



City of Westminster

Council Agenda

Title: **Council Meeting**

Meeting Date: **Wednesday 26th June, 2019**

Time: **7.00 pm**

Venue: **Westminster Council House, 97-113 Marylebone Road,
London, NW1 5PT**

Members: **All Councillors are hereby summoned to attend the Meeting
for the transaction of the business set out.**

Admission to the public gallery is available from 6.30pm.



**Please telephone if you are attending the meeting in a
wheelchair or have difficulty walking up steps. There is
wheelchair access via the Sammy Ofer Centre.**



**An Induction loop operates to enhance sound for anyone
wearing a hearing aid or using a transmitter. If you require
any further information, please contact the Committee
Officer, Reuben Segal, Acting Head of Committee and
Governance Services.**

**Email: rsegal@westminster.gov.uk Tel: 020 7641 3160
Corporate Website: www.westminster.gov.uk**

1. APPOINTMENT OF RELIEF CHAIRMAN

To appoint a relief Chairman.

2. MINUTES

To sign the Minutes of the Meeting of the Council meeting held on 15 May 2019.

3. LORD MAYOR'S COMMUNICATIONS

1. The Lord Mayor to report that, on 16 May, she visited a welcome event for the Cricket World Cup in Paddington.
2. The Lord Mayor to report that, on 16 May, she attended an Unveiling Ceremony of a plaque for Michael and Enid Balint, hosted by the Royal College of GPs.
3. The Lord Mayor to report that, on 17 May, she attended a Service of Thanksgiving to Mark the Centenary of Police Women in the Met Police Force at Westminster Abbey.
4. The Lord Mayor to report that, on 17, she attended and spoke at the Norwegian Constitution Day Dinner hosted by Den Norske Klub.
5. The Lord Mayor to report that, on 18 May, she attended The Liberal Jewish Synagogue's Community Service and Reception.
6. The Lord Mayor to report that, on 21 May, she attended the Annual Chile Navy Day Service at Westminster Abbey.
7. The Lord Mayor to report that, on 21 May, she attended the 150th anniversary reception for Harrison Housing.
8. The Lord Mayor to report that, on 23 May, she attended Service of Thanksgiving to celebrate the 300th Anniversary of the founding of Chelsea and Westminster Hospital at Westminster Abbey.
9. The Lord Mayor to report that, on 24 May, she attended the Seafarers UK Annual Meeting.
10. The Lord Mayor to report that, on 26 May, she assisted in starting the Westminster Mile on the Mall.

(Pages 7 - 10)

11. The Lord Mayor to report that, on 28 May, she attended the Young Westminster Foundation and 2-3 Degrees Business Breakfast.
12. The Lord Mayor to report that, on 1 June, she hosted the LMA Induction Day in the Lord Mayor's Parlour and City Hall.
13. The Lord Mayor to report that, on 3 June, she attended the State Visit of The President of the United States of America at Westminster Abbey.
14. The Lord Mayor to report that, on 4 May, she attended a reception at the Italian Embassy to celebrate Italian National Day

4. DECLARATIONS OF INTEREST

5. STATEMENT ON URGENT MATTERS

With the approval of the Chairman of the meeting, the Leader of the Council may make a statement on an urgent matter and the Leader of the Opposition will have an equivalent right of reply.

6. PETITIONS AND DEPUTATIONS, IF ANY

7. QUESTIONS

The Lord Mayor will call Members who indicate that they wish to ask a question after the Leader of the Opposition has asked his questions.

8. COUNCILLOR ISSUES

- (a) Councillor Jacqui Wilkinson: Black Bins in Pimlico
- (b) Councillor Susie Burbridge: Improving the Lives of our Residents

9. FUTURE POLICY PLAN

To consider items for debate from the attached Future Policy Plan.

(Pages 11 - 18)

**10. STANDARDS COMMITTEE REPORT: 6 DECEMBER 2018:
GUIDANCE ON USE OF SOCIAL MEDIA BY MEMBERS**

(Pages 19 - 26)

Report of the Standards Committee.

11. NOTICE OF MOTION

To be moved by Councillor Adam Hug and seconded by Councillor David Boothroyd:

“The council notes the steps forward made in recent years encouraging contractors and suppliers to provide a wider benefit to society in Westminster including the Council’s current Responsible Procurement Delivery Plan.

