to look forward, reflecting on the possible impact on the town of the Expressway, East West Rail, the National Infrastructure's recommendations re new settlements etc; considering ways in which to address the London Road challenges and the town's future power/utilities needs; and look at what role the night time economy/the town centre and community needs etc might play. The outcome of this work could feed in to future iterations of the masterplan ensuring a more holistic view of Bicester's needs.

It was agreed:

- GL/SS/BA (and James Doble at CDC) will look at the legal structure options available to Bicester Vision and bring a recommendation to the next Board meeting. GL/SS/BA
- To hold a separate, facilitated Board session towards the end of July looking at the below. SF to canvass dates; GL/RJ to discuss facilitation with RJ: SF/GL
 - Bicester Vision's purpose
 - Where the organisation sees itself in 10 years' time
 - The activities the organisation should be getting involved with
- AC will confirm the timeline for feeding in to the current masterplan consultation. AC
- To hold a wider business-led event in July/August time to outline development of the masterplan and the vision for the future, to look at the implications of the Expressway announcements and what this might mean for Bicester, particularly with regards to the possible release of greenbelt land, and to stimulate discussion around the policies that will help to stimulate growth and the different sectors that will assist in making Bicester an even better place to live and work. **GL to liaise with AC/RJ on the structure for this event.** GL/AC/RJ

3 2018/19 BUDGET

The requirement upon the Partnership Manager each year has been to bring forward a balanced budget, recognising Bicester Vision has held significant reserves for some time. In the last few years the Board has utilised a proportion of these reserves through awarding grants and investing in supporting growth and the local business community eg the investment in the Perch co-working space and in business innovation grants.

It was confirmed management accounts are produced monthly for Bicester Vision and shared with the Chair and Vice Chair (but Board members were advised to contact GL if they wished to see these).

The Board noted the continued drive to increase the number of Bicester Vision members, something that has increased dramatically over the last year albeit with reduced contributions from some of the larger membership companies.

It was suggested considering increasing the budget on marketing and promotion to support the events Bicester Vision will be running in the coming year.

It was agreed to bring the budget back to the "visioning" meeting in July and consider what proportion of surpluses should be held and how to allocate any remaining funds.

GL

4 PARTNERSHIP MANAGER'S REPORT

4.1 Forward Agenda Items

The Board noted the forward agenda items previously circulated.

It was agreed to invite Bicester Town Councillors to the Partnership meeting planned for 7 June and to direct attendees to park in the BSA car park rather than at OYAP (pending GL conversation with James Hill).

GL

MM agreed to investigate whether parking attendants may be available from Bicester Village to assist on 7 June.

MM

4.2 Events

- **Enterprise In Bicester** - 27 September - GL will be speaking to employers in and around Bicester to involve them in this event, which is also being supported by the Oxfordshire LEP.
- **Business In Oxfordshire** - 23 May - Bicester Vision and Cherwell District Council will both have a presence at this event promoting opportunities in Bicester.
- GL to forward a pdf of the brochure used at MIPIM to AC.

GL

4.3 Constitution

It was agreed the constitution must be signed off and finalised by the time of the next Board meeting.

GL/SS

GL to forward a copy of the final document to BA and Cherwell District Council for info.

GL

4.4 MIPIM

It was noted Bicester Vision will not have a presence at MIPIM this year, the return on investment last year not being considered great enough for the time committed. Bicester will continue to feature in discussions at MIPIM via Local Authority and Local Enterprise Partnership stands, as well as being a key part of the Oxford to Cambridge and England's Economic Heartland discussions/representations.

It was agreed that any Bicester leads arising from this event should be forwarded to GL as soon as possible to enable timely follow up.

RB/AC

4.5 Town Centre Co-ordinator

It was agreed that the facilitated 'Visioning' workshop will consider the role of a Town Centre Co-ordinator, as well as the possibility of looking at Bicester Vision leading on the creation of a BID and the implications of the Town Centre Co-ordinator role.

GL

5 STANDING AGENDA ITEMS

5.1 Town Centre

The Board discussed the various activities being supported to help revitalise the town centre including (but not limited to): the Mayor's Clean Up operation in Sheep Street; the continued relationship building with key stakeholders in the town centre; the inspirational

work being undertaken by OYAP and The Mill in providing cultural opportunities; the See Bicester initiative being promoted by Bicester Town Council. The Board reflected that to maintain and increase the vibrancy of the town centre will require support from everyone involved.

PS undertook to ask the Strategic Delivery Board what Market Square funding is available and how this is to be used.

PS

It was felt Bicester still lacks a central repository for all the events taking place in the town and it was suggested there may be a community organisation that develops as a result of all the cultural activity taking place that could run alongside Bicester Vision who would continue to support the business community.

Local Industrial Strategy

- 5.2 It was reported Oxfordshire LEP has appointed PWC to assist in taking forward development of the Local Industrial Strategy (LIS), establishing the evidence base. The focus is very clearly on the "internationalisation" of Oxfordshire, reviewing competitor locations, good practice, market assets, data sets etc.

The first draft of the LIS will be taken to the Oxfordshire LEP Board in September, with the final version of the local strategy to be ready by December 2018. The final version of both the Oxfordshire LIS and the cross corridor LIS are to be submitted to Government by March 2019.

It was agreed to invite PWC to a Bicester Vision Partnership meeting later in the year to outline what is being done and the relevance to Bicester.

GL

6 BOARD MEMBERS' BRIEF UPDATES

6.1 Miranda Markham - Value Retail

- There will be an event later in the day (10 May) to celebrate the success of the Make A Difference programme which will see a total of £35k being awarded to 12 organisations in the community.

6.2 Adrian Colwell - Cherwell District Council

- RJ will be starting as an Assistant Director working with AC on 10 July. Jim Newton will start on 14 May as the other Assistant Director working to AC.

7 ANY OTHER BUSINESS

7.1 London Road

PS reported this subject had been raised at the Strategic Delivery Board meeting recently. It was agreed PS will write to Ian Hudspeth at Oxfordshire County Council (copied to Barry and AC) to ask for an update on discussions re London Road crossing.

PS

SS reported she had suggested Bicester Vision should be offered a place on the LSP - SS to provide feedback when available.

SS

8 4 OUTPUTS FOR SOCIAL MEDIA

- Local Authority Partners affirm their continued support for Bicester Vision which it is believed very much has continued relevance in the Bicester economic development landscape.
- The Board will be meeting to look at what the next 10 years might look like for Bicester and what the local economy may need in order to thrive.
- The Board acknowledged the great work done by volunteers in the Mayor's Clean Up of Sheep Street, helping to revitalize the town centre.
- Bicester Vision and Local Authority Partners will seek to facilitate engagement with the local community on the latest iteration of the Bicester Masterplan.

9 2018 MEETINGS

- | | |
|--|------------------------|
| ➤ Full Partnership - Thursday 7 June 2018, 6-8pm (gathering from 5.30pm) at OYAP | Full
P/Ship |
| ➤ Executive Board - Thursday 19 July 2018, 12-2pm, Perch | Board |
| ➤ Full Partnership - Thursday 6 September 2018, 12-2pm (gathering from 11.30am) at British Bakels | Full
P/Ship |
| ➤ Executive Board - Thursday 4 October 2018, 12-2pm, Bicester Town Council | Board |
| ➤ Full Partnership meeting and AGM - Thursday 1 November 2018, 12-2pm (gathering from 11.30am), venue tbc | Full
P/Ship |
| ➤ Executive Board - Thursday 6 December 2018, 12-2pm, Bicester Town Council | Board |

The meeting closed at 2pm.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

SHOPMOBILITY

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 In the past Bicester Town Council has made a financial contribution to the Shopmobility scheme operating in Bicester Town Centre. Payment was last made in May 2015 at £9,500.
- 1.2 The Chief Officer raised a question during year end review in 2017, at which time it was agreed that the budget code be amended to Partnerships. An earmarked reserve was created to hold the underspend in budget, this has been used to fund items with Healthy New Town and more recently the SEE Bicester Campaign. The reserve currently sits at £18,600 of which £4,545 is committed to SEE Bicester leaving an available balance of £14,055.
- 1.3 In mid March 2018, an invoice was received from Cherwell District Council for a contribution of £9,500 for each of 2016/17 and 2017/18 financial years. A query was raised with CDC regarding any agreement and monitoring/feedback regarding the scheme.
- 1.4 Following a recent meeting with the CDC Officer responsible for the scheme it has been explained that no formal agreement exists with Bicester Town Council. CDC had a three year contract with Shire Mobility, a private company, to operate the Shopmobility scheme which expired in September 2017 and was given an extension to September 2018. No discussions were held with BTC regarding the extension.
- 1.5 It is known that user numbers have dropped significantly year on year and are now at around 1,100 per year. The service costs £45,000 per year to operate and is currently being reviewed by Cherwell District Council. A more detailed report is expected to be received from CDC in the following weeks.

2. Matters for Consideration

- 2.1 Bicester Town Council Policy Committee should consider whether to make a recommendation to Council regarding retrospective contribution to the Shopmobility Scheme for financial years 2016/17 and 2017/18 and if so, at what rate. Consideration should also be given to the required reporting and monitoring of any funding contribution and the budget allocation.
- 2.2 The Committee should also take a view on any future funding commitment for recommendation to Council, subject to CDC continuing the scheme.

3. Recommendation

The Committee is recommended to:

CONSIDER

- 1. Recommending payment of a contribution to Shopmobility for 2016/17 and 2017/18 to Council;**
- 2. Recommending financial support for the Shopmobility scheme for the 2018/19 and future years.**

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

LANGFORD VILLAGE COMMUNITY HALL – LETTER OF SUPPORT

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 Langford Village Community Hall representative has contacted the Town Council for a letter of support.
- 1.2 The Trustees are applying to CDC for a grant from the new Community Infrastructure Capital Grant Programme and as a condition of grant need to send a letter from Bicester Town Council stating that we support the application.
- 1.3 Both the application and CDC application criteria have been circulated to councillors as background documents for this report.

2. Recommendation

The Committee is recommended to **AGREE** that the Chief Officer writes a letter of support on behalf of the Council.

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

COMMUNITY GOVERNANCE REVIEW – GRAVEN HILL

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 Cherwell District Council is carrying out a Community Governance Review to consider
- if the area known as Graven Hill should move from Ambrosden Parish Council to Bicester Town Council;
 - if the strip of land adjacent to Graven Hill which would be separated from Ambrosden Parish Council should the Graven Hill site be moved into Bicester Town Council, also be moved from Ambrosden Parish Council to Bicester Town Council;
 - if the boundary were to be changed and the Graven Hill site and strip of land be moved into Bicester Town Council, should the number of Bicester Town councillors increase from 15 to 16.
- 1.2 A copy of the consultation and appropriate map is attached to this report as appendices 1 and 2.

2. Recommendation

The Committee is recommended to **AGREE**

1. that Graven Hill should be incorporated into Bicester Town Council;
2. that Bicester Town Council has an additional councillor if Graven Hill is incorporated within.



DISTRICT COUNCIL
NORTH OXFORDSHIRE

*Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA*

www.cherwell.gov.uk

25 May 2018

Consideration of change to Bicester Town Council/Ambrosden Parish Council Boundary – please tell us what you think.

- if the area known as Graven Hill should move from Ambrosden Parish Council to Bicester Town Council
- if the strip of land adjacent to Graven Hill which would be separated from Ambrosden Parish Council should the Graven Hill site be moved into Bicester Town Council, also be moved from Ambrosden Parish Council to Bicester Town Council
- if the boundary were to be changed and the Graven Hill site and strip of land be moved into Bicester Town Council, should the number of Bicester Town councillors increase from 15 to 16

Cherwell District Council is carrying out a Community Governance Review to consider:

We are therefore writing to interested parties, to explain what we are considering and to get their view.

What is a Community Governance Review?

The process a District Council follows to make changes to parish boundaries and numbers of parish councillors.

Why is this review taking place?

The Graven Hill development currently falls within the parish boundary of Ambrosden. Recently there has been significant progress on the development of Graven Hill, and proposals are being considered regarding the future management of facilities and public open space. Outline Planning permission is also in place for the self-build homes on the site.

Due to the location of Graven Hill, it is likely that residents will consider themselves part of the Bicester community rather than Ambrosden. As a result, a request has been received from the Leader of the Council that a Community Governance Review be undertaken.

It is important for us to review boundaries in areas where development is taking place, in case changes need to be made. We have recently changed boundaries in Banbury and Bodicote around the Longford Park development, and in Upper Heyford which will see a new parish created in 2019 following development by the Dorchester Group at Heyford Park.

