request-780661-c5da1b56@whatdotheyknow.com

Dear Peter Simcock

Freedom of Information Request 8667861/Internal Review
Thank you for your request that the City Council undertake an Internal Review of the above information request. For purposes of clarity and context, your original request and our accompanying responses are summarised below as follows –

> *"Can you please tell me the reasons behind Mayor Joanne Anderson missing the Liverpool City Region Combined Authority webcast on the 23rd July 2021 at 1pm. She was due to attend but sent apologies in her stead yet still somehow found time to be posting on Twitter at the time she should have been in attendance.*
>
> *Could you please;*
>
> *1. Tell me why Mayor Anderson missed the meeting.*
>
> *2. Show me the Liverpool City Councils guidance on the use of social media in the workplace."*

<u>Review & Outcome</u>
By way of context and as you may well be aware, Liverpool City Council in common with all other public authorities in the UK, Europe and worldwide have, since March 2020, been dealing with and responding to the Coronavirus pandemic. The introduction of substantial Government restrictions well before the submission of your request have had wide reaching and ongoing impacts being felt across society. These impacts specifically affected all Service Areas of the City Council and include our ability to review records and extract data to comply with requests such as yours when Officer resource and personnel are diverted to supporting the most vulnerable residents of this city.

Specifically, direct impacts were and continue to be seen for the City Council in terms of staff absence due to symptoms of or self-isolation due to Coronavirus as well as significant and substantial increases in demand for those Services which specifically support children, the elderly and the most vulnerable residents across Liverpool.

In light of the above factors, Officers in increasing numbers assigned to different Service Areas to ensure continuity of service, provision and support for children, the elderly and the most vulnerable residents across Liverpool as indicated above.

This continues to impact on all areas of the City Council and specifically the ability of colleagues to identify, retrieve and collate information and to review records as opposed to ensuring continuity of service, provision and support for children, the elderly and the most vulnerable residents across Liverpool as indicated above.

With the above factors in mind, we greatly appreciate your patience and understanding for the delay on this occasion. We acknowledge that on this occasion, we have been unable to meet deadlines for response associated with your request, and on that basis your request for a review is partially upheld, solely in the context of the above exceptional circumstances.

1.   We would refer you to our recent response to information request reference 8646262, which details all of Mayor Joanne Andersons diarised commitments. A duplicate copy of this information is provided by way of assistance. Note that redactions have been applied in accordance with the provisions Section 40(2) Freedom of Information Act 2000 insofar as the names of third party individuals is redacted as there is no reasonable expectation that this information may be disclosed in response to such requests.

        In common with all individuals, on occasion schedules require to be changed. The City Council nor indeed is Mayor Anderson required to record precise minute to minute details of changes to availability nor is there any legislative or operational requirement to do so. As such no further information is held. Similarly it is entirely legitimate for individual Elected Members to post matters of comment to their respective social media channels at times as and when convenient to that individual.

2.   With regard to the second element of your request, the role of Mayor is an elected position and as such the holder of the Office is not an employee or subject to employee policies and procedures, nor are all remaining Elected Members. To the extent that the Mayor and Elected Members legitimately use social media in the discharge of their formal responsibilities as elected representatives, a Social Media Guide has previously been approved by Full Council. This Guide is already entirely in the public domain and reasonably accessible to you and a copy attached for your reference. In addition and in accordance with the application of Section 21 Freedom of Information Act 2000, we would refer you to the following weblink - https://councillors.liverpool.gov.uk/documents/s232386/Appendix%20A%20-%20Draft%20Social%20Media%20Guide.pdf

This concludes our Internal Review process on this matter. As we have applied exemptions under Sections 21 and 40(2) of the Freedom of Information Act 2000 this response serves as a Notice under Section 17 of the same Act.

If you remain dissatisfied, you may also apply to the Information Commissioner for a decision about whether the request for information has been dealt with in accordance

with the Freedom of Information Act 2000.

The Information Commissioner's website is www.ico.gov.uk and the postal address and telephone numbers are:- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone 0303 123 1113. Email – mail@ico.gsi.gov.uk (they advise that their email is not secure)

We trust this satisfies your request.

Yours sincerely

Liverpool City Council

Enc.

10 May 2021 - 16 May 2021

May 2021								June 2021						
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10 May

- **10:00 - 10:15 10am Welcome & Logistics - Mayor's Office (▮▮▮▮▮)** (Mayor's Office 4th Floor) - Mayor
- **10:30 - 11:15 10.30am Photo Opp & Welcome & Signing of Acceptance of Office Followed by Press & Media** (Town Hall)
- **11:30 - 13:30 11.30am Introductory session with Tony Reeves CEX, 2nd Session Lisa Smith & Chris Walsh re Inspection Report Follow Up** (Mayor's Office 4th Floor) - Mayor
- **13:30 - 14:00 LUNCH BREAK**
- **14:00 - 14:30 2pm ICT Support** (Mayor's office)
- **15:00 - 15:30 HOLD Radio 4 Interview**
- **15:30 - 16:30 3.30pm Mayoral Support Office Introduction**
- **16:30 - 17:00 4.30pm Actions from the Day Session with ▮▮▮ & ▮▮** (Mayor's Office) - Mayor
- **17:00 - 17:30 ▮▮▮▮▮▮▮ Phone Call**
- **18:00 - 20:00 Labour Group Exec - AGM prep** (▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮)

11 May

- **10:00 - 11:30 10am Senior Management Restructure Overview, City Plan and Policy Frameworks - Tony & Lisa Smith** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **11:30 - 11:50 11.30am Introduction Martin Farran Director Adult Social Care & Health** (Mayor's Office 4th Floor) - Mayor
- **12:10 - 12:30 12.10 pm Introduction Mel Creighton Director Finance and Resources** (Mayor's Office 4th Floor) - Mayor
- **12:30 - 13:30 12.30pm Camilla Mankabady & Communications Team** (Via Teams) - Mayor
- **13:30 - 14:00 LUNCH BREAK**
- **14:15 - 14:45 2.15pm Lisa Smith** (Mayor's office)
- **15:00 - 16:00 3pm Mayor & Leaders Briefing - Tuesday 11 May @3pm - Discussion on response to Government's 'minded to' letter and Best Value Inspection report** (Microsoft Teams Meeting)
- **17:00 - 18:00 5pm All Members seminar (updated - papers attached)** (Microsoft Teams Meeting) - Reeves, Tony (Chief Executive)

12 May

- **10:30 - 11:00 10.30am Mark Bousfield & Tony Reeves Regeneration Directorate** (Mayor's office 4th Floor Cunard) - Mayor
- **11:00 - 11:30 11am Introduction Chris Lomas Asst Director Environment (including CEX)** (Mayor's office 4th Floor) - Mayor
- **12:00 - 13:00 LUNCH BREAK**
- **13:00 - 14:00 1pm Mel Creighton Matt Ashton & Claire McColgan - Covid Recovery Plan** (MS Teams) - Mayor
- **14:30 - 15:30 2.30pm Tony and Joanne Anderson re Briefing** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **17:00 - 18:00 5pm Member Development & Effective Working Group** (Microsoft Teams Meeting) - ▮▮▮▮▮▮▮
- **18:00 - 20:00 Labour Group Exec - re. Improvement Plan** (▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮) - Thompson, Helen

13 May

- **10:00 - 10:30 10am -10.10am Welcome New Elected Members** (Council Chamber Town Hall)
- **10:15 - 14:30 10.15am New Elected Members Induction & Networking** (Council Chamber Town Hall)
- **12:00 - 12:30**
- **13:00 - 14:00 LUNCH BREAK**
- **15:00 - 16:00 3pm Joanne & Tony Briefing** (Mayor's Office) - Mayor
- **16:30 - 17:00 4.30pm Actions from the Day Session with ▮▮▮ & ▮▮** - Mayor
- **17:00 - 19:00 5pm Constitutional Issues Committee** (Town Hall)

14 May

- **10:30 - 11:30 10.30am Mayor's and MPs Meeting** (Teams Meeting) - Mayor
- **11:30 - 12:30 Lunch Break**
- **12:30 - 13:00 12.45pm ▮▮▮▮▮ phone call** (Marvin to call our office)
- **13:00 - 14:30 1pm Cllr Jane Corbett & Cllr Dan Barrington** (Mayor's office)
- **15:30 - 16:00 3.30pm Actions from the Day Session with ▮▮▮ & ▮▮**
- **16:00 - 17:00 4pm Ruth Bennett** (Mayor's office or Teams tbc)
- **18:00 - 20:00 Labour Group meeting** (▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮) - Thompson, Helen