It also notes the innovation being led by local councils across the country and that the government has introduced the Social Value Act 2016 and Civil Society Strategy recognising the importance of ethical and community focused procurement.

The council believes that there is greater scope to align the council’s approach to procurement and contracting with its policy objectives, currently City for All, and the needs of local people

It also believes that the council and other public sector partners can help act as the catalyst for local wealth building, particularly in the most deprived parts of our city, including increasing the amount of contracts delivered with local SMEs, social enterprises and the voluntary sector.

The council resolves to ask Cabinet/the relevant Cabinet Member to raise the weighting given to social value in procurement from 5% to 20% in line with the most innovative local authorities in the sector.

It resolves to ask Cabinet/the relevant Cabinet Member to do more through Westminster Council’s procurement and contracting to address issues such as providing local employment, investment by Westminster communities and SMEs, improving the accountability of the supply chain and tackling the challenges of air quality, waste and climate change

It also resolves to ask Cabinet/the relevant Cabinet Member to expand and enhance the current Responsible Procurement Delivery Plan into a Social Value Toolkit to guide commissioners across the council and can also be used by others in the local public sector.

The council further resolves to ask Cabinet/the relevant Cabinet Member to develop a phased action plan for implementing the London Living Wage for staff working for Council contractors, such as that passed by Kensington and Chelsea Council and to apply for Living Wage Employer accreditation from the Living Wage Foundation.

**64 Victoria Street
London, SW1E 6QP
14 June 2019**

Chief Executive

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Public Document Pack Agenda Item 2

CITY OF WESTMINSTER

MINUTES OF PROCEEDINGS

At the Meeting of the Council of the City of Westminster held at 7.00 pm on Wednesday 15th May, 2019 at Westminster Council House, 97-113 Marylebone Road, London, NW1 5PT.

PRESENT

The Lord Mayor, Councillor Lindsey Hall

COUNCILLORS

Heather Acton	David Harvey
Ian Adams	Elizabeth Hitchcock
Nickie Aiken	Adam Hug
Barbara Arzymanow	Louise Hyams
Timothy Barnes	Aicha Less
Geoff Barraclough	Andrea Mann
Richard Beddoe	Patricia McAllister
Rita Begum	Guthrie McKie
David Boothroyd	Tim Mitchell
Iain Bott	Gotz Mohindra
Margot Bright	Eoghain Murphy
Susie Burbridge	Matt Noble
Ruth Bush	Emily Payne
Nafsika Butler-Thalassis	Papya Qureshi
Melvyn Caplan	Robert Rigby
Danny Chalkley	Rachael Robathan
Antonia Cox	Tim Roca
Lorraine Dean	Ian Rowley
Tony Devenish	Mark Shearer
Paul Dimoldenberg	Selina Short
Richard Elcho	Andrew Smith
Christabel Flight	James Spencer
Peter Freeman	Paul Swaddle
Murad Gassanly	Shamim Talukder
Jonathan Glanz	Hamza Taouzzale
Jim Glen	Aziz Toki
Matthew Green	Judith Warner
Angela Harvey	Jacqui Wilkinson

1 ELECTION OF LORD MAYOR

- 1.1 The Leader of the Council informed the Council that the Majority party would not be putting forward a nomination for the Lord Mayor in keeping with her stated desire upon being elected as Leader of the Council to share the mayoralty with the Minority party.

- 1.2 Proposed by Councillor Adam Hug and seconded by Councillor Tim Roca that Councillor Ruth Bush be elected Lord Mayor of Westminster for the ensuing year.
- 1.3 Upon a show of hands, the Lord Mayor declared that Councillor Ruth Bush had been elected Lord Mayor.

RESOLVED: That Councillor Ruth Bush be elected Lord Mayor of Westminster for the ensuing year.

Councillor Ruth Bush thereupon made subscribed the Declaration of Acceptance of Office of Lord Mayor and of the Office of Deputy High Steward of Westminster. Having done so she took the Chair and thanked the Council for her election and reported that Dr Hannah Robbins, Thomas Bush and Foluke Gayle-Hay would be her Consorts.

2 MINUTES

- 2.1 The minutes of the Council meeting held on 1 May 2019 were, with the assent of the Members present, signed by the Lord Mayor as a true record.