What would this move mean?

Graven Hill would become part of Bicester and residents would vote for a Bicester Town Councillor and have a say in the running of Bicester Town Council (see below) as opposed to Ambrosden Parish Council.

The area of land between Chesterton and Ambrosden, marked with an X on the attached map, would be isolated from Ambrosden if it stayed part of Ambrosden Parish. We therefore propose to move this area of land into Bicester, alongside Graven Hill.

There would be an increase in Council Tax for properties moved from Ambrosden to Bicester. A band D property in Ambrosden Parish Council will pay £1762.50 in total for the 2018/2019 period. A band D property in Bicester Town will pay £1856.33 to total for the same period.

If this change took place, it would take effect from 1 April 2019.

What are Parish Councils?

Parish councils make local decisions and introduce policy that is relevant to the public interest of the parish. This is done at meetings of the Parish council, by parish councillors who are elected to serve for a four year term. Parish councillors are unpaid. Ambrosden currently has 6 parish councillors. Following a separate boundary review, Bicester Town Council will have 15 from the scheduled elections in May 2019.

Parish councils represent the local community, for example, by providing responses to planning or licensing consultations, they also deliver services to meet local needs and improve the quality of life and community well-being. Parish councils have powers to provide and maintain a variety of important local services, such as allotments, burial grounds, bus shelters, open spaces and village halls.

Where would the new parish boundary be?

The attached map shows the area that could potentially move from Ambrosden Parish Council to Bicester Town Council and the positioning of the new boundary.

What happens now?

Cherwell District Council is consulting all interested parties within the Graven Hill area, Bicester Town Council and Ambrosden Parish Council. All interested parties will have an opportunity to give their views on the suggestion put forward by Cherwell District Council.

You can reply by email to democracy@cherwellandsouthnorthants.gov.uk, visit our online consultation survey at <https://www.surveymonkey.co.uk/r/CGBicester>, write to us at or complete the attached reply slip and send to:

Graven Hill Boundary Review
Democratic and Elections Team
Cherwell District Council
Bodicote House
Bodicote
Banbury
OX15 4AA

All written or emailed responses should reach us by **Friday 22 June 2018** to be taken into consideration. The online consultation will close at 11:59pm on the same date.

Tell us what you think of these suggestions

I am:

A Plot holder at Graven Hill	()
Town/Parish Council Councillor	()
Other (please state)	()

.....

Do you agree that Graven Hill should be incorporated into the Bicester Town Council?

YES/NO

Comments.....
.....
.....
.....
.....

Do you agree that Bicester Town Council have an additional councillor if Graven Hill is incorporated within?

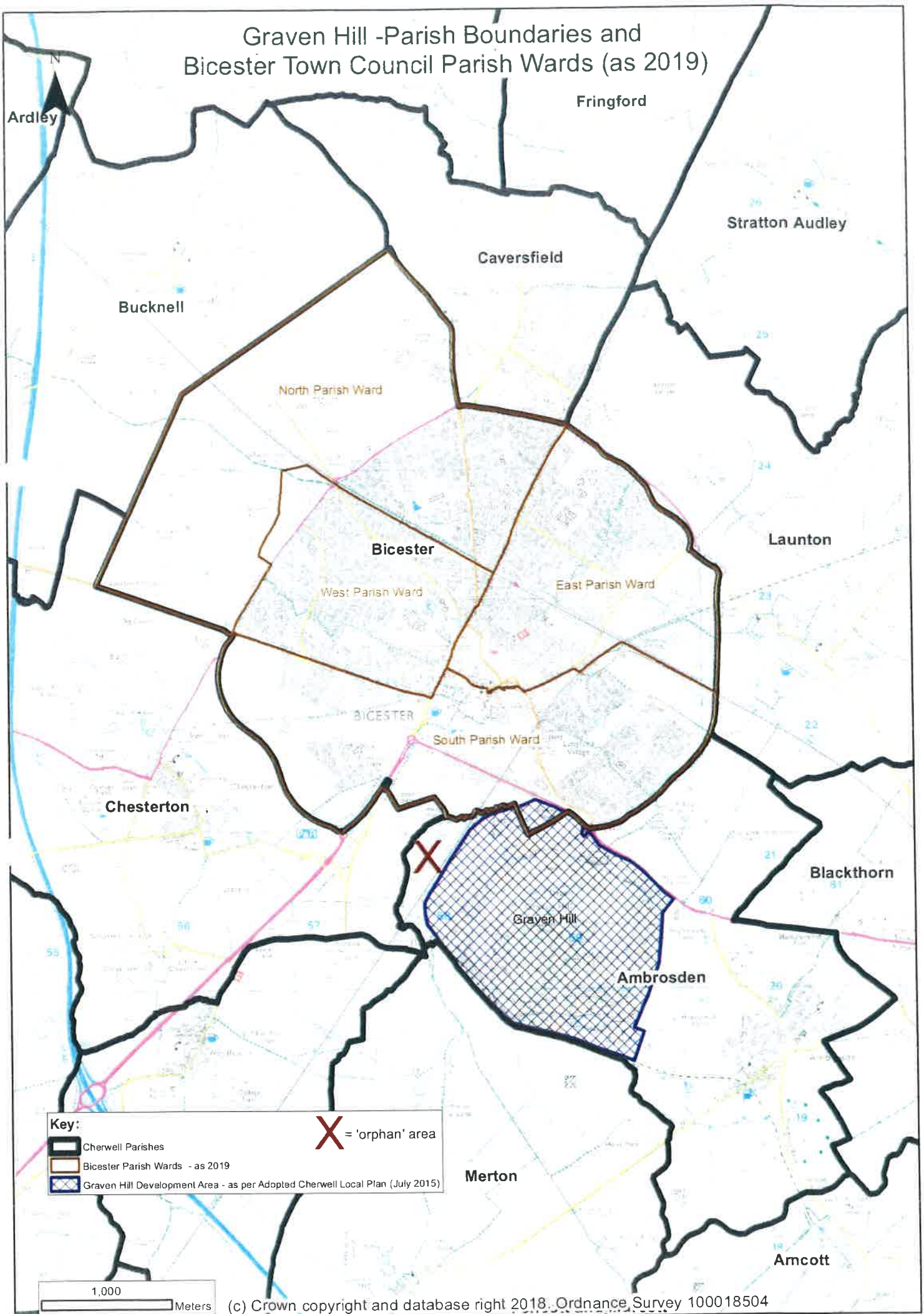
YES/NO

Comments.....
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Do you have any further comments to make?

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Graven Hill -Parish Boundaries and Bicester Town Council Parish Wards (as 2019)



**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

GDPR

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 The Policy Committee on 29th January 2018 minute 338/1718 agreed that Microshade VSM be appointed to undertake GDPR support services and that a further report be presented to the Policy Committee following receipt of the Action Plan as a result of the data protection audit.
- 1.2 The audit was concluded in April 2018 and is attached for the information of this Committee as Appendix 1. Details of action plan is below in 2.
- 1.3 Since the report was written, the government has removed the obligation for parish & town councils to appoint a DPO, however, best practice is for councils the size of Bicester to still do so. The Committee should consider best practice and make a recommendation to Council in respect of the appointment, which is likely to be an external person or organisation.

2. Action Plan

Action required	By Whom	When
To include privacy notices on all forms including hiring forms, grant forms and employment forms	Staff member responsible for each	As and when used
To provide an opportunity, where applicable, for the person to give their explicit consent	All staff - using relevant forms	At all times
To ensure that the privacy notice and statement is clear, transparent and easy to understand	All staff using Microshade provided notices	At all times
To request all Councillors to complete the new privacy notice	Chief Officer - using Microshade provided notices	June 2018
To require grant applicants to give their consent if they use personal contact information in future	Chief Officer/ Administration Officer Officer - using Microshade provided notices	Upon application
To ensure that a Data Protection Policy and a Data Breach Procedure has been adopted by Council	Policy Committee	On this agenda
To ensure that all web forms have the correct GDPR privacy notices and all policies are uploaded onto the website	Administration Officers	June 2018
To check and amend the current retention policy as required	Chief Officer/Policy Committee	July Policy Committee

Agenda Item 11

To develop a deletion, erasure and updating/correcting information procedure	Chief Officer	Following review of retention policy
To ensure that all contractors and organisations are observing the new GDPR requirements	All staff	At all times
Procedure and policy is required to update information, identify the time limits to be stored and a deletion and destruction policy.	Chief Officer/Policy Committee as part of retention policy review	July Policy Committee
Revised and new privacy notices should contain the legal basis outlining the reason why the Town Council is collecting the information.	All staff using Microshade provided notices on this agenda for approval	At all times
A new Privacy Notice to be included on replies indicating legal reason for retaining data and the retention period	All staff	At all times
An email response privacy notice to be included on emails outlining the Town Council's commitment to GDPR	All staff & councillors	At all times
Correspondence should be replied to by the Town Council acknowledging receipt and including the privacy notice outlining how personal data will be processed	All staff	At all times
Consent sought verbally should continue to be recorded on forms and any database should contain a reference of the date consent was received, who gave that consent and a reference to the reason consent was sought (volunteer, resident enquiry, complaint etc)	All staff	At all times
It is recommended that an internal policy needs to be developed and adopted regarding the processing of personal electronic data on Council equipment.	Policy Committee	On this agenda
Council data files contains information dating back to 2002. It is recommended that a full review of data currently being held be carried out and data with personal information on it should be deleted if necessary according to the revised Retention Schedule.	Chief Officer/ Operations Manager/ Administration Officers	Following review of Retention Policy
A potential risk has been identified regarding possible access to sensitive data and potential data breaches. A review of storage cabinets, office security and storage area security is recommended.	Chief Officer/ Operations Manager/ Administration Officers	ASAP
It is suggested that consideration be given to destroying hard copies of information as an electronic copy exists for most documents.	Policy Committee & staff	TBC
As part of the data storage review access by unauthorised personnel should be reduced to a minimum. Actions may include additional locked storage cabinets, improving building/room alarms and the destruction of sensitive information that is no longer required.	Policy Committee & staff	TBC
Carry out a review of disposal, erasing and correcting data processes and procedures	Chief Officer/Policy Committee as part of retention policy review	July Policy Committee
Develop a formal policy to deal with the updating of records and the deleting of records in line with the Council's retention policy	Chief Officer/Policy Committee as part of retention policy review	July Policy Committee
Ensure that contractors and agencies where the Town Council has a Service Level Agreement with is GDPR compliant in this area	Chief Officer/ Operations Manager/ Administration Officers	ASAP

Agenda Item 11

Council should consider revising and adopting a Data Retention Policy	Chief Officer/Policy Committee as part of retention policy review	July Policy Committee
Carry out a review of how data is stored	Chief Officer/ Operations Manager/ Administration Officers	Following review of Retention Policy
Update the internal procedure to clearly record all data and records stored, the location where the records are stored and when records should be disposed of	Chief Officer/ Operations Manager/ Administration Officers	Following review of Retention Policy
Review email management and retention	Chief Officer/ Operations Manager/ Administration Officers	Following review of Retention Policy
Include a process to delete emails that contain sensitive information and do not have consent for retention	Chief Officer/ Operations Manager/ Administration Officers	Following review of Retention Policy
Consider providing all Councillors with Town Council @bicester.gov.uk email accounts. This will enable proactive control and deletion of emails when Members cease to be on the Town Council and will ensure deletion of potentially sensitive data thus avoiding a Data Breach	Chief Officer / CMR In progress	ASAP
Subject to entering into future data sharing agreements ensure forms include GDPR compliant privacy notices	Chief Officer/ Operations Manager/ Administration Officers	As and when required
It is recommended that an IT Usage Protocol be developed and adopted	Chief Officer/Policy Committee	On this agenda
The DPO to have access to the H drive and reviews it on a regular basis	DPO *	When appointed
That the P Drive be split with the Chief Officer being provided with total access and the Operations Manager access to Grounds Staff only	Chief Officer / CMR	ASAP
That a regular review of files and folders is undertaken and data is deleted in accordance with the Retention Policy	Chief Officer/ Operations Manager/ Administration Officers	As and when required following review of Retention Policy

3. Documentation

- 3.1 Attached at Appendix 2 is a Data Protection Policy for adoption, once the matter of appointment of DPO is approved.
- 3.2 Privacy notices have been drafted and are attached for Allotments (Appendix 3), Civic contacts (Appendix 4), Complaints (Appendix 5), Councillors (Appendix 6), Employees (Appendix 7), Equal Opportunities (Appendix 8), Grant Applicants (Appendix 9), Recruitment (Appendix 10) and Residents (Appendix 11). The Committee is requested to approve the privacy notices.
- 3.3 An information sheet has been developed to inform data subjects of "How to Access your Records" Attached at Appendix 12). To complement this a Subject Access Request Form has also been developed (attached at Appendix 13). The Committee is requested to approve these documents, which will also be used on the Council's website.
- 3.4 As advised in the Action Plan, a new Acceptable IT Usage Policy has been drafted (attached as Appendix 14). This policy, once adopted would be incorporated into the

Staff Handbook. It will be a change of existing procedure and staff will be advised accordingly.