15 May

16 May

17 May 2021 - 23 May 2021

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17 May

- **10:00 - 10:40 10am Briefing with Communications incl short interview with Internal Comms** (Mayor's office) - Mayor
- **11:00 - 12:00 11am Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ▮▮▮▮▮▮
- **12:00 - 13:00 LUNCH BREAK**
- **13:00 - 13:45 1pm Core Cities Briefing (**▮▮▮▮▮▮▮▮▮▮▮**) & ▮▮▮▮** (Mayor's Office) - Mayor
- **14:00 - 15:00 2pm Liverpool Panel & Mayor Jo Anderson** (Zoom)
- **15:00 - 15:45 Joanne and Tony re Briefing update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **15:45 - 16:30 3.45pm Joanne Anderson/**▮▮▮▮▮▮▮**/Sam Campbell/**▮▮▮▮▮▮▮▮ **and Tony re WHS** (Tony's Office/MS Teams) - Reeves, Tony (Chief Executive)
- **17:00 - 20:00 Labour Group AGM Part 1** (▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮) - Thompson, Helen

18 May

- **09:30 - 10:45 9.30am Netherley/Princes Park Filming (with Comms)** (Site visit plan TBC) - Mayor
- **12:00 - 13:00 12 noon Mayor, CEX, LGA - Cabinet & Management sessions** (Mayor's office) - ▮▮▮▮▮▮
- **13:00 - 14:00 1pm** ▮▮▮▮▮▮▮▮ **LGA** (4th Floor Cunard Building Water Street Liverpool L3 1AH) - Mayor
- **14:00 - 15:00 Keep Clear**
- **15:00 - 16:00 3pm Mayor Joanne with Unions** (via Teams) - Mayor Joanne Anderson
- **16:00 - 16:30 4pm Briefing with Joanne and Mel** (Mayor's Office)
- **16:30 - 17:00 4.30pm Joanne and Tony re Briefing update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **17:00 - 18:00 5.00pm. Political Cabinet meeting.** (Microsoft Teams Meeting) - Parisella, Nick

19 May

- **09:00 - 10:30 keep clear**
- **09:30 - 10:00 Personal appointment**
- **10:15 - 10:20 Moving on up zoom**
- **10:30 - 11:30 10.30am Wendy Simon & Joanne** (Mayor's Office) - Mayor Joanne Anderson
- **11:30 - 12:00 11.30am Cabinet Photo Opp**
- **12:00 - 14:00 12 Noon Core Cities** (Zoom) - ▮▮▮▮▮▮▮▮▮▮▮
- **14:00 - 14:30 2pm Media Interviews re New Cabinet etc.**
- **14:30 - 15:00 2.30pm Cabinet Photo Opp**
- **15:00 - 16:30 Keep clear - preparation for City Council**
- **16:30 - 17:00 Travel Cunard to Wavertree Tennis Centre**
- **17:00 - 19:30 5pm Extraordinary City Council Meeting** (Wavertree Tennis Centre)

20 May

- ☐ **9.30am KQ Board** (APOLS GIVEN)
- **09:00 - 10:00 Keep clear**
- **10:15 - 10:45 10.15am Community Bank Briefing with ▮▮ ▮▮ Head of Finance (Regeneration & Investment)** (MS Teams)
- **11:00 - 12:30 11am Community Bank follow up** (Microsoft Teams Meeting) - ▮▮▮▮▮▮
- **12:30 - 13:00 12.30pm Camilla -Comms** (Mayor's Office) - Mayor Joanne Anderson
- **13:00 - 13:20 1pm Introduction Steve Reddy Director Children and Young People Services** (Mayor's Office 4th Floor) - Mayor
- **13:30 - 14:15 LUNCH BREAK**
- **14:30 - 15:00 Keep clear**
- **15:00 - 17:00 3pm Metro Mayor, Leaders and Mayor** (Microsoft Teams Meeting) - Bedford, Trudy
- **17:00 - 20:00 Labour Group AGM Part 2** (▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

21 May

- **09:15 - 10:15 9.15am Spine photo opp/walkabout** (The Spine)
- **11:00 - 11:15 11am IT (Mayor's office)** (Mayor's office)
- **11:15 - 11:30 11.15am Photo with Jen** (Mayor's office)
- **12:00 - 13:00 12 noon Metro Dynamics Report Launch (CCUK / Key Cities)** (see email from ▮▮▮▮▮▮ attached for joining details) - ▮▮▮▮▮▮
- **13:00 - 14:00 LUNCH BREAK**
- **14:00 - 14:30 2pm** ▮▮▮▮▮▮ **Chair Institute of Directors Liverpool & Mayor Joanne Anderson** (Via Teams) - Mayor
- **14:30 - 15:00 2.30pm Actions from the Day Session with** ▮▮▮▮
- **15:00 - 17:00 Keep Clear**

22 May

23 May

24 May 2021 - 30 May 2021

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24 May

- ☐ **Sciontec Board** (For info)
- 🟪 **09:00 - 11:00 Reading** ↻
- 🟪 **11:00 - 12:00 11am Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ▮▮▮▮ ↻
- 🟪 **12:00 - 12:30 12 noon Joanne and Tony re Briefing update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- 🟪 **12:30 - 13:00 LUNCH BREAK** ↻
- 🟪 **13:00 - 14:00 1pm All Staff Q&A** (Microsoft Teams Meeting) - ▮▮▮▮
- 🟪 **15:00 - 15:20 3pm Intro Briefing Mayor and Colleen Martin Assistant Director Supporting Communities** (Mayor's Office 4th Floor) - Mayor Joanne Anderson
- 🟪 **17:00 - 20:00 Labour Group Pre-Council meeting** (▮▮▮▮▮▮▮▮▮▮) - Thompson, Helen

25 May

- 🟪 **09:00 - 10:30 Reading** ↻
- 🟪 **10:30 - 11:30 10.30am Filming from Comms** (Mayor's office) ↻
- 🟪 **12:00 - 13:00 LUNCH BREAK** ↻
- 🟧 **12:45 - 13:30 12.45pm Joanne/Chris Walsh/▮▮▮▮ re Briefing Update** (Mayor's Office) - ▮▮▮▮
- 🟪 **13:30 - 14:30 1.30pm Metro Mayor, Leaders and Mayor** (Microsoft Teams Meeting) - ▮▮▮▮
- 🟩 **14:30 - 15:15 2.30pm Briefing with Mel Creighton & Mayor** (Mayor's Office) - Mayor Joanne Anderson ↻
- 🟪 **15:15 - 16:15 3.15pm Intro Claire McColgan Director Culture Co & Good Business Festival** (Mayor's office 4th Floor) - Mayor Joanne Anderson
- 🟪 **16:00 - 17:00 Jane Corbett** (Mayor's office)
- 🟧 **17:00 - 18:00 5pm Mayor Joanne & ▮▮▮▮** (Venue tbc) - Mayor

26 May

- 🟪 **09:00 - 11:00 Reading** ↻
- 🟪 **11:30 - 12:00 11.30am Cllr Tom Logan & Mayor Joanne** (Mayor's Office) - Mayor Joanne Anderson
- 🟪 **12:00 - 13:00 LUNCH BREAK** ↻
- 🟪 **14:00 - 15:00 2pm Joanne, Ruth, Chris Walsh & ▮▮▮▮** (MS Teams) - Mayor Joanne Anderson
- 🟪 **15:00 - 16:30 Keep clear**
- 🟪 **16:30 - 17:00 Travel**
- 🟥 **17:00 - 21:00 City Council AGM Meeting** (Watertree Tennis Centre)

27 May

- 🟪 **10:30 - 12:30 Access** (Zoom) ↻
- 🟪 **12:30 - 13:30 LUNCH BREAK** ↻
- 🟧 **14:00 - 14:30 2pm Camilla Comms** (Mayor's office) - Mayor Joanne Anderson
- 🟪 **15:00 - 15:30 3pm Phone call Mayor Joanne Anderson and ▮ ▮▮▮▮ (▮ to call ▮▮▮▮) - ▮▮▮▮**
- 🟧 **15:30 - 16:00 3.30pm Joanne Anderson and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- 🟪 **16:00 - 17:00 4pm Cllr Abdul Qadir & Mayor Joanne Meeting** (Mayor's office) - Mayor Joanne Anderson ↻
- 🟪 **16:45 - 17:15 4.45pm ▮▮▮▮ and Mayor Anderson re WHS** (MS Teams) - Mayor Joanne Anderson
- 🟪 **17:00 - 19:00 5pm Labour Group Exec Meeting** (Zoom)

28 May

- ☐ **00:00 Tony Reeves - Annual leave 28 May - 7 June** →
- 🟧 **09:30 - 10:30 9.30am Cabinet Development Session on Decision-Making Process Liverpool Town Hall** (Council Chamber, Town Hall) - ▮▮▮▮ (Committee Services)
- 🟪 **12:00 - 12:30 LUNCH BREAK** ↻
- 🟪 **12:30 - 13:00 Keep Clear Travelling** (Car or by foot to Canning Place)
- 🟪 **13:00 - 14:00 1pm Aloft Briefing ▮▮▮▮ to Mayor Anderson** (Merseyside HQ Canning Place) - ▮▮▮▮
- 🟪 **14:00 - 15:00 2pm Labour Group & Whip (Jane, Wendy and Ruth)** (Mayor's office 4th floor) - Mayor Joanne Anderson ↻
- 🟪 **14:00 - 14:30 Travel**
- 🟪 **16:00 - 17:00 4pm Ann O'Byrne** (Mayors Office)