3 LORD MAYOR'S COMMUNICATIONS

- 3.1 The Lord Mayor announced that she had appointed the Reverend Dr Paul Hill as her Chaplain.
- 3.2 The Lord Mayor informed the Council that the Annual Civic Service would be held at Westminster Abbey at 11.00am on Sunday 7th July and all present were welcome to attend.

4 CONSTITUTIONAL MATTERS

- 4.1 The report of the Chief Executive and Director of Law was submitted.
- 4.2 The Lord Mayor put the recommendations set out in the report to the vote and on a show of hands, declared these to be **AGREED**.

RESOLVED:

1. That the Council determine the allocation of places on the following standing committees and noted the names of the Members appointed to them (including any changes), following notification by the respective Party Whips, as set out below and detailed in Appendix B.
2. That the Council confirm the proportional division of seats on the Standing Committees as set out below:

Committee	Members	Proportionality	
		Con	Labour
Audit and Performance	4	3	1
General Purposes	4	3	1
Westminster Scrutiny Commission	7	5	2
Family and People Services P&S	8	5	3
City Management and Public Protection P&S			
Economic Development, Education and Place Shaping P&S	8	5	3
Housing, Finance and Regeneration P&S	8	5	3
Communities and Customer Services P&S	8	5	3
Standards	6	4	2
Pensions Fund	4	3	1
Planning and City Development	14	10	4
Licensing Committee	15	11	4
	94	64	30

3. That the Council noted the Members appointed to the Standing Committees by the Chief Executive following notification received from the respective party Chief Whip under the Local Government (Committees and Political Groups) Regulations 1990 as amended, set out in Appendix B.
4. That the Council's Constitution, including the Scheme of Delegations to Officers in respect of Non-Executive functions, be endorsed.
5. That the Joint Committees established in accordance with Section 101 of the Local Government Act 1972, be agreed.

The Meeting ended at 8.09 pm

CHAIRMAN: _____

DATE _____

Agenda Item 9

City of Westminster

Council Meeting – Agenda Item 9

Wednesday 26 June 2019

Future Policy Plan

No.	Subject	Cabinet Member Portfolios	Lead Officer
1	Addressing dementia	Family Services & Public Health	Bernie Flaherty
2	Adult Education	Sports, Culture and Community	Barbara Brownlee
3	Affordable business space	Finance, Property and Regeneration	Barbara Brownlee
4	Affordable Childcare	Family Services & Public Health	Melissa Caslake
5	Affordable Housing	Housing Place Shaping and Planning	Barbara Brownlee
6	Air Quality	Environment and City Management Family Services and Public Health	Julia Corkey
7	Alternative Education	Family Services and Public Health	Melissa Caslake
8	Anti-social behaviour	Public Protection and Licensing	Sara Sutton
9	Apprenticeships	Finance, Property and Regeneration	Barbara Brownlee
10	Assets of Community Value	Sports, Culture and Community	Julia Corkey
11	Benefits administration	Finance, Property and Regeneration	Gerald Almeroth
12	BIDS	Leader of the Council	Julia Corkey Barbara Brownlee Sara Sutton
13	Business Rates	Leader of the Council Finance, Property and Regeneration	Stuart Love Gerald Almeroth Barbara Brownlee
14	Businesses in Westminster	Leader of the Council	Barbara Brownlee
15	Capital Programme	Finance, Property and Regeneration	Gerald Almeroth
16	Care Act	Family Services & Public Health	Bernie Flaherty
17	CCTV	Environment and City Management Public Protection and Licensing	Sara Sutton