3.5 Under GDPR any breach is required to be notified to the ICO within 72 hours. A Data Security Incident Procedure has been drafted and is included at Appendix 15 for approval. Once approved all staff and councillors will be advised on its use.

3.6 A Data Privacy Impact Assessment Document has been drafted for use by staff and Committees when introducing new systems, projects or procedures. It is attached at Appendix 16.

4. Recommendation

The Committee is recommended to:

- 1. CONSIDER whether to recommend the appointment of a Data Protection Officer, and if so, how this would be facilitated;**
- 2. APPROVE the GDPR Action Plan;**
- 3. APPROVE the Data Protection Policy;**
- 4. APPROVE Privacy Notices for Allotments, Civic contacts, Complaints, Councillors, Employees, Equal Opportunities, Grant Applicants, Recruitment and Residents;**
- 5. APPROVE the “How to Access your Records” information sheet and Subject Access Request form;**
- 6. APPROVE the Acceptable IT Usage Policy;**
- 7. APPROVE the Data Security Incident Procedure;**
- 8. APPROVE the Data Privacy Impact Assessment Document.**

BICESTER TOWN COUNCIL

General Data Protection Audit Report and Action Plan for Bicester Town
Council – May 2018

*GDPR Audit Report
April 2018 Version
Two*

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1. INTRODUCTION

- 1.1 The General Data Protection Regulations (GDPR) will replace the Data Protection Act and will apply in the United Kingdom from 25th May 2018. GDPR introduces a number of new requirements, including changes to privacy notices, consent and requests to view personal data. These requirements are encapsulated in a new Data Protection Bill currently being passed in Parliament.
- 1.2 The Data Protection Bill can be reviewed in its current form by following the link https://publications.parliament.uk/pa/bills/lbill/2017-2019/0066/lbill_2017-20190066_en_1.htm
- 1.3 This audit aims to review the existing mechanisms within your organisation for processing personal data. At the end of the audit there will be some actions that you will need to carry out to ensure that you are compliant by May 2018.
- 1.4 The audit is in 4 parts:
 - Identification of what personal data is held
 - Collection of personal data
 - Records management
 - Information sharing
- 1.5 Some of the information will be used to create an information asset register showing what information the council holds, so that you can demonstrate that you know where your personal data is held.
- 1.6 An Action Plan has also been developed to identify the initial findings of the audit and to outline actions that need to be taken so that the Council becomes fully compliant with GDPR, and to ensure that the potential of a data breach is reduced.

2. IDENTIFICATION OF PERSONAL DATA HELD

- 2.1 In order to carry out its functions and deliver its services Bicester Town Council does collect personal data.
- 2.2 The following areas collect personal data within the Town Council:
 - Finance & Administration
 - Democratic Services
 - Allotment Services
 - Cemetery Services
 - Facility Hire
 - Contractors/Suppliers
 - Civic Functions
 - Events/Competitions
 - Grants
 - Planning
 - Volunteers

- Complaints/Enquiries
- Residents

2.3 The majority of data storage for Bicester Town Council is located at Bicester Town Council Offices, The Garth, Launton Road, Bicester, OX26 6PS.

2.4 The table below is an overview of the Town Council's infrastructure and areas that generates the requirement to collect personal data:

Service Area	Description
Brief description of services delivered	• Allotments • Cemeteries • Civic events • Dog & Litter Bins • Events • Grants to Voluntary Organisations • Parks, Open Spaces and Play Areas • Planning matters (acting as a consultee on planning applications for the planning authority) • Recreation and Recreational Facilities • Town publicity and Tourism
Councillors	15
Staff	12
Volunteers	Yes
Details of current contractors and service providers	• Oxfordshire County Council (pensions) • Internal Auditor • Grounds Maintenance • Iris Payroll Bureau (payroll)

2.5 Classes of Records are descriptions of all records and information created, captured and maintained by the Town Council as evidence of the administration of a particular program, activity and sub-activity specific to the Town Council. The following classes of records are collected by the Town Council:

- Employee personal information
- Councillor personal information
- Volunteers information
- Event information
- Cemetery information
- Allotment information
- Volunteer information
- Hirers personal information
- Complainants, resident and visitor enquiries
- Freedom of Information

2.6 The following table outlines the personal information the Town Council collects:

Department	Data Collected/Stored
Human Resources	Employee information
	Recruitment information
	Payroll
	Disciplinary & Grievance
	Accidents
Civic	Councillor details
	Councillor Register of Interests
	Councillor Allowances/Expenses
Administration	Residents' complaints/enquiries
	Freedom of Information/Data Protection requests
	Electoral Register
	Agenda distribution lists
	Property leases
Finance	Contractors/suppliers
	Commercial customers
	Private individuals
Recreation & Amenities	Service complaints
	Accidents
	Allotment holders
	Allotment waiting list
	Volunteers General
	Property information
Events & Hospitality	Events
	Volunteers
	Hirers
	Mailing lists of stall holders (business and private)
Cemetery	Plot owners
	Burial records
	Memorial records
	Memorial Benches
	Funeral Directors
	Memorial Masons
Allotments	Plot holders
	Allotment Association Officers

- 2.7 The Town Council keeps both electronic and paper based records in the following formats:

Paper:	Electronic:
Loose papers (stored in boxes)	Word (stored on file server)
Loose papers in folder	Excel (stored on file server)
Ring Binders	E-mails
Lever arch files	RBS Omega Cemetery
	RBS Omega Allotments
	Pear Mapping (currently not used)

- 2.8 The following personal data is collected by the various Departments within the Town Council:

Full Name	Contact Details (e.g. postcode, address, phone number, e-mail)
Date of birth/age (payroll, pension, employees)	Financial details (bank details, earnings, payroll, direct debits)
Disability status, physical and mental health (Job applications)	Education and Training details
Racial or ethnic origin/nationality/national identity (Recruitment only)	References (HR, contracts)
Marital Status (personnel records)	Pregnancy/maternity status
Employment details	Goods or services provided
Criminal sentences (DBS checks/HR)	Offences (unspent on application forms)
Pension details	Trade Union Membership (not asked for but can be declared)

No privacy notices are included at present.

Action:

- To include privacy notices on all forms including hiring forms, grant forms and employment forms;
- To provide an opportunity, where applicable, for the person to give their explicit consent;
- To ensure that the privacy notice and statement is clear, transparent and easy to understand;
- To request all Councillors to complete the new privacy notice.
- To require grant applicants to give their consent if they use personal contact information in future;
- To ensure that a Data Protection Policy and a Data Breach Procedure has been adopted by Council;
- To ensure that all web forms have the correct GDPR privacy notices and all policies are uploaded onto the website;
- To check and amend the current retention policy as required.
- To develop a deletion, erasure and updating/correcting information procedure.
- To ensure that all contractors and organisations are observing the new GDPR requirements.

- 2.9 Biometric data includes technology that identifies employees based on physical characteristics, such as fingerprints, iris colour, or voice recognition. The most common use of biometric data at present is fingerprints (smartphone access) and voice recognition. The Town Council does not currently collect biometric information.

- 2.10 Personal information is updated on an ad-hoc basis when up to date personal data is received and there is no procedure in place to update information across the Town Council on a regular basis.

Procedure and policy is required to update information, identify the time limits to be stored and a deletion and destruction policy.

- 2.11 The Town Council does not provide any services that require or use automated decision making and it does not undertake customer profiling.

3. COLLECTION OF PERSONAL DATA

- 3.1 The Town Council collects personal data identified for the following purposes:

Class of Record	Purpose
Personnel Records	• To keep a record of all staff employed by the Town Council; • Contract requirement • Health & Safety; • Insurance; • Legal requirement.
Complaints	• Procedure in place; • DTE complaints procedure • Service delivery; • Improving, developing and addressing service issues; • Improving the Town Council.
Mailing Lists: • Volunteers • Public consultations • Allotment updates	• Service delivery; • Improving, developing and addressing service issues; • Contacting and updating interested parties.
Councillor personal information	• To deliver democratic representation as part of the LGA 1972; • To provide open and transparent governance; • Health & Safety; • Insurance
Contractor information	• To keep a record of all contractors providing services for and on behalf of the Town Council; • To pay outstanding accounts; • Contract requirement; • Health & Safety; • Insurance; • Legal requirement.

Residents	• Service delivery; • Improving, developing and addressing service issues; • Improving the Town Council.
Hirers	• Service delivery; • Contract requirement • Health & Safety; • Insurance; • Legal requirement.
Volunteers	• To keep a record of all volunteers providing voluntary services to enable a range of services to be delivered; • Contract requirement; • Health & Safety; • Insurance; • Legal requirement.
Cemetery	• Legal requirement to maintain burial records; • Contract requirement with regard to leasing plots; • Service delivery; • Health & Safety; • Insurance.
Allotments	• Legal requirement to maintain allotment register; • Contract requirement with regard to leasing plots; • Service delivery; • Health & Safety; • Insurance.
Events/Competitions	• Service delivery • Risk Assessment • Health & Safety; • Insurance; • Legal requirement.
Public Consultations	• Service delivery; • Improving and investing in the Town

3.2 The lawful basis for collecting information are as follows. At least one of these must apply whenever you process personal data:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

3.3 The legal basis for collecting the personal information is as follows:

Class of Record	Legal Basis
Personnel Records	• Contractual necessity; • Compliance with legal obligation; • Vital Interests.
Complaints/FoI/GDPR	• Public Interest; • Compliance with legal obligation; • Explicit Consent.
Mailing Lists	• Explicit Consent
Councillor personal information	• Explicit Consent; • Public Interest; • Contractual necessity; • Compliance with legal obligation.
Contractor information	• Contractual necessity; • Compliance with legal obligation.
Residents	• Public Interest; • Compliance with legal obligation; • Explicit Consent.
Hirers	• Contractual necessity; • Compliance with legal obligation; • Explicit Consent.
Volunteers	• Contractual necessity; • Compliance with legal obligation; • Explicit Consent.
Cemetery	• Contractual necessity; • Compliance with legal obligation.
Allotments	• Contractual necessity; • Compliance with legal obligation;

	• Explicit consent.
Events	• Contractual necessity; • Compliance with legal obligation; • Explicit Consent.
Competitions	• Explicit consent
Public consultations	• Explicit consent

Revised and new privacy notices should contain the legal basis outlining the reason why the Town Council is collecting the information.

3.4 The following privacy notices will need to be developed and sent out to the relevant recipients to ensure GDPR compliance:

- General contact and personal data usage Privacy Notice;
- Cemetery Privacy Notice
- Allotment Privacy Notice
- Volunteers Privacy Notice
- Councillors Privacy Notice;
- Employee Privacy Notice;
- Complainants Privacy Notice;
- General Mailing List Privacy Notice;
- Residents Privacy Notice;
- Events/Competition Privacy Notice;
- Contractor Privacy Notice.

3.5 The following sources provide information:

Source of Information	Provider
The person to whom the information relates	• The Data Subject
Another source or organisation	• Referees • Complaints received and forwarded to the Clerk for action (e.g. from a Councillor) • Cherwell District Council (planning)
A relative of the person to whom the information relates to.	• Cemetery records • Events

3.6 Information is transferred in a variety of ways when received. There is no formal process of transfer in place.

Information Receipt	Recording Method/Transfer
Telephone (Verbal)	• Information noted and then retained in order to action.
Email (Electronic)	• Information received by email is forwarded on either to Councillors for action, retained by the Clerk to action or

	forwarded to the relevant member of staff.
Internet/web based information	Information received by email is actioned by the Clerk;
Letter (Paper/Hard copy)	Information received by mail is dealt with by the Clerk and retained for future reference in case of query.
Verbally (face to face) and visits to Reception	Information received from the Reception Desk, through face to face contact, via Councillors etc;

- A new Privacy Notice to be included on replies indicating legal reason for retaining data and the retention period;
- An email response privacy notice to be included on emails outlining the Town Council's commitment to GDPR;
- Correspondence should be replied to by the Town Council acknowledging receipt and including the privacy notice outlining how personal data will be processed.