29 May

- ☐ ← ▮▮▮▮ - Annual leave 28 May - 7 June →

30 May

- ☐ ← ▮▮▮▮ - Annual leave 28 May - 7 June →

31 May 2021 -
6 June 2021

May 2021

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June 2021

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31 May

☐ ← ▉▉▉▉▉▉▉ - Annual leave 28 May - 7 June →

■ 09:00 - 18:00 Bank Holiday

■ 09:00 - 11:00 Reading ↻

■ 11:00 - 12:00 11am Mayor's Cabinet Member Briefing (Microsoft Teams Meeting) - ▉▉▉▉▉ ↻

■ 12:00 - 13:00 LUNCH BREAK ↻

1 June

☐ ← ▉▉▉▉▉▉▉ - Annual leave 28 May - 7 June →

■ 09:00 - 11:00 Reading ↻

■ 11:00 - 12:00 11am Filming in the Communities ↻

■ 12:30 - 13:30 LUNCH BREAK ↻

■ 14:00 - 15:00 2pm Liverpool Visitor Economy Network Board (with Cllr Harry Doyle) (Maritime Museum)

■ 15:30 - 16:00 3.30pm Matt Ashton Public Health Update & Mayor (Mayor's office 4th fllor) - Mayor Joanne Anderson

■ 17:00 - 18:00 5pm Cllr Barrington & Mayor Joanne Briefing meeting (Mayor's office) - Mayor Joanne Anderson ↻

2 June

☐ ← ▉▉▉▉▉▉▉ - Annual leave 28 May - 7 June →

■ 09:00 - 09:30 9am Opening Tuebrook Community Store (63 Rocky lane Tuebrook L6 4BB)

■ 10:30 - 11:30 10.30am St John's Market visit (with Lee Kinder & Roy Tunstall & Cllr Harry Doyle) (St John's Market) - Mayor Joanne Anderson

■ 12:00 - 13:00 LUNCH BREAK ↻

■ 13:00 - 14:30 1pm ▉▉▉▉▉▉▉ & Mayor Joanne Anderson (Mayor's office 4th Floor Cunard Building Water Street Liverpool L3 1AH) - Mayor Joanne Anderson

■ 14:30 - 15:30 2.30pm Mark Bousfield & Mayor Joanne (Mayors Office 4th Floor Cunard Building) - Mayor Joanne Anderson

■ 15:30 - 16:00 3.30pm Mayor Joanne & Cllr Pam Thomas - Handover/update (MS TEAMS) - Mayor Joanne Anderson

■ 16:00 - 17:00 No meetings

■ 17:00 - 18:00 ▉▉▉▉▉ ▉▉▉▉▉

3 June

☐ ← ▉▉▉▉▉▉▉ - Annual leave 28 May - 7 June →

■ 09:30 - 10:30 9.30am The Nia Black Business Hub - Round Table Invite (MS teams)

■ 11:30 - 12:00 11.30am Jo Twist HR & Mayor Joanne (Mayor's offfice 4th floor) - Mayor Joanne Anderson

■ 12:15 - 12:45 12.15pm Lisa Smith Pre Briefing for LCRCA with Mayor Joanne (Mayor's office) - Mayor Joanne Anderson

■ 12:30 - 13:30 LUNCH BREAK ↻

■ 13:00 - 13:30 1pm Joanne, Chris and Danny (Mayor's office) - Mayor Joanne Anderson

■ 13:30 - 14:30 1.30pm Race Equality Taskforce Briefing (Mayor's office 4th Floor) - Mayor

■ 15:30 - 16:00 3.30pm Danny (Mayor's office) - Mayor Joanne Anderson

■ 17:00 - 18:00 5pm Cllr Frazer Lake & Mayor Anderson Briefing Meetings (Mayor's office 4th floor) - Mayor Joanne Anderson ↻

4 June

☐ ← 00:00 Tony Reeves - Annual leave 28 May - 7 June

■ 08:30 - 10:00 8.30am Cabinet Team Meetings (Mayor's office) - Mayor Joanne Anderson

■ 11:00 - 12:00 11am Metro Mayor, Leaders and Mayor (Mann Island) - ▉▉▉▉▉

■ 12:00 - 13:00 LCR Combined Authority Pre-Meeting Briefing (Microsoft Teams Meeting OR ▉▉▉▉▉▉▉▉▉ ▉▉▉▉) - ▉▉▉▉▉

■ 12:00 - 13:00 LUNCH BREAK ↻

■ 13:00 - 15:00 1pm LCR Combined Authority - Annual Meeting (▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉) - ▉▉▉▉▉

5 June

6 June

7 June 2021 -
13 June 2021

June 2021

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July 2021

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7 June

09:00 - 10:00 9am Cllr Abdul Qadir & Mayor Joanne (Mayor's office) - Mayor Joanne Anderson

10:00 - 11:00 10am ▮▮▮▮▮▮▮ (Mayor's Office)

11:00 - 12:00 11am Mayor's Cabinet Member Briefing (Mayor Joanne's office) - ▮▮▮▮▮▮

12:00 - 12:30 LUNCH BREAK

12:30 - 13:30 12.30pm Joanne Anderson and Tony re Briefing Update (Mayor's Office) - Reeves, Tony (Chief Executive)

14:30 - 15:30 2.30pm Slavery Streets Advisory Panel Briefing (Mayor's office 4th Floor Cunard) - Mayor Joanne Anderson

15:30 - 16:00 3.30pm Camilla - Comms Briefing (Mayor's office) - Mayor Joanne Anderson

16:00 - 16:45 4pm ▮▮▮▮▮▮▮ **MRWA and Mayor Joanne Anderson** (MS Teams) - Mayor Joanne Anderson

8 June

09:00 - 17:00 Keep Clear (Funeral)

17:30 - 18:30 5pm Cllr Sarah Doyle & Mayor Joanne Briefing Meetings (Mayor's office) - Mayor Joanne Anderson

9 June

09:00 - 10:00 9am Visit by Mayor Joanne Anderson to CCCL (CCCL, 65 Pembroke Place, Liverpool, L7 8YA) - BISHOP, Liz (THE

10:00 - 11:00 Travel/keep clear

10:50 - 13:00 G7U7 - Joining Details ▮▮▮▮▮▮▮▮▮▮▮▮▮) - ▮▮▮▮▮▮

13:00 - 14:00 LUNCH BREAK

14:00 - 14:30 2pm ▮▮▮▮▮▮ **Radio Merseyside Pre record First Month in Office** (CANCELLED)

14:45 - 15:00 2.45pm SoS/Mayor Joanna Anderson Meeting (▮▮▮▮▮▮ Ministerial Office) - ▮▮▮▮▮▮

15:00 - 15:30 3pm Chris Brown Culture & Commerce Bid 2021-26 (4th Floor Mayor's Office Cunard) - Mayor Joanne

15:30 - 16:30 3.30pm Mel Creighton & Jane Corbett Re EIA Toolkit (Mayor's Office) - Mayor Joanne Anderson

16:30 - 17:00 4.30pm TGBF Update with Mayor Joanne

17:30 - 18:30 5.30pm Cllr Harry Doyle and Mayor Joanne

10 June

10:00 - 11:00 10am ▮▮▮▮▮▮▮/**Joanne Anderson/Chris Walsh/Mike Jones and Tony re Electoral Reform** (Microsoft Teams Meeting/Mayor's Office) - Reeves, Tony (Chief Executive)

11:00 - 12:00 11am Joanne/Tony re Briefing update (Mayor's Office) - Reeves, Tony (Chief Executive)

12:00 - 13:00 LUNCH BREAK

13:00 - 13:30 1pm Stand Up For Picton Campaign (MS Teams) - Mayor Joanne Anderson

14:00 - 14:15 2pm FILMING Launch of the Pandemic Institute & Grenfell Anniversary (Mayor's office) - Mayor Joanne Anderson

14:30 - 15:00 2.30pm ▮▮▮▮▮▮ **BBC Radio Merseyside** (Mayor's office)

15:00 - 16:00 3pm Liverpool Local Plan - Main Modifications Consultation Briefing (Microsoft Teams Meeting) - ▮▮▮▮▮

16:00 - 16:30 4pm Matt Ashton Public Health Update (Ms Teams) - Mayor Joanne Anderson

11 June

10:00 - 11:00 Cabinet Meeting (please note - the meeting will start from 10:00 a.m.) (Council Chamber, Town Hall) - ▮▮▮▮▮ ▮▮▮▮ (Committee Services)