No.	Subject	Cabinet Member Portfolios	Lead Officer
18	Child poverty	Family Services & Public Health	Melissa Caslake Bernie Flaherty
19	Child Protection	Family Services & Public Health	Melissa Caslake
20	Childhood Obesity	Family Services & Public Health	Melissa Caslake Bernie Flaherty
21	City for All	Leader of the Council	Julia Corkey Stuart Love
22	City Inspectors	Environment and City Management	Sara Sutton
23	Combating Long Term Unemployment	Finance, Property and Regeneration	Barbara Brownlee
24	Clinical Commissioning Groups	Family Services & Public Health	Bernie Flaherty
25	Commercial Opportunities	Leader of the Council Finance, Property and Regeneration	Julia Corkey
26	Community Cohesion	Leader of the Council	Sara Sutton
27	Community Engagement	Sports, Culture and Community	Julia Corkey
28	Community Infrastructure Levy	Place Shaping and Planning	Julia Corkey Barbara Brownlee
29	Corporate Parenting	Family Services and Public Health	Melissa Caslake
30	Corporate Services	Leader of the Council Housing Finance, Property and Regeneration	Stuart Love
31	Council Budget & Financial Management	Finance, Property and Regeneration	Stuart Love Gerald Almeroth
32	Council Management	Leader of the Council	Stuart Love
33	Council Tax	Finance, Property and Regeneration	Stuart Love Gerald Almeroth
34	Counter-terrorism	Leader of the Council	Richard Barker/ Sara Sutton
35	Crossrail 1 and 2	Place Shaping and Planning	Barbara Brownlee
36	Customer Services	Digital and Customer Services	Julia Corkey Gerald Almeroth

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No.	Subject	Cabinet Member Portfolios	Lead Officer
37	Cycling	Environment and City Management	Julia Corkey Barbara Brownlee
38	Debt Management	Finance, Property and Regeneration	Gerald Almeroth
39	Devolution	Leader of the Council	Stuart Love
40	Encouraging social enterprise	Finance, Property and Regeneration	Barbara Brownlee
41	EU Nationals	Leader of the Council	Stuart Love
42	Equalities	Leader of the Council	Julia Corkey
43	Family Recovery / Troubled Families	Family Services and Public Health	Melissa Caslake
44	Fire Station Reforms	Leader of the Council	Sara Sutton
45	Fostering and Adoption	Family Services and Public Health	Melissa Caslake
46	Education	Family Services and Public Health	Melissa Caslake
47	Freedom Pass	Leader of the Council Family Services and Public Health Environment and City Management	Bernie Flaherty
48	Gangs & Youth Violence	Family Services and Public Health Public Protection and Licensing	Melissa Caslake Sara Sutton
49	GP Quality & Performance	Family Services and Public Health	Bernie Flaherty
50	Green Spaces & Parks	Environment and City Management	Sara Sutton
51	Greener City Action Plan	Environment and City Management	Julia Corkey Barbara Brownlee
52	Growth and Economic Development	Finance, Property Regeneration	Barbara Brownlee
53	Public Health	Family Services and Public Health	Bernie Flaherty
54	Healthwatch Westminster	Family Services and Public Health	Bernie Flaherty

55	High Speed 2	Place Shaping and Planning	Barbara Brownlee
56	Home Meals Services	Family Services & Public Health	Bernie Flaherty
57	Homelessness / Rough Sleeping	Public Protection and Licensing Housing	Bernie Flaherty Barbara Brownlee

No.	Subject	Cabinet Member Portfolios	Lead Officer
58	Housing Revenue Account	Housing	Barbara Brownlee
59	Housing Strategy & Housing Renewal	Housing Finance, Property and Regeneration	Barbara Brownlee
60	Housing Service	Housing	Barbara Brownlee
61	Health & Wellbeing Strategy and the Sustainability and Transformation Plan (STP)	Family Services and Public Health	Stuart Love Bernie Flaherty
62	Digital Strategy	Digital and Customer Services	Gerald Almeroth
63	Information Technology Strategy	Digital and Customer Services	Gerald Almeroth
64	Integrated Business Centre	Finance, Property and Regeneration	Gerald Almeroth
65	Legal Services	Finance, Property and Regeneration	Stuart Love
66	Libraries	Sports, Culture and Community	Sara Sutton
67	Licensing	Public Protection and Licensing	Sara Sutton
68	Local Government Finance	Finance, Property and Regeneration	Gerald Almeroth
69	London Plan	Place Shaping and Planning	Julia Corkey
70	Protests & demonstrations	Leader Public Protection and Licensing	Sara Sutton
71	Managing the public realm	Place Shaping and Planning Environment and City Management	Barbara Brownlee Sara Sutton
72	Utility Companies	Environment and City Management	Sara Sutton

73	Mayor of London & London Governance	Leader of the Council	Stuart Love
74	Military Covenant	Finance, Property and Regeneration	Julia Corkey
75	My Westminster Programme	Leader of the Council	Stuart Love
76	Natural Environment	Environment and City Management	Sara Sutton Barbara Brownlee Julia Corkey
77	Neighbourhood Forums	Place Shaping and Planning	Julia Corkey
78	Ward budgets	Sports, Culture and Community	Julia Corkey