- 3.7 Consent is normally sought and obtained verbally especially when complaints are forwarded to the Principal Authority.

Consent sought verbally should continue to be recorded on forms and any database should contain a reference of the date consent was received, who gave that consent and a reference to the reason consent was sought (volunteer, resident enquiry, complaint etc)

- 3.8 Verification of individual's ages is sought for Human Resources/Pension purposes only.

4. RECORD MANAGEMENT

- 4.1 Records are mainly stored at the Town Council Offices. A range and variety of records are stored, some of which contain sensitive personal information.

Location	Type of Records Stored
Council Office and other buildings	- Payroll data; - Employee records; - Volunteer records; - Accident records - Councillor information; - Contractor information; - Minutes, agendas; - Financial records; - Tenders; - Correspondence; - Complaints; - Consultations;

	• Event/competition forms; • General correspondence.
Offsite Storage – Electronic	• Website • Off-site data storage (data and emails) • Councillor devices • Information on smartphones

- 4.2 Records are stored in a number of formats including hard copy and electronic records:

Type of Storage	Location of Storage
Electronic storage	• The file server contains H Drives on which staff store personal information; • Currently there is no control over the information • Internal hard drive • External hard drive • Memory sticks (should be encrypted) • Emails
Secure offsite storage	• Cloud storage

It is recommended that an internal policy needs to be developed and adopted regarding the processing of personal electronic data on Council equipment.

Council data files contains information dating back to 2002. It is recommended that a full review of data currently being held be carried out and data with personal information on it should be deleted if necessary according to the revised Retention Schedule.

- 4.3 Access to electronic records are based on the sensitivity of the records being stored.

Record	Accessibility
General Council records	• Administration staff and the Outdoor Team Leader Staff have access to the shared drive. • All staff have personal H drives. • No Members have access to the Server.
Employment records	• Senior management only have access to Personnel (P) drive.
Accounts records	• Town Clerk and Account Consultant has access to accounts drive;

	• Town Clerk has access to H drives upon request; • General account information is available to all who may request it, subject to legislative restrictions.
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4.4 Access to manual records are based on the sensitivity of the records being stored. The following access controls are in place:

Storage Area/Record	Accessibility
Chief Officer's Office	• Office is double locked with a keypad and key • No public access when unattended • Contains Personnel records, appraisals, Fol information • All stored in locked cabinets and cupboards
General Office	• Locked and alarmed at night • Staff member present during opening hours • General public have access but it is managed
Open Filing shelves	• Electoral Register • Booking confirmations • Allotment agreements • Pay pal files with personal information for ticket sales • Suppliers invoices • Customer invoices (private addresses included) • Planning applications • Insurance claims containing personal information • All hard copies normally have an electronic copy stored as well.
Operations Manager's Office	• Locked with keypad when unattended
Central Office/Back Office	• Lockable cabinets containing: • Mailing lists (personal information) • Hard copies of letters of thanks • Replies to civic dinner • Applications for charity events • Remembrance Day mailing list • Old copies of minutes (bound)

	• Snowflake competition forms containing children's details (name, school, telephone number)
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- 4.5 The following electronic access controls are in place:
- All computers and software access are password protected;
 - File server includes encryptions

A potential risk has been identified regarding possible access to sensitive data and potential data breaches. A review of storage cabinets, office security and storage area security is recommended.

It is suggested that consideration be given to destroying hard copies of information as an electronic copy exists for most documents.

- 4.6 The following manual storage systems are in place:
- Open shelving;
 - Secured filing cabinets;
 - Unsecured filing cabinets;
 - Secured desk drawers;
 - Unsecured desk drawers.

- As part of the data storage review access by unauthorised personnel should be reduced to a minimum. Actions may include additional locked storage cabinets, improving building/room alarms and the destruction of sensitive information that is no longer required.

- 4.7 There is no tracking system in place to manage paper based records. As there is a level of sensitive electronic and paper information being stored it is recommended that a tracking system be developed to formalise record storage and identify dates when records that no longer need to be retained can be destroyed.

- 4.8 There is no formal procedure in place for correcting or erasing data.

- Carry out a review of disposal, erasing and correcting data processes and procedures;
- Develop a formal policy to deal with the updating of records and the deleting of records in line with the Council's retention policy;
- Ensure that contractors and agencies where the Town Council has a Service Level Agreement with is GDPR compliant in this area.

- 4.9 The Town Council does have a Retention Policy but it is out of date.

- Council should consider revising and adopting a Data Retention Policy.

- 4.10 There is currently no file naming procedure or version control procedure in place.

- Carry out a review of how data is stored;
- Update the internal procedure to clearly record all data and records stored, the location where the records are stored and when records should be disposed of.

4.11 All staff emails are @Bicester.gov.uk. and stored in a safe environment.

4.12 Emails are stored on the inbox and are not always printed out. There is no deletion process currently in place. A procedure to delete old emails will need to be considered.

- Review email management and retention;
- Include a process to delete emails that contain sensitive information and do not have consent for retention;
- Consider providing all Councillors with Town Council @bicester.gov.uk email accounts. This will enable proactive control and deletion of emails when Members cease to be on the Town Council and will ensure deletion of potentially sensitive data thus avoiding a Data Breach.

5. INFORMATION SHARING

5.1 The following personal data is shared by the Town Council with other organisations:

Information	Organisation
Pension information (Local Government Pension Scheme)	Contracted partner (Oxfordshire County Council)
Contract information	Contracted partners
Audit information	General public
Payroll information	Contracted partner/HMRC
Complaints and general issues	Contracted partner/Principal Councils

5.2 There are no data sharing agreements in place.

- Subject to entering into future data sharing agreements ensure forms include GDPR compliant privacy notices.

6. OVERVIEW OF IT LAYOUT

6.1 The following table outlines the electronic storage currently in place:

Drive	Data	Risk
H (Home Drive) – Each employee has a private drive.	No control on data stored. May include personal information, photographs and personal correspondence	High

P (Personnel Drive)	Access restricted to Chief Officer and Operations Manager. Data includes solicitor correspondence, personnel forms, pension returns, staff payroll details, tax details, Unison monthly returns and personnel administration.	Low/Medium
R (Accounts Drive)	Access restricted to Chief Officer and Accounts Consultant. Now stored on the Cloud.	Low
S (Shared Drive)	Available to all office based staff. Contains all day to day files to oversee council administration. Includes electronic versions of all personal information Includes folders covering all services offered by Council.	Low/Medium

- It is recommended that an IT Usage Protocol be developed and adopted;
- The DPO to have access to the H drive and reviews it on a regular basis;
- That the P Drive be split with the Chief Officer being provided with total access and the Operations Manager access to Grounds Staff only;
- That a regular review of files and folders is undertaken and data is deleted in accordance with the Retention Policy.

7. CONCLUSION

- 7.1 The Information Commissioner's Office has acknowledged that many organisations will not be fully compliant with the new GDPR regulations by 25th May 2018. However, every organisation affected by the new legislation, which is still going through Parliament and has not been finalised, should evidence that it has made a start.
- 7.2 Following the Data Audit, which has now been carried out, an Action Plan has been developed and will need to be implemented. This is a separate document from the Data Audit Report. The timescale for the implementation of the Action Plan needs to be reviewed and discussed prior to formal adoption.

- 7.3 The Town Council has commenced its preparations to become compliant with the new General Data Protection Regulations.
- 7.4 The Action Plan prioritises the steps required to become fully GDPR compliant. However, the Town Council will need to keep GDPR under review on a proactive basis, and put in place systems to assess compliance in the future, such as Data Privacy Impact Assessments (DPIA) for new projects.
- 7.5 The attached appendices include a revised Data Protection Policy for the Council, a revised Retention Policy and template Privacy Notices. These should be internally reviewed and updated to reflect the processes and protocols currently adopted by the Town Council.
- 7.6 The appendices provided to the Parish Council include a revised Data Protection Policy for the Council, a revised Retention Policy and various other procedures. These should be internally reviewed and updated to reflect the processes and protocols currently adopted by the Parish Council.
- 7.7 The following actions should be undertaken as soon as possible, preferably prior to 25th May 2018:
- Adoption of the Data Audit and Action Plan;
 - Implementation of the Action Plan and recommendations contained within the Data Audit;
 - Consider the appointment of a Data Protection Officer as it is Best Practice and will provide on-going advice regarding GDPR;
 - Identification of all the forms and functions undertaken by the Council that require privacy notices;
 - Adoption of the Data Protection Policy;
 - Adoption of the Data Breach Policy and procedure;
 - Adoption of the Subject Access Request procedure;
 - The uploading of the relevant documentation on to the Council's website;
 - Note the requirement to carry out Data Protection Impact Assessments for all new contracts and services (this is not retrospective);
 - Carry out training for staff and Councillors.

BICESTER TOWN COUNCIL

DATA PROTECTION POLICY

1 Introduction

- 1.1 Bicester Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.
- 1.2 The Data Protection Policy applies to all Bicester Town Council employees, Councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2 Background

- 2.1 The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.
- 2.2 Some of the main features of the Act are:
 - All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
 - The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
 - Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.

- The Data Protection Act deals with criminal offence data in a similar way to special category data, and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 Policy Statement

- 3.1 The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 Roles and Responsibilities

4.1 Data Protection Officer

- 4.1.1 The Data Protection Officer is **XXX** and he is responsible for the following tasks;
- 4.1.2 Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town

Council who carries out processing of personal data, of that person's obligations under the legislation;

- 4.1.3 Providing advice and monitoring for the carrying out of a data protection impact assessments;
- 4.1.4 Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.
- 4.1.5 In relation to the policies mentioned above, the data protection officer's tasks include:-
 - (a) assigning responsibilities under those policies,
 - (b) raising awareness of those policies,
 - (c) training staff involved in processing operations, and
 - (d) conducting audits required under those policies.
- 4.1.6 The Town Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council

- 4.2.1 The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

- 4.3.1 All staff and Councillors will ensure that:-
 - Personal information is treated in a confidential manner in accordance with this and any associated policies.
 - The rights of data subjects are respected at all times.
 - Privacy notices will be made available to inform individuals how their data is being processed.
 - Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.

- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 *Contractors and Employment Agencies*

Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

4.5 *Volunteers*

All volunteers are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5 *Records Management*

- 5.1 Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 *Consent*

- 6.1 The Town Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.
- 6.2 Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit

consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

- 6.3 Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 Accuracy and Data Quality

- 7.1 The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.
- 7.2 All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.
- 7.3 Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

8 Data Protection Impact Assessments

- 8.1 A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town Council's decision making process.

9 Providers

- 9.1 The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 Complaints

- 10.1 Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint, and handled under the Town Council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.
- 10.2 Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 Security and Confidentiality

- 11.1 All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.
- 11.2 The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 Rights of Data Subjects

- 12.1 Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *How to access your records*.
- 12.2 Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

PRIVACY NOTICE

BICESTER TOWN COUNCIL ALLOTMENTS (Allotment Site Name)

Bicester Town Council (the Data Controller) is the Data Controller under the new data protection law and will use the information you provide on this form to manage the Allotment site and renew your Tenancy Agreement.

The legal basis for processing this data is the necessity for processing a contract between the Town Council and the Allotment Tenant, and your consent.

We will keep your data for six years following the termination of your allotment plot. Your information will be shared with the xxx Allotment Association, who assist with management of the Allotments on the Town Council's behalf.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://wsm-tc.gov.uk/>

If you require any further information regarding this privacy notice please contact the Council at Bicester Town Council, The Garth, Launton Road OX26 6PS

ALLOTMENT INFORMATION:

Please provide a name and address so we can update our Allotment records. This is a requirement as part of your tenancy agreement under the Allotment Act 1908:

NAME:

ADDRESS:

Please provide an email address so that we can send you your allotment agreement, invoice and other allotment associated communications by email.

EMAIL:

Please provide a telephone number so we can contact regarding allotment matters and in case of emergency.

TELEPHONE:

Your declaration:

I understand the following:

You will use the information I have provided to manage my rental of the Allotment Plot as outlined in the above privacy notice.

ALLOTMENT HOLDER SIGNATURE: _____

ALLOTMENT PLOT NUMBER(S) _____

DATE: _____

We will share your information with the Allotment Association as part of our management obligations. Please tick the information you consent to the Town Council sharing with the Association:

Email ☐ Telephone ☐ SMS ☐

If you need any further information please contact: Bicester Town Council, The Garth, Launton Road OX26 6PS.