10:30 - 11:00 10.30am Cabinet Session with Tony and Joanne re Leadership Restructure (Council Chamber, Town Hall) - Reeves,

11:00 - 11:15 FILMING Reflections on first Cabinet meeting & Clip about 4th anniversary of Grenfell (Town Hall)

12:00 - 12:15 12 noon ▮▮▮▮▮▮ (Tel call - Joanne to call ▮▮▮▮) - Mayor Joanne Anderson

12:30 - 13:30 LUNCH BREAK

13:30 - 13:50 1.30pm ▮▮▮▮▮▮▮ - ▮▮▮▮ **Knowsley & Mayor Joanne Anderson** (MS Teams) - Mayor Joanne Anderson

14:00 - 15:00 2pm Cllr Jane Corbett & Mayor Joanne Briefing Meeting (Mayor's office) - Mayor Joanne Anderson

14:00 - 15:00 2pm Labour Group & Whip (Jane, Wendy and Ruth) (Mayor's office 4th floor) - Mayor Joanne Anderson

17:30 - 18:30 Labour Riverside Black Member Meeting

12 June

13 June

14 June 2021 - 20 June 2021

June 2021							July 2021						
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14 June

- **09:30 - 09:45 9.30am** ▮▮▮▮▮ **Africa Oyé Interview June 2021** (Mayor's Office)
- **10:00 - 11:00 Reading** ↻
- **11:00 - 12:00 Mayor Cabinet Member Briefing** (Mayor Joannes Office) - ▮▮▮▮
- **12:00 - 12:30 12 noon Camilla - Comms Briefings** (Mayor's office) - Mayor Joanne Anderson ↻
- **13:00 - 14:00 LUNCH BREAK** ↻
- **14:00 - 15:00 2pm** ▮▮▮▮ **& Mayor Joanne Anderson** (Mayor's Office 4th Floor Cunard Building) - Mayor Joanne Anderson
- **15:00 - 17:00 Reading**
- **18:30 - 19:00** ▮▮▮▮▮ (zoom)

15 June

- ☐ 5.30pm Pandemic Institute Launch Dinner (CANCELLED TO BE REARRANGED)
- **09:00 - 11:00 Reading** ↻
- **11:00 - 15:30 11am Metro Mayor, Leaders and Mayor Away Day**

16 June

- **08:00 - 08:30** ▮▮▮▮
- **09:00 - 11:00 Reading** ↻
- **12:00 - 13:00 LUNCH BREAK** ↻
- **13:00 - 13:30 Keep clear**
- **13:30 - 14:00 1.30pm Pre Health & Wellbeing Board Pre Meeting with Mayor** (Beavan Room Town Hall) - Mayor Joanne Anderson
- **14:00 - 16:00 2pm Health & Wellbeing Board** (Town Hall)
- **16:30 - 17:30 4.30pm St John's Market Briefing** (Teams) - Mayor Joanne Anderson
- **18:00 - 20:00 6pm Parliamentary Briefing Boundary Commission** (Zoom)

17 June

- **06:00 - 08:00** ▮▮▮▮▮
- **09:00 - 11:00 Definitely Keep Clear** ↻
- **10:00 - 11:00** ▮▮▮▮ **Minister-led webinar, 10am Thursday 17 June** - ▮▮▮▮
- **10:45 - 11:30 10.45am Joanne and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **11:30 - 12:30 11.30am Statutory Officers Meeting with Mayor Anderson** (MS Teams/Chief Executive's Office) - Reeves, Tony (Chief
- **12:30 - 13:30 LUNCH BREAK** ↻
- **13:45 - 15:00 1.45pm for 2pm Social Value UK Members Exchange** (▮▮▮▮▮)
- **15:30 - 16:00 3.30pm Core Cities Briefing with** ▮▮▮▮ ▮▮▮▮ **& Sam Campbell** (Mayor's office) - Mayor Joanne
- **16:00 - 16:30 4pm 24 Kitchen Street Briefing** (MS Teams) -
- **16:45 - 17:30 4.45pm Mel re ACC &** ▮▮▮▮ (MS Teams) -
- **18:00 - 18:30** ▮▮▮▮▮

18 June

- **09:00 - 10:00 9.00am-10.00am. Private Cabinet meeting** (Mayor's office.) - Mayor Joanne Anderson
- **10:00 - 14:00 10am Liverpool City Region Combined Authority - Member Induction** (Microsoft Teams Meeting) - ▮▮▮▮
- **10:00 - 12:00 Flexible Finance IC Meeting** (Zoom) - ▮▮▮▮ ▮▮
- **13:00 - 14:00 LUNCH BREAK** ↻
- **14:00 - 16:00 2pm CCUK Cabinet** (Zoom) - ▮▮▮▮
- **16:00 - 17:00 4pm** ▮▮▮▮▮ **4.30pm Cllr Qadir will join the meeting** (Mayor's office) - ▮▮▮▮▮
- **17:30 - 19:30 ** reminder biennial tour - sat 19 June 2pm **

19 June

- **14:00 - 16:00 2pm Biennial Tour** ▮▮▮▮ ▮▮▮▮ **Liverpool Biennial (with** ▮▮▮ **& Harry Doyle)** (Meet outside Cotton Exchange Building Old Hall Street)

20 June

21 June 2021 -
27 June 2021

June 2021	July 2021
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21 June

- **09:00 - 10:00 Reading**
- **10:00 - 11:00 Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ▮▮▮▮
- **12:00 - 20:30 11.47am Lime St to Euston (London ▮▮▮▮ 5pm)** (▮▮▮▮▮▮, Westminster, London, SW1A 0AA)
- **12:00 - 12:30 12 noon Camilla - Comms Briefings** (Mayor's office) - Mayor Joanne Anderson
- **18:00 - 20:00 6PM Labour Group Exec Meeting** (Apols given)

22 June

- **08:30 - 10:30 Reading**
- **10:30 - 10:45 10.30am UK Windrush Day Event 15 mins** (MS Teams)
- **11:30 - 12:15 11.30am Meeting With Mark Bousfield** (Microsoft Teams Meeting) - ▮▮▮▮
- **12:15 - 13:15 12.15pm Filming in the Communities**
- **13:00 - 14:00 1pm Homophobic attacks - protest** (Outside Church Street McDonalds.)
- **13:30 - 14:15 LUNCH BREAK**
- **15:00 - 15:30 3pm Commissioners Meeting with Mayor Joanne Anderson** (Mayor's office 4th Floor Cunard Building) - Mayor Joanne Anderson
- **16:15 - 16:45 4.15pm Mayor Joanne Anderson / Helen Griffiths - Fields in Trust Meeting & Chris Lomas** (▮▮▮▮▮▮▮▮▮▮▮) - ▮▮▮▮
- **17:00 - 17:15 5pm Filming** (Pier Head)

23 June

- ▮▮▮▮ **TO REARRANGE DUE TO COVID HOLD Developers Forum** (poss moved back to after 19 July - TBC)
- **09:00 - 10:00 9am ▮▮▮▮ Quarter Cafe & Karen Agbabiaka Interim Chief Highways Office** (The Quarter Cafe
- **10:00 - 11:00 Reading**
- **11:00 - 11:45 11am Joanne and Tony re Briefings Update** (Mayor's office) - Reeves, Tony (Chief Executive)
- **12:00 - 13:00 LUNCH BREAK**
- **13:00 - 13:30 1pm ▮▮▮▮/▮ - Somali Community & Mayor Joanne Anderson** (Mayor's Office 4th Floor Cunard Building
- **14:00 - 15:00 2pm Tony Reeves and ▮▮▮▮ & Cllr Tom Logan** (Mayor's Office, 4th Floor, Cunard) - Reeves, Tony (Chief
- **15:00 - 15:30 3pm Mayor Joanne, Jeanette & Mel C- Re Arena**
- **16:00 - 17:00 4pm Cllr Tom Logan & Mayor Joanne Briefing**
- **16:30 - 17:30 4.30pm Health and Social Care Discussion** (Chief
- **18:00 - 18:30 The Bluecoat Reopening**

24 June

- **09:00 - 11:00 Reading**
- **12:00 - 13:00 LUNCH BREAK**
- **14:15 - 14:45 2.15pm ACORN Liverpool meeting with Mayor Joanne Anderson Cllr Sarah Doyle, Cllr Frazer Lake & Cllr Abdul Qadir** (Teams meeting) - Mayor Joanne Anderson
- **15:00 - 15:30 3pm Writing on the Wall - ▮▮▮▮/▮ ▮▮▮ & Mayor Anderson** (Mayor's office 4th floor Cunard Bldg) - Mayor Joanne Anderson
- **16:00 - 17:00 4pm Cllr Abdul Qadir & Mayor Joanne Meeting** (Mayor's office) - Mayor Joanne Anderson
- **16:00 - 17:00 4pm Mayor, Cabinet Members' and Commissioners - Meet and Greet** (MS Teams) - Mayor Joanne Anderson