No.	Subject	Cabinet Member Portfolios	Lead Officer
79	Overcrowding (Housing)	Housing	Barbara Brownlee
80	Parenting	Family Services and Public Health	Melissa Caslake Bernie Flaherty
81	Parking services and enforcement	Environment and City Management	Sara Sutton
82	Pedicabs	Environment and City Management	Sara Sutton Barbara Brownlee
83	Development Planning services	Place Shaping and Planning	Barbara Brownlee
84	Policing	Public Protection and Licensing	Sara Sutton
85	Policy and Scrutiny	Leader of the Council	Julia Corkey
86	Preventing Re-offending	Family Services and Public Health Public Protection and Licensing	Melissa Caslake Sara Sutton
87	Procurement	Finance, Property and Regeneration	Gerald Almeroth
88	Corporate Property	Finance, Property and Regeneration	Barbara Brownlee
89	Property Tenancy Agreements	Housing	Barbara Brownlee
90	Public Conveniences	Environment and City Management	Sara Sutton
91	Public Health	Family Services and Public Health	Bernie Flaherty

92	Queens Park Community Council	Sports, Culture and Community	Stuart Love Julia Corkey
93	Royal Parks	Leader of the Council	Sara Sutton Barbara Brownlee
94	School Meals	Family Services and Public Health	Melissa Caslake
95	School Nursing	Family Services and Public Health	Bernie Flaherty Melissa Caslake
96	Sexual Health	Family Services and Public Health	Bernie Flaherty
97	Short Term Lets	Place Shaping and Planning	Barbara Brownlee
98	Events and Filming	The Leader of the Council	Julia Corkey
99	Special Needs Provision	Family Services and Public Health	Melissa Caslake

No.	Subject	Cabinet Member Portfolios	Lead Officer
100	Specialist Housing Strategy	Housing	Bernie Flaherty
101	Sports & leisure services	Sports, Culture and Community	Sara Sutton
102	Staffing	The Leader of the Council	Stuart Love
103	Street entertainment	Environment and City Management Public Protection and Licensing	Sara Sutton Barbara Brownlee
104	Street Management	Environment and City Management	Sara Sutton
105	Substance misuse	Family Services and Public Health	Bernie Flaherty Sara Sutton
106	Support for small businesses	Finance, Property and Regeneration	Barbara Brownlee
107	Supporting carers	Family Services and Public Health	Melissa Caslake Bernie Flaherty
108	The City Plan	Place Shaping and Public Realm	Julia Corkey
109	Transport for London	Environment and City Management	Barbara Brownlee
110	Bi-borough	Leader of the Council	Stuart Love
111	Violence Against Women & Girls	Family Services and Public Health	Melissa Caslake

112	Voluntary sector and community support	Sports, Culture and Community	Julia Corkey
113	Walking Strategy	Environment and City Management	Julia Corkey
114	Waste and recycling	Environment and City Management	Sara Sutton
115	Welfare Reform & Universal Credit	Leader of the Council	Julia Corkey
116	West End Partnership	Leader of the Council	Stuart Love
117	World War I Centenary Commemorations	Finance, Property and Regeneration	Julia Corkey
118	The City Council's Strategic Direction	Leader of the Council	Stuart Love
119	Oxford Street District	Place Shaping and Planning	Barbara Brownlee

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Report of the Standards Committee held on 6 December 2018

Members Present: Councillors Judith Warner (Chairman), David Boothroyd, Danny Chalkley, Jonathan Glanz, Louise Hyams and Patricia McAllister.

Also Present: Asif Iqbal MBE (Independent Person) and Baroness Julia Neuberger (Independent Person).

1. Guidance on use of Social Media by Members

- (a) We have considered the Guidance on use of social media by Members report. The report with appendices detailing the guidance is attached to this report.
- (b) Members agreed to the guidance as set out in the attached report, subject to bullet point 4 of 'don'ts' on the list of 'dos and 'don'ts' additionally stating that social media shall not be used to attack or insult Council staff, whether in a person's own name or anonymously.

We recommend: That the Guidance on use of social media by Members attached to this report be noted.