BICESTER TOWN COUNCIL

Privacy Notice for Civic Contacts

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about civic and other Council related functions and events.

The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Bicester Town Council, The Garth, Launton Road, Bicester, OX26 6PS or enquiries@bicester.gov.uk

We will keep your data for three years.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.bicester.gov.uk

You can contact the parish council's Data Protection Officer **<add name and contact details>**

REQUESTED INFORMATION:

Please provide a name and address so that we can send you invitations and information related to civic events organised and hosted by the Council.

NAME: _____**ADDRESS:** _____

Please provide an email address so that we can send you invitations, information related to civic events organised and hosted by the Council and other associated communications by email.

EMAIL: _____

Please provide a telephone number so we can contact you directly if required.

TELEPHONE: _____**Your declaration:**

I understand the following:

You will use the information I have provided to provide me with invitations and information related to civic events organised and hosted by the Council.

We may wish to send you information about invitations and information related to civic events organised and hosted by the Council and, in some cases, other related information by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the relevant box:

Post ☐ Email ☐ Phone ☐ SMS ☐

If you need any further information please contact:

Bicester Town Council, The Garth, Launton Road, Bicester, OX26 6PS or
enquiries@bicester.gov.uk

DATE: _____

BICESTER TOWN COUNCIL

Privacy Notice for Complaints

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

The legal basis for processing this data is the necessity for compliance with a legal obligation.

We will keep your data for six years following the resolution of the complaint. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office

<https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at

www.bicester.gov.uk

You can contact the parish council's Data Protection Officer <add name and contact details>

BICESTER TOWN COUNCIL

Councillor Privacy Notice

Bicester Town Council (the Data Controller) takes privacy seriously and will only use your personal information for purposes relating to your role as a Councillor.

Information Held About you

As part of the role of being an elected/co-opted representative on Bicester Town Council it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, telephone number and other contact information that allows us to meet our organisational and statutory obligations;
- Your photograph;
- Your political affiliation;
- A short personal statement.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Bicester Town Council.

How will we use the Information we hold about you?

We will collect information about you:-

- To comply with our legal obligations;
- To ensure that the information we hold about you is kept up to date;
- To inform residents of their elected representatives;
- Civic and other duties;
- To provide Member support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Your consent;
- Necessary for compliance with a legal obligation.

Who we will share your information with

We may share your information with partner organisations, including:-

- With local residents;
- With our employees, agents, professional advisors and other local authorities;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances

where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after stepping down from the Council except that which is required for public record, which will be held indefinitely. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Chief Officer.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Chief Officer in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

COUNCILLOR INFORMATION FORM & PRIVACY NOTICE

CONTACT DETAILS

NAME: _____

ADDRESS: _____

POSTAL ADDRESS

Please provide a postal address so that we can send you Council related communications, if required, by post including summons to meetings. You must provide your name and address in order for the Council to be compliant with its legal obligation.

- ☐ Please indicate if you are happy for the Council to share your postal address with members of the public and on the Council website, in newsletters and any other Council related publications.
- ☐ Please indicate if you do not wish the Council to share your postal address with members of the public or publish it on the Council website, in newsletters and any other Council related publications. Your contact information will be c/o Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS.

EMAIL ADDRESS

You will be provided with a Council email address which will be made public and will be allocated to you following election or co-option to the Council.

It is Council policy to send all agendas and other council related information by email. Your email address will help us to contact you electronically to help reduce use of paper and enable speedier communication.

TELEPHONE NUMBER

Please provide a telephone number contact so that we can contact you by telephone regarding Council business.

TELEPHONE: _____

- ☐ Please indicate if you are happy for the Council to share your telephone number(s) with members of the public and on the Town Council website, in newsletters and any other Council related publications.
- ☐ Please indicate if you do not wish the Council to share your number(s) with members of the public or publish it on the Town Council website, in newsletters and any other Council related publications. Your telephone contact information will be via the Council Office and forwarded on to you as appropriate.

Your declaration:

I understand the following:

You will use the information I have provided to meet the legal obligations of the Council and to help support my role as a Town Councillor.

COUNCILLOR SIGNATURE:

DATE:

BICESTER TOWN COUNCIL

Employee Privacy Notice

Bicester Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

Information Held About you

As part of your employment it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, telephone number, email address and other contact information that allows us to meet our organisational and statutory obligations as your Employer;
- Date of birth;
- Details of Next of Kin;
- Bank details;
- Right to work documentation and other security screening information;
- Offences (Rehabilitation of Offenders);
- Medical information;
- Equal Opportunity information.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Bicester Town Council and IRIS Payroll Bureau who supplies payroll services to the Town Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- To comply with our legal obligations (salary payments, HMRC, pensions);
- To ensure that the information we hold about you is kept up to date;
- To deal with any Employee/Employer related disputed that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:
carrying out of a contract to which you are a party
our legal obligation under employment legislation

Who we will share your information with

We may share your information with partner organisations, including:

- IRIS Payroll Bureau;
- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;

- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Chief Officer, Bicester Town Council, The Garth, Launton Road OX26 6PS.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact The Chief Officer, Bicester Town Council, The Garth, Launton Road OX26 6PS. in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

Equal Opportunities Privacy Notice

Bicester Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We will only keep your information for the minimum period necessary. If you are unsuccessful we will keep your information for six months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://www.bicester.gov.uk/>

If you require any further information regarding this privacy notice, please contact the Chief Officer, Bicester Town Council, The Garth, Launton Road, Bicester. Oxfordshire, OX26 6PS or by email at enquiries@bicester.gov.uk

BICESTER TOWN COUNCIL

Privacy Notice for Grant Applicants

Privacy Notice for Financial Assistance

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.bicester.gov.uk

You can contact the Town Council's Data Protection Officer, XXX

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

- ☐ We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- ☐ We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- ☐ Yes please, I would like to receive communications by email.

- ☐ Yes please, I would like to receive communications by telephone.
- ☐ Yes please, I would like to receive communications by mobile phone including text message.
- ☐ Yes please, I would like to receive communications by social media including Facebook.
- ☐ Yes please, I would like to receive communications by post.

Recruitment Privacy Notice

Bicester Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

Information Held About you

As part of the recruitment process it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, home and mobile telephone numbers, email address and other relevant contact information;
- Previous employment details including qualifications, experience, employment history and interests;
- Equal Opportunity information including race, ethnic origin, gender, date of birth and disabilities;
- Information regarding any criminal record you may have;
- Details of at least two referees.

We may collect the following additional information after the shortlisting stage and before making a final decision to recruit:

- Information regarding your academic and professional qualifications;
- Information to enable us to verify your right to work and suitability for the position;
- A copy of your driving licence.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Bicester Town Council and Iris Payroll Bureau who supplies payroll services to the Town Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Take steps to enter into a contract of employment;
- Comply with our legal obligations (salary payments, HMRC, pensions);
- Ensure that the information we hold about you is kept up to date;
- Deal with any Employee/Employer related disputed that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

Who we will share your information with

We may share your information with partner organisations, including:

- Iris Payroll Bureau;
- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. If you are unsuccessful we will keep your information for six months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Chief Officer, Bicester Town Council, The Garth, Launton Road OX26 6PS.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Bicester Town Council, The Garth, Launton Road OX26 6PS in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

BICESTER TOWN COUNCIL

Privacy Notice for Residents

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about information relating to xxx.

The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS.

We will keep your data for one year following the resolution of your request.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.bicester.gov.uk

You can contact the parish council's Data Protection Officer <add name and contact details>

REQUESTED INFORMATION:

Please provide a name, address, email and telephone number so that we can send you information about Bicester Town Council.

NAME:

ADDRESS:

EMAIL:

TELEPHONE:

Your declaration:

I understand the following:

You will use the information I have provided to provide me with information about Bicester Town Council. If you agree to being contacted in this way, please tick the relevant box:

Post ☐ Email ☐ Phone ☐ SMS ☐

If you need any further information, please contact: Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire, OX26 6PS

DATE:

BICESTER TOWN COUNCIL

HOW TO ACCESS YOUR RECORDS

You have a right under the Data Protection Act to ask for confirmation that an organisation is processing your data and to see information held on you by that organisation.

You also have the right to be told:

- the purposes of and legal basis for the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom the personal data has been disclosed;
- the period for which the personal data is to be held;
- that you have rights to rectification and erasure of personal data where, for example, factual information has been recorded incorrectly;
- that you have the right to lodge a complaint with the Information Commissioner's Office and the contact details of the Commissioner;
- any information about the origin of the personal data concerned.

This guide is designed to help you to access the information held on you by Bicester Town Council.

How do I get to see my records?

You make requests for records under the Data Protection Act. The Act requires you to put your request in writing, and show proof of identity. We can't ask you why you want the information, however it's helpful to include in your request what you are looking for so that we can process your request more quickly.

To help you to formulate your request, you can use our form on the web site:

<http://bicester.gov.uk/> INSERT FULL LINK WHEN AVAILABLE

Proof of identity is an official document with a photograph, such as a driving licence or a passport.

You can then post/email/take your letter or the form requesting your information and the proof of identity to Bicester Town Council, The Garth, Launton Road OX26 6PS. You will receive an acknowledgement within 10 working days.

Is there a fee?

The information is provided free of charge, however the Town Council charges a fee for further copies of the same information provided based on a standard charge per page. If you need extra copies please let us know and we will calculate the cost.

Can my request be refused?

We can refuse your request if it is manifestly unfounded or excessive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

The Town council's criteria for refusing a request include:

- If the requester has made numerous requests for their information and been provided with the same information over a short period of time (within one year);
- If the Town council has taken all reasonable steps to locate and provide subject to exemptions all of the information held about an individual so nothing further can be provided;
- If the Town council would need to process an unreasonable amount of personal data of other individuals to locate information about a particular individual, such as carrying out an email search of all email records.

How long does it take for me to receive a copy of my records?

Under the Data Protection Act your request must be completed within 30 days of the written request and proof of identity being received by the council.

How is the information provided?

Wherever possible, we will provide the information in electronic format. If you wish to have a paper copy instead, please let us know when you make your request.

Will I see everything in my records?

Usually, you will see all of the information about yourself contained in your file. There are exemptions in the Data Protection Act and other legislation that mean that some things have to be redacted (blanked out) or withheld. These things can include:

Information given in confidence

- Legal advice
- Information about other people ("third party data")

Can I change anything in my records?

If there are inaccuracies in your records, you can raise them and depending on what the information is, it will be changed or a note will be kept with the record to show your disagreement with what has been recorded.

Can I request information on behalf of other people?

If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as their proof of identity. If you have legal authorisation to act on behalf of an individual, such as if you act with power of attorney or as a litigation friend, you will need to provide a copy of that authorisation to evidence it.

Further information

For further information, speak to the Data Protection Officer, XXX, who can be contacted by writing to him at xxx, by telephoning on xxx or emailing xxx

There is also further information about making requests for information about yourself from the Information Commissioner's Office. Write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone: 01625 545 745, or use the Information Commissioner's Office web site at www.ico.org.uk

BICESTER TOWN COUNCIL

SUBJECT ACCESS REQUEST FORM

Under the Data Protection Act you have a statutory right to request confirmation that the council is processing your data and to request to see information held on you by that organisation.

You also have the right to be told:

- the purposes of and legal basis for the processing;
- the categories of personal data concerned;
- the recipients or categories of recipients to whom the personal data has been disclosed;
- the period for which the personal data is to be held;
- that you have rights to rectification and erasure of personal data where, for example, factual information has been recorded incorrectly;
- that you have the right to lodge a complaint with the Information Commissioner's Office and the contact details of the Commissioner;
- any information about the origin of the personal data concerned.

This information is likely to be available in general terms within our privacy notices, however you can request it in addition to any request to see your records.

To request to see your records, please complete this form, read and sign the declaration and then send the completed form to Bicester Town Council, The Garth, Launton Road OX26 6PS.

To ensure proper security, the Town Council must be sure of your identity before complying with a subject access request. To confirm your identity, we need to see an official document with a photograph, such as a driving licence or a passport.

If you are making the request on behalf of another individual to access their information, we will need written consent from the individual to whom the data relates as well as your proof of identity.

If you have legal authorisation to act on behalf of an individual, such as if you act with power of attorney or as a litigation friend, you will need to provide a copy of that authorisation to evidence it.