25 June

- **08:15 - 09:30 8.15am IoD Event - An audience with Joanne Anderson Liverpool Mayor** (Room 3 ACCL)
- **10:00 - 11:00 10am Cabinet Meeting (please note - the meeting will start from 10:00 a.m.)** (Council Chamber, Town Hall) - ▮▮▮▮ (Committee Services)
- **10:30 - 11:00 Leadership Team (Cabinet Members/Management Team) re Decision Making Process** (At the rising of the Cabinet
- **11:00 - 12:00 11am Cabinet Members & Mayor Joanne Briefing** (Council Chamber Town Hall) - Mayor Joanne Anderson
- **12:00 - 12:30 LUNCH BREAK**
- **12:30 - 13:00 12.30pm Filming (UNESCO creative cities)** (Mayor's office)
- **13:30 - 15:00 LEP ▮▮▮▮**
- **14:00 - 15:00 2pm Labour Group & Whip (Jane, Wendy and Ruth)** (Mayor's office 4th floor) - Mayor Joanne Anderson
- **16:00 - 17:00 Merseyside Recycling and Waste Authority** (Mayor's Office) - Mayor Joanne Anderson

26 June

27 June

28 June 2021 -
4 July 2021

June 2021
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July 2021
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28 June

- ☐ **6am Window cleaners - internal Joanne's office**
- **09:30 - 10:15 9.30am Liverpool Panel & Liverpool Council Mayor**
- **11:00 - 12:00 11am Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ▮ ↻
- **12:00 - 12:30 12 noon Camilla - Comms Briefings** (Mayor's office) - Mayor Joanne Anderson ↻
- **12:30 - 13:00 LUNCH BREAK** ↻
- **13:00 - 13:30 Audit Committee and Technical Advisors** (Mayors Office) - Mayor Joanne Anderson
- **14:00 - 14:30 travel**
- **14:30 - 16:00 2.30pm Visit Make CIC with Cllr Harry Doyle** (Itinerary to follow)
- **16:00 - 16:30 travel**
- **17:00 - 18:00 5pm Political Cabinet** (MS Teams) - Mayor Joanne
- **18:00 - 20:00 6pm Labour Group Mid-Cycle Meeting**

29 June

- **09:30 - 10:00 9.30am** ▮**/Tony Reeves re UNESCO World Heritage Site Status** (MS Teams) - Reeves, Tony
- **10:00 - 10:45 10am** ▮ **re Projects** (Mayor's office) - Mayor Joanne Anderson
- **11:00 - 12:15 11am Filming on Allerton High Street/Video Message St Julie's** ↻
- **12:15 - 13:00 LUNCH BREAK** ↻
- **13:30 - 14:00 1.30pm Briefing with Chris Walsh & Joanne** (Mayor's office) - Mayor Joanne Anderson
- **14:00 - 15:00 2pm Briefing with Mel Creighton & Mayor** (Mayor's Office) - Mayor Joanne Anderson ↻
- **15:00 - 15:30 3pm** ▮ **Policy Lead for Employment &**
- **15:30 - 16:00 3.30pm Matt Ashton Public Health Update**
- **16:15 - 17:15 4.15pm 24 Kitchen St Reps,** ▮ **&**
- **17:00 - 18:00 5pm Cllr Barrington & Mayor Joanne Briefing**
- **17:30 - 19:30** ▮ **- Dinner**

30 June

- **09:30 - 10:00 9.30am Joanne and Tony re Briefing Catch up** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **10:00 - 10:30 Joanne and Tony travelling - car booked for 10.00am -** ▮
- **10:30 - 12:00 10.30am Fazakerley Ward Visit (with Tony & Ward Councillors)** (Meeting at The Emmanuel Church, Fazakerley)
- **12:00 - 12:30 Car booked for 12pm - pick up both Joanne and Tony at Emmanuel Church, Fazakerley** (Travelling back to the
- **12:30 - 13:00 LUNCH BREAK** ↻
- **13:00 - 15:00 1pm Employment & Skills Portfolio Holders** (Microsoft Teams) - ▮
- **15:00 - 16:00 3pm** ▮ **& Mayor Joanne** (Mayor's office 4th Floor Cunard Building) - Mayor Joanne Anderson
- **16:00 - 17:00 4pm** ▮ **& Mayor Joanne** (Microsoft
- **17:30 - 19:30 Member Development Programme - Introduction**
- **17:30 - 18:00 5.30pm Cllr Frazer Lake & Joanne Briefing**

1 July

- **09:00 - 10:00 Reading** ↻
- **10:00 - 10:30 10am Catch up with Mayor Joanne/Matt Ashton** (Microsoft Teams Meeting) - ▮
- **10:30 - 11:00 10.30am The Economist (WHS/regen) interview with** ▮ **-** ▮
- **11:00 - 11:30 11am Picton Issues Sarah Doyle/Joanne Anderson/Louise Harford/Sam Campbell/Darren Hardy and Tony** (Microsoft Teams Meeting/Chief Executive's Office) - Reeves, Tony (Chief Executive)
- **11:30 - 12:30 11.30am Joanne and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive) ↻
- **13:00 - 14:00 LUNCH BREAK - Lila Bennet at Pret** ↻
- **14:00 - 16:00 2pm Metro Mayor, Leaders and Mayor** (Microsoft Teams Meeting) - ▮
- **16:00 - 17:00 Keep clear**
- **17:00 - 20:00 Personal**

2 July

- **09:00 - 16:30 Joanne - Annual leave**

3 July

4 July

5 July 2021 -
11 July 2021

July 2021								August 2021						
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5 July

- **09:00 - 11:00 Reading**
- **09:00 - 11:00 Response to Kitchen Street**
- **11:00 - 12:00 Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ▮▮▮▮▮
- **12:00 - 12:30 12 noon Camilla - Comms Briefings** (Mayor's office) - Mayor Joanne Anderson
- **12:30 - 13:00 LUNCH BREAK**
- **13:00 - 14:00 1pm Joanne and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **14:00 - 15:00 Reading**
- **15:00 - 15:45 3pm ▮▮▮▮▮ Social Value UK & Mayor Joanne Anderson** (MS Teams) - Mayor Joanne Anderson
- **17:00 - 18:00 5pm Political Cabinet** (MS Teams) - Mayor Joanne Anderson

6 July

- **08:00 - 08:30 Travelling**
- **08:30 - 09:45 8.30am Filming in the Communities** (Recycling Discovery Centre, Bridgehouse Lane, Gilmoss, L10 5HA)
- **09:30 - 10:15 Travelling**
- **10:30 - 16:00 10.45AM LGA General Assembly** (Agenda and sign in details attached)
- **13:00 - 14:00 LUNCH BREAK**
- **15:30 - 16:00 3.30pm Matt Ashton Public Health Update** (MS Teams) - Mayor Joanne Anderson
- **16:00 - 16:30 4pm Lisa & Chris - Briefing on Mayoral & Performance Select Committee Agenda** (MS Teams) - Mayor Joanne Anderson
- **17:00 - 18:00 5pm Boundary Review Working Group (Revised Council Size submission)** (Microsoft Teams Meeting) - ▮▮▮▮▮ (Committee Services)
- **17:30 - 18:30 5pm Cllr Sarah Doyle & Mayor Joanne Briefing Meetings** (Mayor's office) - Mayor Joanne Anderson

7 July

- **09:00 - 10:30 Reading**
- **10:30 - 11:00 10.30am Joanne & Neil Briefing** (Mayor's office) - Mayor Joanne Anderson
- **11:30 - 12:00 11.30am Roy Gladden** (Mayor's office) - Mayor Joanne Anderson
- **12:00 - 14:00 7 July - Effective Scrutiny, Challenge & Accountability member development** (Teams meeting - link in
- **14:30 - 15:30 Appointments & Disciplinary Panel - Wednesday 7 July, 2:30pm-3:30pm, Council Chamber - Further update** (Council
- **15:30 - 17:00 Reading**
- **16:00 - 16:45 4pm Mark Bousfield - Preparation of The Chamber Magazine Interview (Friday)** (Mayor's office) - Mayor Joanne
- **17:00 - 18:00 5pm Mayoral & Performance Select Committee** (Council Chambers Town Hall)
- **17:30 - 18:30 5.30pm Cllr Harry Doyle and Mayor Joanne**
- **18:00 - 20:00 ▮▮▮▮▮ (▮▮▮▮▮)**

8 July

- **08:00 - 09:00 8am Mark Bousfield re Social value** (Jo's office) - Bousfield, Mark
- **09:00 - 16:00 Away Day with Cabinet Members re Work Plan** (East Reception meeting room, 1st floor, Town Hall.)
- **16:00 - 17:00 4pm ▮▮▮▮▮** (Mayor's office)
- **17:00 - 17:15 ▮▮▮▮▮ re Cabinet Agenda 16th July** (Mayors Office)