Judith Warner, Chairman

Local Government Act 1972 – Background Papers

Report – Standards Committee (06.12.2018)

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City of Westminster Standards Committee

Date:	6 December 2018
Classification:	General Release
Title:	Guidance on use of social media by Members
Financial Summary:	There are no financial implications arising from this report
Report of:	Monitoring Officer

1. Executive Summary

- 1.1 The committee is asked to consider a draft guidance note for members on the use of social media. Members of the Standards Committee are keen to ensure that Members conduct themselves appropriately at all times including when engaging in social media.
- 1.2 Therefore the Committee asked officers to draft a guide for consideration. The proposed Guide on Use of Social Media by Elected Members is attached to this report as **Appendix 1**.

2. Recommendations

- 2.1 To consider and approve the draft guidance on the use of social media by Members

3. Background Information

- 3.1 On 4 July 2018 the Committee considered the use of social media by Members and issues that arise from such use. Unwise comments on social media can have an adverse impact on the Member's and the Council's reputation. It can also be very distressing for others who may be the subject of the comments. This in turn could lead to potential litigation against the Member or the Council.
- 3.2 Regardless of the reputational or legal consequences the Committee felt that each Member should display the highest standard of conduct when engaging in social media, just as they would be expected to when engaging in other areas of Council business.
- 3.3 When engaging in social media activities Members need to make clear if they are acting in their capacity as a Councillor or in private capacity. Furthermore, Members need to understand that even if they are acting in private capacity any adverse publicity could also potentially reflect adversely on the Council's reputation and the Member may be in breach of their Code of Conduct.
- 3.4 Therefore, the Committee agreed that it would be helpful for the City of Westminster to have a guidance note for members on the use of social Media in both their role as a Member and in their personal use.

- 3.5 The Committee further agreed that it would be helpful for a list of dos and don'ts for Councillors to follow.
- 3.6 The Committee is asked to consider and comment on the draft report on social media guidelines for Members, which includes examples of the parts of the Code of Conduct, which may be engaged in the context of social media activities.

4. Financial Implications

- 4.1 There are no financial implications

5. Legal Implications

There are no legal implications arising from this report

**If you have any queries about this Report or wish to inspect any of the
Background Papers please contact:**

Hazel Best, Principal Lawyer, Bi-Borough Legal Services

Tel: 020 7641 2955; hbest@westminster.gov.uk

BACKGROUND PAPERS:

Appendix one – Guidance on use of social media for Members

Guidance on use of social media by Elected Members

Quick guide for councillors

Most helpful tip – don't post any message on social media that would be inappropriate to say in a public meeting.

Dos and Don'ts

Do

- Be responsible and respectful at all times.
- Share other people's helpful content and links and credit other people's work.
- Use social media in the spirit in which it was intended – to engage, openly and honestly. Seek feedback from your residents (but make sure you share the results with them).
- Listen – social media is designed to be a two-way channel, just like any good conversation.
- Set and check you have the appropriate privacy settings for your blog or networking site.
- Do keep an eye out for defamatory or obscene posts on your sites and remove them as soon as possible to avoid the perception that you condone such views.
- Be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being an elected member.
- Do talk to Member Services if you need advice – they can consult relevant colleagues if needed.

Don't

- Don't post social media content in haste, particularly in circumstances where your judgment might be impaired; for example if you are angered by a comment or tired.
- Don't post comments that you would not be prepared to make on paper or face to face, or content which will embarrass the Council or yourself.
- Don't request or accept a Council employee or contractor providing services to the council as a "friend" on a social networking site where this suggests close personal association. For the avoidance of doubt this does not apply to sites which are intended as a neutral, professional connections registry (such as LinkedIn).
- Don't use social media in any way to attack, insult abuse, defame or otherwise make negative, offensive or discriminatory comments about Council staff, service users, their family or friends, colleagues, other professionals, other organisations or the Council.

- Don't publish confidential information that you may have learned or had access to as part of your role as an elected member. This includes personal information about service users, their families or friends, contractors, council staff as well as council related information.
- Don't represent your personal views, or those of political party or interest group you belong to, as being those of the Council.
- Don't try to cover up mistakes, be honest and you'll get more respect for it in the long run.
- Don't assume that social media will look after itself – you will need to invest time, enthusiasm and energy to make it work. Social media is 24/7 – just because you leave at 5.00 pm doesn't mean the world stops or that residents won't be active. If your account is only staffed 9-5 then you should say so on your profile.
- Don't ignore legal advice, it's there to help you.