We can refuse your request if it is manifestly unfounded or excessive, such as if it is repetitive. We will explain why we consider your request to be manifestly unfounded or excessive if we do refuse it.

1. Details of the person making the request	
Title:	
First name(s):	
Surname:	
Any other names that you have been known by	
Date of Birth:	
Address:	
Daytime Tel No:	
Email address:	

2. Are you requesting information about yourself?	
If Yes	Please go to section 4
If No	If you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. The Council will contact you if further evidence is required. (please complete section 3)

3. Details of the Data Subject (if requesting information on behalf of someone else)

Title:	
First name(s):	
Surname:	
Date of Birth:	
Address:	
Daytime Tel No:	
Email address:	
Relationship to Data Subject	

4. Describe the information you are requesting.

If you are only seeking certain records, it would be helpful for us to know which types of record you are seeking, any time period to cover, and if you would like to see only specific document(s). Please describe these below with as much detail as you can.

Declaration:

I certify that the information given on this form is true and correct.

Signed:

Date:

Return Address

Bicester Town Council, The Garth, Launton Road OX26 6PS

If as a result of the response to your request you are dissatisfied with the way we are using your personal information you should raise the matter with the Data Protection Officer who can be contacted via the address above. We will do everything we can to put the matter right if the council has not processed your data correctly. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office, whose web site is <https://ico.org.uk/>

We only use the information that you provide for us to process your request. We may need to share that you have made a request with other organisations if we hold information about you that they have supplied and we need to consult with those organisations regarding release of the information to you. Records of requests will be kept for 6 years after the closure of the request for operational, statistical and audit purposes.

BICESTER TOWN COUNCIL

ACCEPTABLE IT USAGE POLICY

This Acceptable Usage Policy covers the security and use of all the Bicester Town Councils' (The Council) information and IT equipment. It also includes the use of email, internet, telephone and mobile IT equipment. This policy applies to all the Councils' employees, contractors and agents.

This policy applies to all information, in whatever form, relating to the Councils' business activities, and to information handled by the Council relating to other organisations with whom it deals. It also covers all IT and information communication facilities operated by the Council or on its behalf.

Computer Access Control – Individuals Responsibilities

Access to the Councils' IT systems is controlled by the use of User IDs and passwords. All user IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Councils' IT systems.

Individuals must not:

- Allow anyone else to use their user ID or password on any Council IT system.
- Leave their user accounts logged in at any unattended and unlocked computer.
- Use someone else's user ID or password to access the Councils' IT systems.
- Leave their password unprotected (e.g. writing it down).
- Perform any unauthorised changes to the Councils' IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Council authorised device to the Councils' network or IT systems.
- Store Council data on any non-authorised equipment.
- Give or transfer Council data or software to any person or organisation

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regards to IT systems and data.

Internet and email Conditions of Use

Use of Council internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the Council in any way, not in breach of any term and condition of employment and does not place the individual or the Council in breach of statutory or other legal obligation.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the Council considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct personal business.
- Use the internet or email to gamble.

- Use the email systems in a way that could affect its reliability or effectiveness, e.g. distributing chain letters or spam.
- Place any information on the internet that relates to the Council, alter any information about it, or express any opinion about the Council, unless they are specifically authorised to do so,
- Send unprotected sensitive or confidential information externally.
- Forward Council mail to personal email accounts (for example a personal Hotmail account)
- Make official commitments through the internet or email on behalf of the Council unless specifically authorised to do so.
- Download copyrighted material such as music media file, film and video files etc. without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without the prior approval of a senior manager.
- Connect Council devices to the internet using non-standard connections.

Personal Use of Council IT Equipment:

All data that is created or stored on the Council's IT equipment is the property of the Council and there is no official provision for individual data privacy, however:

If individual personal information is held on the Council's IT equipment it must be in accordance with the relevant Data Protection Legislation. Officers are therefore discouraged from storing personal data on Council IT equipment. The Data Protection Officer is authorised to interrogate and remove any data from Council IT equipment not complying with current Data Protection legislation or in contravention of this policy.

Officers must use only software that is authorised by the Council on Council computers.

Individuals must not:

- Store personal files such as music, video, photographs or games on Council IT equipment.
- Use Council IT equipment to promote or run any private business activity.
- Password protect document folders without authorisation from their line manager.

Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorised access or loss of information the Council encourages a clear desk and screen policy as follows:

- Computers must be logged off/locked or protected with a screen locking mechanism controlled by password when unattended.
- Care must be taken to not leave confidential material on centralised printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

Working Off-site

It is accepted that laptops and mobile devices may be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in view in a car.
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected by at least a password or a PIN and where available encryption.

Viruses

All PCs have endpoint security (anti-virus) software installed to detect and remove viruses.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by use of Council approved anti-virus software and procedures.

Telephony Equipment Conditions of Use

Use of the Councils' telephone equipment is intended for council business use. Individuals must not use the Councils' telephone for sending or receiving private communications on personal matters, except in exceptional circumstances.

Individuals must not:

- Use the Councils telephone equipment for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators, unless it is for business use.

Monitoring and Filtering

IT systems logging will take place where appropriate and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The Council has the right (under certain circumstances) to monitor activity on its systems, including internet and email use, in order to ensure system security and effective operation and to protect against misuse.

The following authorisations will be required to monitor individuals use of the Councils IT Systems.

- Any officer (other than the Chief Officer/Town Clerk), authority to be given by the Chief Officer/Town Clerk
- The Chief Officer/Town Clerk, by resolution of the Council or relevant standing committee.

It is your responsibility to report suspected breaches in security policy without delay to your line management or the Data Protection Officer.

All breaches of information security policies will be investigated. Where investigation reveals misconduct, disciplinary action may follow in line with the Council's disciplinary procedures.

BICESTER TOWN COUNCIL

DATA SECURITY INCIDENT PROCEDURE

1. INTRODUCTION

- 1.1 We have a responsibility to ensure that personal information is kept and used securely. If anything goes wrong and, for example, data is lost, stolen, misused, sent to the wrong address or inappropriately accessed or released, we equally have a responsibility to put things right.
- 1.2 All suspected information security incidents must be reported to the Data Protection Officer (DPO). This enables the DPO to conduct a full investigation, and to identify areas of weakness and improvements that need to be made. It also enables the DPO to take a decision as to whether the incident should be reported to the Information Commissioner's Office as a data breach. The latter must be done within 72 hours of discovery, therefore all suspected incidents must be reported to the DPO as soon as they are discovered.
- 1.3 When sensitive information has been put at risk, but has not actually been lost, stolen, misused or inappropriately accessed or released, it may not be an incident requiring reporting to the Information Commissioner's Office however it is not good practice. For example, a member of staff taking sensitive information home without authority but returning it safely the next day would have put data at risk. The DPO will still put measures in place to prevent a reoccurrence.
- 1.4 All staff and councillors must be made aware of this procedure.

2. PROCEDURE

- 2.1 All identified incidents must be reported to the DPO as soon as they are detected. Even where there is some difference of opinion regarding breach, err on the side of caution and report it.
- 2.2 Upon detecting a breach, it is important to act quickly. In particular it is important to let the DPO know the following:
 - The extent of the breach
 - The amount of information involved
 - The sensitivity of information involved
- 2.3 The DPO will investigate the incident and establish why it happened, whether or not it constitutes a breach and what remedial action is necessary.
- 2.4 The DPO will use their initial assessment to report the breach if it meets the necessary threshold for reporting to the Information

Commissioner's Office within 72 hours of the discovery of the breach. If this is done after 72 hours, the DPO will provide an explanation for this.

- 2.5 The DPO will prepare an incident report containing the following:
- A timeline of dates and times concerning the incident
 - The potential for loss or damage to individuals, the parish council or any other body
 - What measures need to be taken and how quickly to address:-
 - i. Restoring any lost information to our custody or control
 - ii. Whether to warn people about the loss, including who to warn and when. This may require a risk assessment.
 - iii. Factors taken into account for deciding to report the loss to the Information Commissioner's Office.
 - iv. Whether to report the loss to the Police.
- 2.6 The DPO will consider taking statements from those involved, especially where the quality of evidence may be lost through time or people may not be present for long.
- 2.7 The DPO will report any actions that need to be taken to prevent a reoccurrence of the breach and the parish council will ensure that these are implemented.
- 2.8 The DPO will write to any data subject(s) affected, if necessary dependant on the outcome of a risk assessment, and deal with any subsequent complaint. A standard letter template for this is in Appendix 1.
- 2.9 The DPO will also correspond as applicable with any member of the public reporting a breach.
- 2.10 The DPO will deal with any correspondence from the Information Commissioner's Office, providing any further information requested and implementing any recommendations.

APPENDIX 1

Letter to notify that personal data has been breached

I write to you to bring to your attention a breach of the Data Protection Act that unfortunately involves your personal data.

As you would imagine we have taken this matter very seriously and are *investigating the matter / have concluded our investigation into it.*

The facts in this matter are *<give brief description of what has happened, eg a letter intended for you was sent to another individual because of an administrative error. The other individual immediately notified me on receipt and returned the letter.>.*

I am unable for reasons of confidentiality to go into details of my investigation, however I am able to tell you that you *<state what remedial action(s) have been carried out / what has been to prevent a reoccurrence, without breaching confidentiality>*

If you have any questions or concerns regarding this letter, please get in touch with me *or alternatively speak to your social worker who is aware of the situation.*

I would again like to apologise for the incident of which you were no doubt unaware.

Yours sincerely,

APPENDIX 2

Letter in response to notification by service user

Thank you for your *letter / telephone call* of <date> bringing the incident whereby <state what has happened> to our attention. We are obliged to you for acting in such a responsible way in contacting us.

As you would imagine we have taken this matter very seriously and I have concluded our investigation into it.

The facts in this matter are <give brief description of what has happened, eg a letter intended for another individual was sent to you because of an administrative error>.

I am unable for reasons of confidentiality to go into details of my investigation, however I am able to tell you that you <state what remedial action(s) have been carried out / what has been to prevent a reoccurrence, without breaching confidentiality>

I hope this letter has allayed your fears as to the integrity of your own information and documents and can I again thank you for bringing this case to our attention enabling us to take appropriate action.

Yours sincerely,

BICESTER TOWN COUNCIL

DATA PRIVACY IMPACT ASSESSMENT DOCUMENT

Screening Questions

These questions are intended to help you decide whether a DPIA is necessary. Answering 'yes' to any of these questions is an indication that a DPIA would be necessary. You can expand on your answers as the project develops if you need to.

Question	Response
Will the project involve the collection of new information about individuals?	☐ Yes ☐ No
Will the project compel individuals to provide information about themselves?	☐ Yes ☐ No
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	☐ Yes ☐ No
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	☐ Yes ☐ No
Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics, or CCTV.	☐ Yes ☐ No
Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?	☐ Yes ☐ No
Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be very private.	☐ Yes ☐ No
Will the project require you to contact individuals in ways that they may find intrusive?	☐ Yes ☐ No

Data Privacy Impact Assessment

Step One – Why you are conducting a DPIA

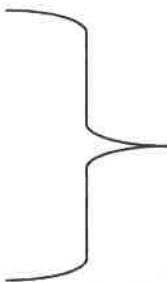
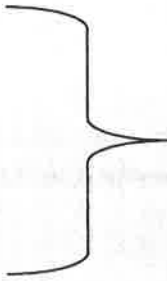
Explain what the project aims to achieve, what the benefits will be to the organisation, to individuals and to other parties. You may find it helpful to link to other relevant documents related to the project, for example a project proposal. Also summarise why the need for a PIA was identified (this can draw on your answers to the screening questions).

Step Two – Describe the information involved

You should describe the collection, use and deletion of personal data here and it may also be useful to refer to a flow diagram or another way of data flows. You should also state how many individuals are likely to be affected by the project.

Step Three – Identify the privacy and related risks

Principle 1 – Information shall be processed fairly, lawfully and in a transparent manner

Privacy issue	Comments
Have you identified the purpose of the project?	
How will you tell individuals about the use of their personal data?	
Do you have a Privacy Notice in place to cover the processing of this data? If so does it need to be updated?	
Please tick the data items collected. Personal  Sensitive  ☐ Name ☐ Date of Birth ☐ Address ☐ Post Code ☐ Next of Kin ☐ Sex ☐ National Insurance Number ☐ Sexual Orientation ☐ Religion ☐ Ethnic Origin ☐ Genetic / Biometric ☐ Political Opinions ☐ Physical or Mental Health ☐ Union Membership Other (please state):	
Who provides the information?	
Have you established the legal basis for processing? If so, what is it?	
If you are relying on consent to process personal data, how will this be collected and recorded?	
Do you need to validate the age of the data subject and if so how will this be done?	
Have you checked and confirmed that the data subject has capacity to give consent?	