9 July

- **10:00 - 11:00 10am Mayor & Leaders Meeting - Friday 9 July @10am via Teams** (Microsoft Teams Meeting) - ▮▮▮▮▮ (Committee Services)
- **11:30 - 12:00 11.30am Cllr Nick Small Boundary Commission and Haymarket & Mayor Joanne** (Microsoft Teams Meeting) - Mayor Joanne Anderson
- **12:00 - 12:30 LUNCH BREAK**
- **12:30 - 13:00 12.30pm ▮▮▮▮▮ - The Chamber Interview with Mayor Joanne Anderson** (Mayor's Office 4th Floor Cunard
- **13:00 - 14:00 Joanne and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **14:00 - 15:00 2pm Cllr Jane Corbett & Mayor Joanne Briefing Meeting** (Mayor's office) - Mayor Joanne Anderson
- **14:00 - 15:00 2pm Labour Group & Whip (Jane, Wendy and Ruth)** (Mayor's office 4th floor) - Mayor Joanne Anderson
- **16:00 - 16:30 4pm Claire McColgan catch up** (4th Floor, Mayor Anderson Office) - McColgan, Claire

10 July

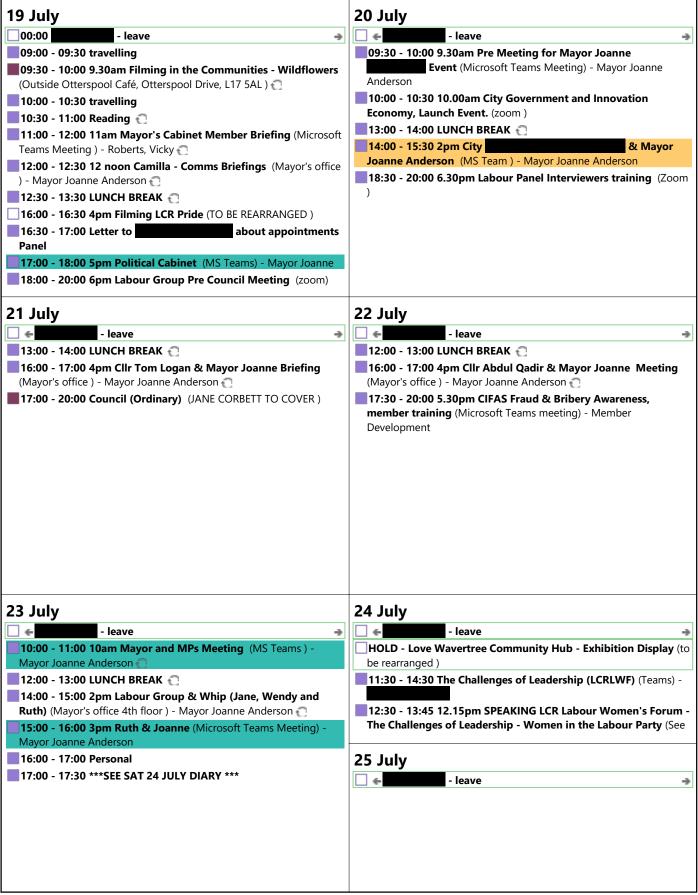## 11 July

12 July 2021 - 18 July 2021

July 2021
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August 2021
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12 July

- ☐ 4pm Dynamics 2nd Roundtable (CANCELLED)
- ☐ KQ Board Meeting (PASS APOLS WHEN THE MEETING DETAILS COME THROUGH)
- ☐ Sciontec Board Meeting (PASS APOLS WHEN THE MEETING DETAILS COME THROUGH)
- 09:00 - 10:00 Reading 🔁
- 10:00 - 11:00 10am Boundary Review Discussion (MS Teams or
- 11:00 - 12:00 Mayor's Cabinet Member Briefing (Microsoft Teams
- 12:00 - 12:30 12 noon Camilla - Comms Briefings (Mayor's office
- 12:00 - 12:30 Comms Briefing (Microsoft Teams Meeting) - Moore,
- 12:30 - 13:00 LUNCH BREAK 🔁
- 14:00 - 14:30 TRAVELLING
- 14:30 - 15:30 2.30pm Filming with ████████████ re John
- 15:30 - 16:00 TRAVELLING
- 16:15 - 16:45 4.15pm Pre meeting ██████ interview with ██
- 17:00 - 18:00 5pm Political Cabinet (MS Teams) - Mayor Joanne

13 July

- 09:00 - 10:00 9am ████████ ████ ██████ Leadership with Mayor Joanne Anderson and ████████ LCC (████ Leadership
- 10:00 - 10:30 Travelling
- 10:30 - 11:00 10.30am Chris Brown Pre meeting for Developers Forum (Mayor's office) - Mayor Joanne Anderson
- 11:00 - 11:30 Filming with Comms (Mayor's Office) - Mayor Joanne Anderson
- 11:30 - 12:30 Joanne and Tony re Briefing Update (Mayor's Office) - Reeves, Tony (Chief Executive) 🔁
- 12:30 - 13:30 12.30pm LUNCH BREAK 🔁
- 14:00 - 15:00 2pm Briefing with Mel Creighton & Mayor (Mayor's Office) - Mayor Joanne Anderson 🔁
- 15:00 - 15:30 3pm ████████████ Interview with Mayor
- 15:45 - 16:30 3.45pm Wordscape - ████████ & ██████ &
- 16:30 - 17:00 4.30pm Matt Ashton Public Health Update
- 17:00 - 18:00 Boundary Review Working Group (Revised Council

14 July

- ☐ St Vincent School (Cllr Logan to lead)
- 09:00 - 10:30 Reading 🔁
- 10:30 - 11:00 10.30am Briefing Re Bus Service Improvement Plan (████████████████████████) - Bousfield, Mark
- 11:00 - 12:00 11am Mayor Joanne with Comms Team (Microsoft Teams Meeting) - Mayor Joanne Anderson
- 12:00 - 13:00 LUNCH BREAK 🔁
- 13:00 - 13:30 1pm ████████ & ██████████ Briefing VAWG Issues, new post and wider Citysafe Plan (Mayor's Office) - Mayor
- 13:30 - 14:00 Reading
- 14:00 - 15:00 2pm LCR Portfolio Briefing - Education, Skills and Equality and Diversity (Microsoft Teams Meeting) - Democratic
- 15:00 - 15:15 ICT
- 15:15 - 15:45 3.15pm Lee Kinder Standards and Point of Contact
- 16:00 - 17:00 No appointments
- 17:30 - 17:45 5.30pm speaking Start National Day of

15 July

- 09:00 - 09:30 9am ████████ phone meeting (Jo to ring ████) (Joanne to ring ████████)
- 09:30 - 10:00 9.30am ████████ (Mayor's office)
- 10:15 - 11:00 10.15am Joanne and Tony re Briefing Update (Mayor's Office) - Reeves, Tony (Chief Executive) 🔁
- 11:00 - 11:30 11am Joanne & ██ Briefing (Mayor's office) - Mayor Joanne Anderson 🔁
- 11:30 - 12:15 LUNCH BREAK 🔁
- 12:15 - 13:00 12.15pm ████████ ████ North West catch up (Microsoft Teams Meeting) - ██████████
- 13:00 - 13:30 1pm ████████ , Chris Lomas & Mayor Joanne Anderson (Microsoft Teams Meeting) - Mayor Joanne Anderson
- 14:00 - 15:30 Reading
- 15:30 - 17:00 3.30pm Metro Mayor, Leaders and Mayor (████████████) - ████████

16 July

- 08:00 - 09:00 ████████ Leaders Meeting
- 09:00 - 09:30 9am Mayor Joanne & Cabinet Members Briefing (Beavan Room, Ground floor, Town Hall.) - Mayor Joanne Anderson 🔁
- 09:30 - 10:00 Leadership meeting with Cabinet/Tony re Member Development Options (The Council Chamber, Town Hall / MS Teams) - Reeves, Tony (Chief Executive)
- 10:00 - 11:00 Cabinet Meeting - Friday 16 July from 10:00 a.m., Council Chamber - Updated (Council Chamber, Town Hall, High Street) - ████████ (Committee Services) 🔁
- 10:30 - 10:45 10.30am FILMING - UNESCO Decision (Town Hall)
- 11:00 - 18:30 Personal (no meetings)

17 July

18 July

19 July 2021 -
25 July 2021

July 2021

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August 2021

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19 July

☐ 00:00 ███████ - leave →

■ 09:00 - 09:30 travelling

■ 09:30 - 10:00 9.30am Filming in the Communities - Wildflowers (Outside Otterspool Café, Otterspool Drive, L17 5AL)