Further detailed guidance

1. Westminster City Council has its own social media accounts which act as the council's official channels across Facebook, Twitter, LinkedIn, Instagram, YouTube and Snapchat.
2. You are personally responsible for what you publish on your own social media accounts – whether you do that yourself or someone does it on your behalf. It is important that you think before you publish, as words once published on social media cannot easily be retracted.
3. Be mindful if using social media during an official Council meeting or event that the use does not negatively impact on the proceedings or contravene the Constitution or other Council protocol.

Members code of conduct

4. This applies to your online activity in the same way it does to other written or verbal communication. You should comply with the general principles of the Code in what you publish and what you allow others to publish.
5. You will need to be particularly aware of the following sections of the Code and their practical application:
 - (i) Treating others with respect – avoid personal attacks and any disrespectful, rude or offensive comments.
 - (ii) Refraining from publishing anything you have received in confidence – avoid breaching the Code by disclosing confidential information

- (iii) Ensure all content that relates to the Council or Council business is accurate, fairly balanced, not misleading and complies with any relevant Council policy
- (iv) Ensure you do not bring the Council or your Councillor role into disrepute, as paragraph 2.10 of the Code requires every Member to “Promote and support high standards of conduct through leadership and by example”.

Personal use of social media

- 6. The key to whether your online activity is subject to the Code of Conduct for Members is whether you are giving the impression that you are acting as a councillor, and that is the case whether you are in fact acting in an official capacity or simply giving the impression that you are doing so.
- 7. One way to separate your personal/private business from your activities as a councillor is to have two separate accounts - one for personal/private business and the other for councillor activities. However, even then, you still need to be careful to ensure that what you say on your personal/private business account does not compromise your position as a councillor.
- 8. If in respect of any personal use of social media you can be identified as associated with the Council by title, profile or content then the following guidance should be complied with

You should:

- (i) Expressly state (through a prominent disclaimer) on any profile or content that identifies you as a Councillor (or otherwise refers to or implies a relationship with the Council) that the stated views are your own personal views and not those of the Council.
- (ii) Ensure that readers are not misled into believing that you any material published by you is on behalf of the Council, authorised by the Council or official Council policy if it is not.
- (iii) Ensure all content that relates to the Council or Council business is accurate, fairly balanced, not misleading and complies with any relevant Council policy.
- (iv) Comply with the terms and conditions of the social media site being used.

You must not

- (v) Make any comment or post material so as to give a reasonable person the impression that you have brought your office as Councillor or the Council into disrepute.
- (vi) Present political or personal opinion as fact or as representative of the Council.

- (vii) Imply that you are authorised to speak as a representative of the Council nor give the impression that the views you express are those of the Council.
- (viii) Publish content that promotes personal/ family interests, personal financial interests or any personal commercial ventures.

Legal considerations

9. In the main, Members have the same legal duties online as anyone else (see below), but failures to comply with the law may have more serious consequences. There are some additional duties around using a Member's website for electoral campaigning and extra care needs to be taken when writing on planning, licensing and other quasi-judicial matters.

- (i) *Libel* - If you publish an untrue statement about a person which is damaging to their reputation they may take a libel action against you. This will also apply if you allow someone else to publish something libellous on your website if you know about it and don't take prompt action to remove it. A successful libel claim against you will result in an award of damages against you.
- (ii) *Copyright* - Placing images or text on your site from a copyrighted source (for example extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about, or seek permission in advance. Breach of copyright may result in an award of damages against you.
- (iii) *Data Protection* - Avoid publishing the personal data of individuals unless you have their express written permission.
- (iv) *Bias and pre-determination* - If you are involved in determining planning or licensing applications or other quasi-judicial decisions, avoid publishing anything on your blog that might suggest you don't have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.
- (v) *Obscene material* - It goes without saying that you should avoid publishing anything in your blog that people would consider obscene as it is a criminal offence.
- (vi) *Bullying and discriminatory comments* - Behaving in a discriminatory, bullying or harassing way towards any individual including making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age via social media by posting images or links or comments could, in certain circumstances, result in criminal sanction.

10. While the above list is not exhaustive it does highlight some of the more obvious issues. If you are in any doubt, speak to the Monitoring Officer.