Principle 2 – Information shall be collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with the original purpose

Privacy issue	Comments
Please state the purpose for the processing of the data: <i>for example research, audit, service provision</i>	
Which personal data could you not use without compromising the needs of the project?	

Principle 3 – Adequate, relevant and limited to what is necessary in relation to the purposes

Privacy issue	Comments
Is the quality of information good enough for the purpose it is used?	

Principle 4 – Accurate and kept up to date

Privacy issue	Comments
How are you ensuring that the personal data obtained from individuals or other organisations is accurate?	
How will the information be kept up to date and checked for accuracy and completeness?	
If the data subject withdraws their consent how will this be actioned and recorded?	

Is there a documented process to amend and/or delete data when necessary?	
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Principle 5 - Kept in a form that permits identification no longer than is necessary

Privacy issue	Comments
What are the retention periods for the data?	
Are you procuring software that will allow you to delete information in line with your retention periods?	
How will the data be destroyed when it is no longer required?	

Principle 6 - Processed in a way that ensures appropriate security of the personal data

Privacy issue	Comments
Do the systems provide protection against the security risks identified?	
What training and /or guidance is in place to ensure that staff know how to operate the system securely?	
Is there a useable audit trail in place for the system/asset?	

Where will the information be kept/stored/accessed?	
Will any information be sent off site? If yes where will it be sent and how will it be transferred?	
Is there an access policy in place which covers the data referred to in the DPIA?	
Is there a contingency plan/back up policy in place to manage the effect of an unforeseen event?	
Are there procedures in place to recover data (both electronic and paper) which may be damaged through human error, computer virus, network failure, theft, fire or flood?	

Rights of the individuals

Privacy issue	Comments
What process is in place to support answering Subject Access Requests?	
Do you intend to send direct marketing messages by electronic means?	
If applicable are there any procedures in place for an individual to prevent processing for purpose of direct marketing.	

Is automated decision making used? If yes how will you notify individuals?	
Have you assessed that the processing of personal/sensitive data will not cause any unwarranted damage or distress to the individuals concerned?	
What procedures are in place for the rectifying/blocking of data by individual request or a court order?	
Will the information be shared with any other organisation or third parties?	

Step 4 – Completion of Risk Assessment and Mitigation

<u>Risks Identified</u>	<u>Solutions</u>	<u>Evaluation</u> (would the risk eliminated, reduced or accepted?)

Step 5 – Sign off and record of DPIA outcomes

[illegible]

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

GARTH LODGE

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 Policy Committee resolution 203/1718 of 18th September 2017 gave officers the authority to undertake works to a budget of £20,000 on Garth Lodge.
- 1.2 The Chief Officer was instructed to engage an independent survey on the property to establish the required works.
- 1.3 Ridge Property & Construction Consultants, has now completed the survey which is attached to this report.
- 1.4 Their recommendation based on their inspection is to estimate a total construction cost of circa £25 - £30k and would recommend procurement via competitive tender to prove best value. Below is an estimate project cost summary

Damp treatment and making good	£10,000.00
External maintenance (inc. access)	£15,000.00
Client contingency	£5,000.00
Total cost of works	£30,000.00
Ridge fees @ 12.5%	£3,750.00
Sub-total Project estimate	£33,750.00
VAT	£6,750.00
Estimate Project total	£40,500.00 (incl. VAT)

Internally the floors, decorations, heating, kitchen and bathroom appeared in reasonable condition and have been excluded. However they would be pleased to meet on site with a draft scope to discuss if these elements should be incorporated. No allowance has been included for asbestos surveys, electrical testing or gas safe testing required prior undertaking the works or tenant occupation. BTC would need to confirm if there is an existing asbestos management survey for the premises.

They estimate the works to take approximately 4 – 6 weeks, with an estimate 8 week specification preparation and procurement period.

- 1.5 Vat is unlikely to be recoverable as the property is domestic and therefore not able to have an option to tax. Enquiries are ongoing regarding a reduced 5% VAT rate as the property is empty.
- 1.6 Committee is requested to consider the report and estimate for approval. Costs can be met from earmarked reserves.

2. Recommendation

The Committee is recommended to **AGREE** works be undertaken to Garth Lodge up to a total of £40,500.

17 May 2018

The Cowyards
Blenheim Park
Oxford Road
Woodstock
OX20 1QR

Ms Samantha Shippen
Bicester Town Council
The Garth Lodge
Launton Road
Bicester
Oxon
OX26 6PS

Tel: 01993815000
WWW.RIDGE.CO.UK

Dear Samantha

THE GARTH LODGE, LAUNTON ROAD, BICESTER OX26 6PS - DAMP INVESTIGATION

Instruction was received via email to proceed with an independent damp investigation survey following reports of ongoing damp associated issues at The Garth Lodge. This brief letter report is not intended as a planned maintenance or building survey and reports specifically on the damp issues identified.

The property was inspected by Jack Rowe BSc (Hons) MRICS of Ridge and Partners LLP 8th May 2018. At the time of our inspection the weather was dry and sunny and approximately 20°C. As such we were unable to witness the effectiveness of the above ground surface water and rain water drainage.

Our inspection was a non-intrusive visual survey limited to the use of a Protimeter (both in pinless and pin mode). No opening up works were completed. Therefore, no readings to the floor substructure or structures behind surface finishes could be taken and access was not gained to the roofs at the time of our inspection.

Prior to inspection we were provided with a damp report dated 20th September 2017 reference ENQ289615 prepared by damp treatment specialist Peter Cox. In summary the report recommended inserting an injected damp proof course (DPC), removing contaminated plaster to full height at ground floor and making good with a mixture of both renovating plaster and wall linings. The report also refers to the provision of a Whole House Ventilation system and Heat Recovery extract fans to control condensation/ humidity levels.

Details of Property

The property is believed to have been constructed in the late Victorian era and comprises a two-storey residential building with an entrance hall, living room, kitchen/diner and bathroom at ground floor level. The first floor accommodates three bedrooms. The building has a pitched clay tile roof and solid assumed concrete bearing floor slab. The walls are constructed of solid masonry with a mixture of part painted brickwork, part hanging clay tile and part timber panelled with render infill details to upper floors of the elevations. The windows are replacement metal framed double glazed units. No DPC was visible however a retro fitted render skirt detail was present which may be disguising a DPC, although it is not unusual for properties of this period to have been constructed without a DPC.

A later, circa mid-19th Century, single storey mineral felt covered flat roof extension has been added to the rear of the property which now forms the kitchen. Constructed again with an assumed solid concrete bearing floor slab but cavity construction masonry walls which facing external brickwork and a clearly visible DPC. The property is heated via a gas fired boiler and low surface temperature radiators.

A single storey flat roofed mineral felt covered flat roof red brick masonry constructed outbuilding, accessed via the rear garden, abut the original building. A vertical DPC between the outbuildings and the original structure was not visible.

Initial Observations

Generally, the building externally appeared in reasonable condition although suffering from a backlog of routine maintenance with blocked gutters, failed external decorations and slipped roof tiles for example. These are typical property maintenance issues which can lead to damp associated defects (timber decay, water ingress and failed finishes) with increased long-term maintenance costs.

Upon entry to the property, there was a musty smell associated with dampness and it was apparent the building was in poor decorative order due a cyclical update or refresh. We were informed that the building has been unoccupied since August 2017 when the tenants vacated and therefore it is unlikely the property has been heated and ventilated over the winter which will compound the damp associated defects.

Methodology

In each room a Protimeter (moisture meter) was used, initially in pinless mode, moving from skirting level to approximately 1.5m height and above. The purpose of this was to provide a qualitative assessment of whether the walls were WET / RISK / DRY at these levels and confirm the presence of rising damp.

If walls were found to be WET at low level then the pin mode was used to establish moisture ratings at intervals of 0m, 0.5m, 1m, 1.5m vertically and 0.6m horizontally. The exception to this was where an obstruction such as a window, bath, radiator, door, kitchen worktop prevented it.

Moisture readings (Moisture Content in Timber and Wood Moisture Equivalent in brickwork) are categorised as WET / RISK or DRY as follows:

Table 1: MC Readings and Progress Indicators

MC%WME	Display	Indication	Progress Bar
<7.8	---		
≥7.8 but <17	MC%WME value	DRY	Green
≥17 but <20	MC%WME value	RISK	Yellow
≥20	MC%WME value	WET	Red

Damp investigation Findings

- Pin Moisture Readings
 - With the exception of the external walls to modern extension and East elevation to the living room all walls were WET at the base.
 - Of those internal elevations, no wet readings were recorded at 1.5m height or above.
 - The exception is the internal wall to the kitchen in the modern extension, directly adjacent to the bathroom. In this location, a dry reading was recorded at 2m height. The location of these damp readings correlate with the bathroom shower and tiling. Furthermore, it is directly below the abutment between flat roof extension and original building external wall.
- Pinless Moisture Readings
 - A WET moisture reading was recorded in the West elevation bedroom (first floor) and was in proximity to an internal crack. The location of this WET reading correlates with a blown section of external render and also slipped / missing roof tiles.
- Black Spot Mould was identified to the ceiling of the bathroom.
- Timber decay was identified to skirting boards in the main hall and bathroom.

Damp investigation Conclusions

- Rising Damp
 - The damp meter readings indicate that walls are WET at low level and are generally DRY at a height of 1.5m and above in the original building. This, twinned with the lack of a visible DPC, indicate that moisture is rising from the ground and through low levels of the wall by capillary action which is known as rising damp. The theory is further supported by the low-level walls to the extension being dry (where access was available) and the presence of a DPC in these areas.
 - The Peter Cox report refers to a remedial DPC however we could not identify this. If one has been installed historically, it is likely that a warranty would have expired, has been undermined / bridged by the low-level render skirt to the external elevations of the building or by raised external ground levels particularly along the North elevation where there is a tarmac covered footpath (Launton Road).
 - Peter Cox recommend hacking off the full height of affected plaster and re-plastering or applying a full height dry lining system. Following our inspection, we suggest re-plastering to a 1.5m level would be appropriate.
- Penetrating damp
 - WET readings were recorded in Bedroom 1 at high level. This is in the locality of external defects to the roof (missing tiles, blocked gutters) and elevations (blown render panels) and therefore considered to be penetrating damp as a result of limited recent external maintenance.
- Condensation
 - Black spot mould is a tell-tale sign of inadequate ventilation and condensation build up typical in older properties with solid masonry construction with modern replacement windows which restrict background ventilation by improved draught sealing. Whilst a mechanical extractor fan is fitted to the bathroom (not operational at the time of inspection), it is reliant upon on tenant activation.
 - Although not priced in their quotation the Peter Cox report refers to a Whole House Ventilation system and Heat Recovery ventilation unit to reduce the build-up of condensation. High levels of condensation were only witnessed in the bathroom and would not recommend installing a whole house ventilation system. We believe block spot mould

can be controlled with a new Building Regulation compliant humidity controlled automatic extractor fan.

- Further investigation
 - WET readings were recorded up to 2m height to the internal wall within the extension; directly adjacent to the bathroom. Further investigation is required to inspect the flat roof abutment details by removing sections of the hanging tiles for any defects to the weatherproofing allowing water to ingress. Potentially, the damp identified may be from failed grouting and poor tiling to the bathroom caused by showering. Given the property has been vacant for a long period we feel this is unlikely although there are limitations with a moisture meter which can detect contaminants in the plaster to give false WET readings from an historic issue.

Recommendations

We conclude there is an ongoing issue with rising damp which is likely to have existed for a long period of time having been managed over the years with regular decorations, heating and ventilation. To make the property habitable for modern living we recommend appointing a damp treatment specialist to hack off the contaminated plaster up to a height of 1.5m, inserting an injected DPC and making good with a renovating plaster or tanking slurry, replacing timber skirtings and redecorating in lieu of full height as recommended by Peter Cox.

A damp treatment specialist such as Peter Cox or Timberwise should be able to provide an insurance backed 10-year guarantee for any damp treatment.

We recommend the damp treatment works are carried out with a scheme of external planned maintenance, upgrade of bathroom mechanical extract ventilation and investigations to identify the cause of penetrating damp identified to the kitchen adjacent to the bathroom to leave the property in sound order for reoccupation.