■ 10:00 - 10:30 travelling

■ 10:30 - 11:00 Reading

■ 11:00 - 12:00 11am Mayor's Cabinet Member Briefing (Microsoft Teams Meeting) - Roberts, Vicky

■ 12:00 - 12:30 12 noon Camilla - Comms Briefings (Mayor's office) - Mayor Joanne Anderson

■ 12:30 - 13:30 LUNCH BREAK

☐ 16:00 - 16:30 4pm Filming LCR Pride (TO BE REARRANGED)

■ 16:30 - 17:00 Letter to ███████ about appointments Panel

■ 17:00 - 18:00 5pm Political Cabinet (MS Teams) - Mayor Joanne

■ 18:00 - 20:00 6pm Labour Group Pre Council Meeting (zoom)

20 July

☐ ← ███████ - leave →

■ 09:30 - 10:00 9.30am Pre Meeting for Mayor Joanne ███████ Event (Microsoft Teams Meeting) - Mayor Joanne Anderson

■ 10:00 - 10:30 10.00am City Government and Innovation Economy, Launch Event. (zoom)

■ 13:00 - 14:00 LUNCH BREAK

■ 14:00 - 15:30 2pm City ███████ & Mayor Joanne Anderson (MS Team) - Mayor Joanne Anderson

■ 18:30 - 20:00 6.30pm Labour Panel Interviewers training (Zoom)

21 July

☐ ← ███████ - leave →

■ 13:00 - 14:00 LUNCH BREAK

■ 16:00 - 17:00 4pm Cllr Tom Logan & Mayor Joanne Briefing (Mayor's office) - Mayor Joanne Anderson

■ 17:00 - 20:00 Council (Ordinary) (JANE CORBETT TO COVER)

22 July

☐ ← ███████ - leave →

■ 12:00 - 13:00 LUNCH BREAK

■ 16:00 - 17:00 4pm Cllr Abdul Qadir & Mayor Joanne Meeting (Mayor's office) - Mayor Joanne Anderson

■ 17:30 - 20:00 5.30pm CIFAS Fraud & Bribery Awareness, member training (Microsoft Teams meeting) - Member Development

23 July

☐ ← ███████ - leave →

■ 10:00 - 11:00 10am Mayor and MPs Meeting (MS Teams) - Mayor Joanne Anderson

■ 12:00 - 13:00 LUNCH BREAK

■ 14:00 - 15:00 2pm Labour Group & Whip (Jane, Wendy and Ruth) (Mayor's office 4th floor) - Mayor Joanne Anderson

■ 15:00 - 16:00 3pm Ruth & Joanne (Microsoft Teams Meeting) - Mayor Joanne Anderson

■ 16:00 - 17:00 Personal

■ 17:00 - 17:30 ***SEE SAT 24 JULY DIARY ***

24 July

☐ ← ███████ - leave →

☐ HOLD - Love Wavertree Community Hub - Exhibition Display (to be rearranged)

■ 11:30 - 14:30 The Challenges of Leadership (LCRLWF) (Teams) - ███████

■ 12:30 - 13:45 12.15pm SPEAKING LCR Labour Women's Forum - The Challenges of Leadership - Women in the Labour Party (See

25 July

☐ ← ███████ - leave →

26 July 2021 -
1 August 2021

	July 2021								August 2021						
	Mo	Tu	We	Th	Fr	Sa	Su		Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4								1
	5	6	7	8	9	10	11		2	3	4	5	6	7	8
	12	13	14	15	16	17	18		9	10	11	12	13	14	15
	19	20	21	22	23	24	25		16	17	18	19	20	21	22
	26	27	28	29	30	31			23	24	25	26	27	28	29
									30	31					

26 July

- ☐ ← 00:00 ████████ - leave
- ☐ **Liverpool China Partnership** (TO BE REARRANGED)
- **09:00 - 11:00 Reading**
- **11:00 - 12:00 11am Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ████████
- **12:00 - 12:30 12 noon Camilla - Comms Briefings** (Mayor's office) - Mayor Joanne Anderson
- **12:00 - 12:30 12 noon Camilla & Joanne** (Microsoft Teams Meeting) - Mayor Joanne Anderson
- **12:30 - 13:30 LUNCH BREAK**
- **16:00 - 17:00 4pm Tom Logan & Joanne** (Microsoft Teams Meeting) - Mayor Joanne Anderson
- **17:00 - 18:00 5pm Political Cabinet** (MS Teams) - Mayor Joanne Anderson
- **18:00 - 20:00 6pm Labour Group Mid Cycle Meeting** (via zoom)

27 July

- ☐ **1.30pm for 2pm Developers Forum TO BE REARRANGED** (See 22 Sep)
- **09:30 - 10:30 9.30am Project Planning with Karen** (MS Teams) - Mayor Joanne Anderson
- **12:00 - 12:30 12 noon** ████████ **Ministerial Webinar** - LGEngagement
- **13:00 - 14:00 LUNCH BREAK**
- **15:00 - 16:00 3pm Launch of Treasury Green Book Wellbeing Guidance** (Click the Live Link to join the Launch)
- **16:00 - 17:00 4pm Mayor & Cabinet Members monthly meeting with Commissioners** (MS Teams) - Commissioners
- **17:00 - 18:00 5pm Cllr Barrington & Mayor Joanne Briefing meeting** (Mayor's office) - Mayor Joanne Anderson
- **17:00 - 18:00 Boundary Review Working Group (**████████**) (**████████**) - RELOCATED to Aquitania Room, Fourth Floor, Cunard Building** (Aquitania Room, Fourth Floor, Cunard Building) - ████████

28 July

- **09:00 - 10:00 Reading**
- **10:00 - 10:30 10.00am. City region-wide Jobs Fair **MAYOR OPENING THIS, BACKGROUND & BULLET POINTS ATTACHED -**
- **11:00 - 11:30 11am Commissioners & Mayor Weekly update meeting** (Microsoft Teams Meeting) - Commissioners
- **12:00 - 13:00 LUNCH BREAK**
- **14:00 - 15:00 2pm Briefing with Mel Creighton & Mayor** (Mayor's Office) - Mayor Joanne Anderson
- **15:00 - 15:45 3pm Gender-inclusive mobility interview: Joanne Anderson (**████████**) -** ████████
- **16:00 - 17:00 4pm Race Equality Taskforce & Mayor Joanne** (MS Teams) - Mayor Joanne Anderson
- **17:00 - 17:30 5pm Abdul Qadir** (Microsoft Teams Meeting) - Mayor Joanne Anderson
- **17:30 - 19:30 5.30pm Member Development Session - Standards**
- **17:30 - 18:00 5.30pm Cllr Frazer Lake & Joanne Briefing**

29 July

- **09:00 - 09:30 9am Flat Iron Site visit with** ████████ (Close to RMS Titanic Liner Memorial St James Pl, Liverpool L8) - Mayor Joanne Anderson
- **10:00 - 11:00 Reading**
- **10:30 - 11:00 10.30am Julie - Diary Meeting** (Mayor's office) - Mayor Joanne Anderson
- **11:00 - 12:00 Joanne and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive)
- **12:00 - 13:00 LUNCH BREAK**
- **13:00 - 14:00 1pm Liverpool City Region Freeport Stakeholder Briefing** (Details to join attached)
- **14:15 - 14:45 2.15pm** ████████ **and social value with Mayor Joanne Anderson** (Mayor's office 4th floor Cunard Building L3 1AH)
- **15:00 - 15:30 3pm** ████████**,** ████████ **Merseyside Fire & Rescue Service** (Microsoft Teams Meeting) - ████████
- **15:45 - 16:00 3.45pm** ████████ **Tel Call with Joanne Anderson** - Commissioners

30 July

- **09:00 - 10:00 9am Mayor Joanne & Cabinet Members Briefing** (Beavan Room, Ground floor, Town Hall.) - Mayor Joanne Anderson
- **10:00 - 11:00 10am Cabinet Meeting** (Council Chamber, Town Hall, High Street) - ████████ (Committee Services)
- **11:00 - 12:00 At the Rising of Cabinet Meeting - Leadership meeting - with Cabinet and MT re Budget Update** (Council Chamber, Town Hall) - Reeves, Tony (Chief Executive)
- **12:00 - 12:30 12 Noon Comms meeting with Joanne, Camilla & Clare** (Mayor's office) - Mayor Joanne Anderson
- **12:30 - 13:00 LUNCH BREAK**
- **13:15 - 13:45 1.15pm Cllr Steve Radford & Mayor Joanne** (Microsoft Teams Meeting) - Mayor Joanne Anderson
- **13:45 - 14:15 1.45pm** ████████ **from the World Service Re Unesco Interview** (Mayor's office)
- **15:30 - 16:00 3.30pm Claire McColgan** (Mayor's office) - Mayor Joanne Anderson