We would be pleased to assist Bicester Town Council with the preparation of a detailed specification of works and manage the damp treatment and planned maintenance works. For projects of this nature procured via competitive tender we would charge a fee of 12.5% of the cost of works including CDM Principal Designer role.

Should you have any questions or require any further information please do not hesitate to contact me.

Yours sincerely



Jack Rowe
Chartered Building Surveyor
For Ridge and Partners LLP

Enclosure Appendix A – Photograph Schedule
 Appendix B – Pin moisture readings



Photograph 1 – Front (East) Elevation



Photograph 2 – North Elevation (Launton Road)



Photograph 3 – Rear (West) Elevation



Photograph 4 – South Elevation



Photograph 5 – Living Room (Launton Road side)



Photograph 6 – Kitchen (Launton Road side)



Photograph 7 – Kitchen (West Elevation side)



Photograph 8 – Kitchen (facing onlooking South elevation)



Photograph 9 – Rear internal hallway to South elevation



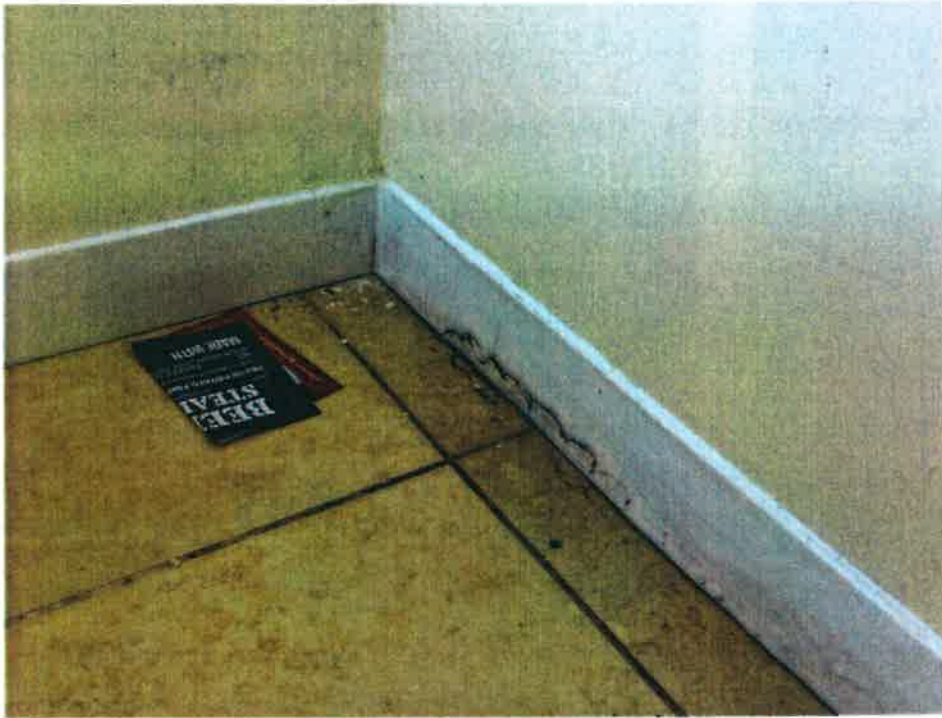
Photograph 10 – Damp staining to internal hallway (shower other side of wall)



Photograph 11 – Main Hallway



Photograph 12 – Decay to skirting boards in Main Hallway



Photograph 13 – Decay to skirting boards in Main Hallway (2)



Photograph 14 – Black spot mould to bathroom ceiling



Photograph 15 – Flaking paintwork to bathroom



Photograph 16 – First floor bedroom (West elevation)



Photograph 17 – West Elevation – slipped / missing tiles and flashing to chimney. Vegetation growth to gutters



Photograph 18 – West Elevation - Blown render to elevation and high level



Photograph 19 – West Elevation – lack of vertical DPC between main building and outbuilding add on



Photograph 20 – East Elevation - existing render skirt detail

[illegible]

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DATE				
BY				
CHNO				

RIDGE

THE COWYARDS
BLENHEIM PARK
OXFORD ROAD
WOODSTOCK, OX20 1QR

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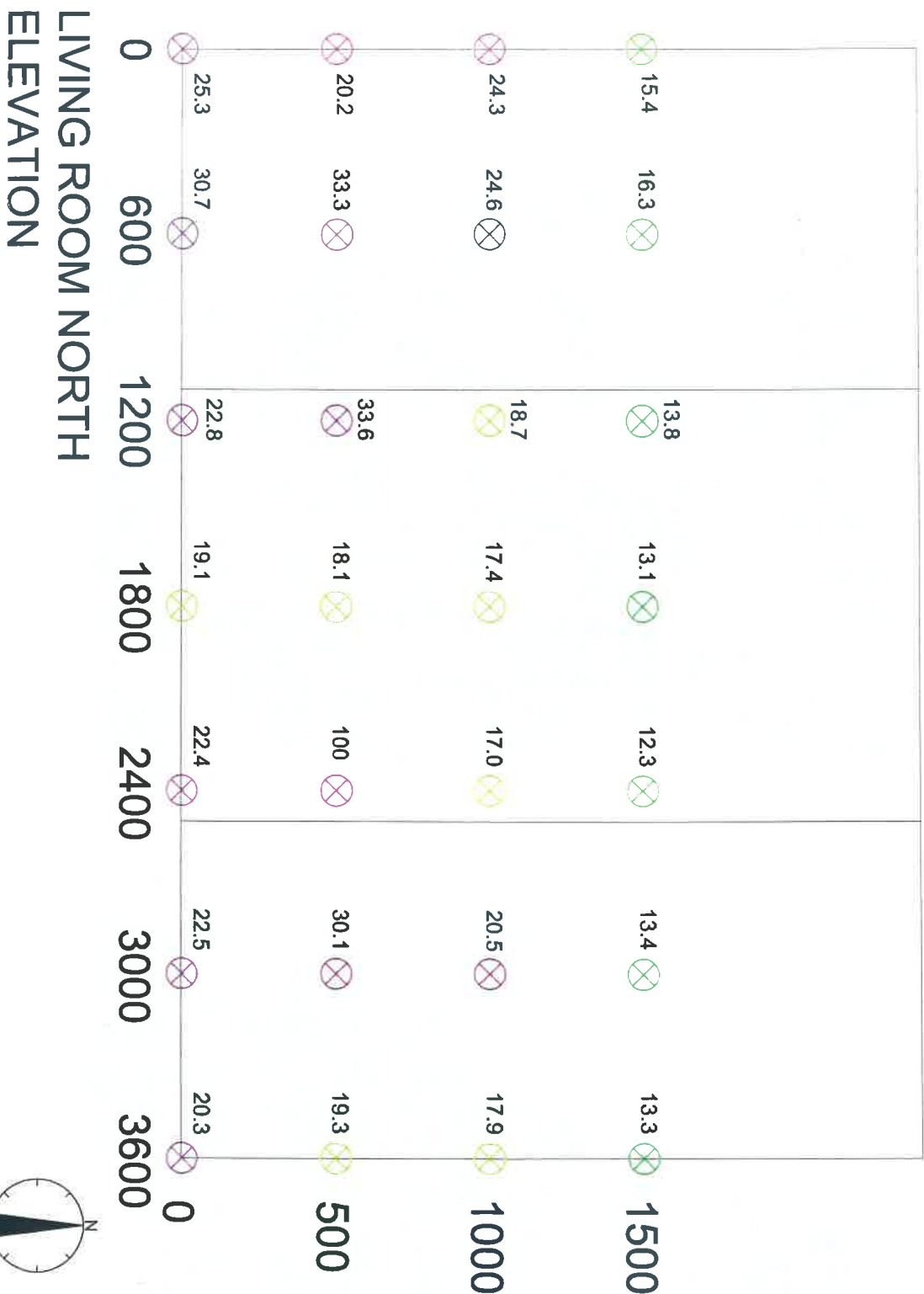
IN ASSOCIATION WITH:

THE GARTH - DAMP SURVEY

LIVING ROOM NORTH ELEVATION

INFORMATION

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CLIENT:

BICESTER TOWN COUNCIL

IN ASSOCIATION WITH:

PROJECT:

THE GARTH - DAMP SURVEY

TITLE:

KITCHEN NORTH ELEVATION

DRAWN BY:

CHECKED BY:

STATUS:

DRAWING No:

PROJECT:	ORIG:	ZONE:	LEVEL:	TYPE:	ROLE:	NUMBER:	REV:
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KITCHEN NORTH
 ELEVATION

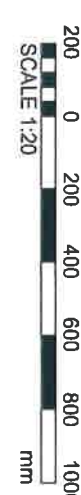
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**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

PUBLICATION SCHEME REVIEW

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 Under the Freedom of Information Act 2000, public authorities are required to publish certain information about their activities.
- 1.2 To assist town, parish & community councils, the Information Commissioner's Office provides a Model Publication Scheme.
- 1.3 Bicester Town Council has not reviewed its scheme for some time, therefore a review has been carried out and is attached as Appendix 1 of this report for consideration.
- 1.4 Following review the Publication Scheme will be made available on the Council's website.

2. Recommendation

The Committee is recommended to **APPROVE** the revised Publication Scheme.



Information available from Bicester Town Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	10p per A4 page

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Hard Copy & Website	
Contact details for Chief Officer and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy & Website	
Location of main Council office and accessibility details	Hard Copy & Website	
Staffing structure	Hard Copy & Website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	hard copy or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy & Website	
Finalised budget	Hard Copy & Website	
Precept	Hard Copy & Website	
Borrowing Approval letter	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy & Website	
Grants given and received	Hard Copy & Website	
List of current contracts awarded and value of contract	Hard Copy & Website (when available)	
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we	(hard copy or website)	

are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status	NO LONGER RELEVANT	
Local charters drawn up in accordance with DCLG guidelines	NO LONGER RELEVANT	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy & Website	
Agendas of meetings (as above)	Hard Copy & Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	
Responses to consultation papers	Hard Copy & Website	
Responses to planning applications	Hard Copy & Website	
Bye-laws	n/a	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy & Website	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy & Website	

Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	
Assets register	Hard Copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Hard Copy & Website	
Burial grounds and closed churchyards	Hard Copy & Website	
Community centres and village halls	n/a	

Parks, playing fields and recreational facilities	Hard Copy & Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	n/a	
Public conveniences	Hard Copy	
Agency agreements	Hard Copy	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy & Website	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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 Chief Officer
 Bicester Town Council
 The Garth, Launton Road
 Bicester, Oxfordshire, OX26 6PS
 01869 252915
enquiries@bicester.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

**BICESTER TOWN COUNCIL
POLICY COMMITTEE**

Tuesday 5th June 2018

FREEDOM OF INFORMATION REQUEST APPEAL

Chairman: Councillor Richard Mould
☎ 01869 245917 richard.mould@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

- 1.1 A resident recently made a request for information under the Freedom of Information Act 2000, which was refused under Section 22 of the Freedom of Information Act 2000 as it is information intended to be published at some future date.
- 1.2 A request for an appeal of this decision has been received from the resident.
- 1.3 As the Council has not set up an appeals sub-committee for this purpose, the Committee is requested to appoint a small group of 3-5 councillors to undertake this appeal. Delegated authority should be given to the Appeals Sub-Committee to determine an appeal on behalf of the Council.

2. Recommendation

The Committee is recommended to **APPOINT** an Appeals Sub-Committee of 3-5 councillors with the delegated authority to determine appeals under the Freedom of Information Act 2000.

FORWARD PLAN: 2018 / 2019

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
July	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester Future management of open space play areas on Kiingsmere Phase 1	
	Burial Ground	
9 July 2018	Grant Aid Policy	Review
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
Sept 2018	Med-Long Term Strategy	Via Business Plan to Policy Committee
TRAFFIC ADVISORY GROUP		
MEETING DATE	ITEM	COMMENT
	Park Run – Parking Issues	
	Mallards Way Traffic	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
16 April 2018	Planting for next year	
11 Dec 2017	Play Area Tender Review	
2018	Cemetery Review	
2018	Kings Meadow Open Space & Play Area	
	Wheelchair Swing	
	Memorial Policy	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
2018	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
May 2018	Graven Hill	Schedule site visit.
	London Road Level Crossing	Ongoing – Live issue
2018	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.
May 2018	Realignment of Howes Lane	Invite A2 Dominion, CDC & Network Rail to discuss
2018	Oxfordshire Spatial Plan Consultation	
July 2018	Oxford/Cambridge Arc Development	
May 2018	Bicester Masterplan Consultation	