31 July

1 August

- **10:00 - 10:30 Labour Party Leaders Programme**

2 August 2021 -
8 August 2021

August 2021	September 2021
Mo Tu We Th Fr Sa Su	Mo Tu We Th Fr Sa Su
1	1 2 3 4 5
2 3 4 5 6 7 8	6 7 8 9 10 11 12
9 10 11 12 13 14 15	13 14 15 16 17 18 19
16 17 18 19 20 21 22	20 21 22 23 24 25 26
23 24 25 26 27 28 29	27 28 29 30
30 31	

2 August

- **08:00 - 10:00** ▓▓▓▓ ⟳
- **10:00 - 10:45 10am ECONOMIC RECOVERY PLAN REFRESH MEETING** (Microsoft Teams Meeting) - Bousfield, Mark
- **11:00 - 12:00 11am Mayor's Cabinet Member Briefing** (Microsoft Teams Meeting) - ▓▓▓▓ ⟳
- **12:00 - 12:30 12 noon Camilla - Comms Briefings** (Mayor's office) - Mayor Joanne Anderson ⟳
- **12:30 - 13:00 12.30pm LUNCH BREAK Coffee with Professor** ▓▓▓▓ (Meet at Cunard)
- **13:15 - 14:00 Joanne and Tony re Briefing Update** (Mayor's Office) - Reeves, Tony (Chief Executive) ⟳
- **14:00 - 15:00 2pm Mayor Joanne Anderson and** ▓▓▓▓ **(Incl Filming Hate Crime)** (Cunard Building) - ▓▓▓▓
- **15:00 - 17:00 3pm Members Training - Appointments and**
- **15:00 - 16:30 Appts Panel Training** (Microsoft Teams Meeting) -
- **17:00 - 18:00 5pm Political Cabinet** (MS Teams) - Mayor Joanne

3 August

- **08:30 - 09:30 8.30am** ▓▓▓▓ (Quarter Cafe)
- **09:30 - 10:15 Keep Clear**
- **10:20 - 10:50 10.20am BBC Radio Merseyside interview to discuss DA street event** (BBC will call ▓▓▓▓ and Mayor's office so
- **11:00 - 12:15 Filming - Budget & Breast Feeding (Nat BF Week)** (Mayor's office) ⟳
- **12:00 - 13:00 LUNCH BREAK** ⟳
- **13:00 - 13:30 1pm CLES Interview with Mayor Joanne Anderson *Briefing also attached*** (Microsoft Teams Meeting) - Mayor
- **13:30 - 14:00 Sam Campbell - Heritage Strategy** (Mayor's Office)
- **14:00 - 15:00 2pm Briefing with Mel Creighton & Mayor**
- **15:00 - 15:30 3pm** ▓▓▓▓ **&** ▓▓▓▓ **re Taxis**
- **15:30 - 16:00 3.30pm Matt Ashton Public Health Update**
- **16:00 - 16:45 4pm LIMF and rock against racism** (The Mayors
- **17:30 - 18:30 5pm Cllr Sarah Doyle & Mayor Joanne Briefing**
- **18:00 - 18:30 For Info - Whipped Campaign** (TBC - Wavertree)

4 August

- **08:00 - 08:30** ▓▓▓▓
- **09:00 - 10:00 Reading** ⟳
- **10:00 - 12:00 10am Reuse in Liverpool City Region** (zoom)
- **10:10 - 10:30 10.10am** ▓▓▓▓ **Perm Sec Communities and Tony** (MS Teams)
- **11:00 - 11:30 11am Commissioners & Mayor Weekly update meeting** (Microsoft Teams Meeting) - Commissioners ⟳
- **12:00 - 12:30 LUNCH BREAK** ⟳
- **12:30 - 13:00 12.30pm** ▓▓▓▓ **- Format of SRD**
- **12:30 - 13:00 12.30pm** ▓▓▓▓ **& Mayor Joanne re**
- **13:00 - 13:45 1PM Colleen Martin - Briefing/Discussion with the**
- **13:00 - 14:00** ▓▓▓▓ **Ministerial Webinar - Afghanistan**
- **14:00 - 16:00 St Michaels Ward Visit with Tony & Cllr Tom**
- **16:00 - 17:00 Keep clear**
- **17:00 - 17:30 5pm** ▓▓▓▓ **& Mayor Joanne Anderson**
- **17:30 - 18:30 5.30pm Cllr Harry Doyle and Mayor Joanne**

5 August

- **08:00 - 10:00** ▓▓▓▓ ⟳
- **09:00 - 09:30 Car booked 9am** ▓▓▓▓
- **09:45 - 12:15 9.47am Lime St to Euston**
- **14:00 - 17:30 2pm** ▓▓▓▓ (▓▓▓▓)
- **14:00 - 16:00 Metro Mayor, Leaders and Mayor** (Microsoft Teams Meeting) - Bedford, Trudy
- **18:00 - 21:00 Euston Station to Lime St (open ticket)**
- **18:00 - 18:30 For Info - Whipped Campaign** (Meeting Garston Library)

6 August

- **08:45 - 09:00 HOLD - Budget Re Filming** (Mayor's office)
- **09:00 - 10:00 9am Mayor Joanne & Cabinet Members Briefing**
- **10:00 - 10:30 10am** ▓▓▓▓ **Discussions around The BID**
- **10:30 - 10:40 10.30am-10.40am.** ▓▓▓▓ **dropping off**
- **11:00 - 11:10 11am -11.10am Meet and Greet/Head of Mayor's**
- **11:15 - 11:25 11.15am - 11.25am Meet and Greet - Head of**
- **11:30 - 11:40 11.30am - 11.40am Meet and Greet/Head of**
- **11:45 - 11:55 11.45am - 11.55am Meet and Greet Head of**
- **12:00 - 12:10 12noon - 12.10pm Meet and Greet - Head of**
- **12:20 - 13:00 12.20pm LUNCH BREAK** ⟳
- **13:00 - 14:00 1pm Filming SRD with** ▓▓▓▓ **&**
- **14:00 - 15:00 2pm Cllr Jane Corbett & Mayor Joanne Briefing**
- **14:00 - 15:00 2pm Labour Group & Whip (Jane, Wendy and**
- **16:00 - 17:00 4PM Mayor Steve Rotheram & LCR MPs** (Microsoft

More Items...

7 August

- **11:00 - 13:00 For Info - Whipped Campaign** (Dialogue/Laurel Road (depending on restrictions))
- **11:00 - 11:30 For Info - Whipped Campaign** (Meeting at Garton Library)
- **14:00 - 15:00 2pm BRIDGE EVENT WALTON** (The Rezzy', Breeze Hill Millennium Green, Liverpool L45QT)

8 August

- **08:30 - 09:00** ▓▓▓▓

Use of Social Media by Elected Members –
Guidance

Introduction

'Social Media' is the collective term used to describe easy ways to create and publish on the internet and other electronic communication platforms. People generally use the term to describe how organisations and individuals share content - text, video and pictures - and create conversations on the web.

As a sector, Social Media has grown substantially over recent years as a means of communicating and sharing information, with a number of well-known sites including Twitter, Facebook, Pinterest, Blogger, Wordpress and YouTube to name a few.

When you engage online it is important you use common sense. This Guide seeks to assist elected Members in their use of Social Media and will be appended to the Council's Member & officer Protocol.

Liverpool City Council acknowledges social media as a useful tool for elected Members. However, clear guidelines are needed for the use of social media sites to ensure they are used effectively as part of a wider communications mix and that their use does not expose the council to security litigation or reputational risks or breach the Data Protection Act.

1.   Practical considerations

Councillors, just like anyone, should use common sense and have due regard of internet security and, to ensure that communications remain proper and appropriate, the following practical points may assist:

✓   Think before you publish

       You are personally responsible for what you publish on Social Media. Words cannot be unspoken and even if you delete a hastily fired off blog post or tweet, it will probably have already been read, shared and referenced or duplicated in places on the web beyond your reach. If you include photographs or other images, you may need to consider whether anyone shown in the photographs or images might reasonably object or whether subject images are subject to copyright by third parties.

✓ <u>Check the content of what you post</u>

Social media sites are in the public domain and a posting constitutes a publication for the purposes for the law of defamation. It is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.

✓ <u>Check your privacy settings</u>

Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public or beyond a known circle of readers. Read the Terms of Service of any social media site accessed and make sure you understand their confidentiality/privacy settings.

✓ <u>Make your commenting policy clear</u>

You will need to take note of the comments that other people make on your site. It may be a fine line to tread, but if you allow offensive or disrespectful comments to stand on your site then it can put off other members of your community, and you may even be called to account under the Code of Conduct for Elected Members.

For biogs, the easiest way to handle this is to moderate comments and to state clearly on your site that you're doing so and reasons why comments may be rejected. For Facebook or other social networks, including multi-media sites like YouTube and Flickr where people can post public or semi-public messages to your profile, you will need to regularly check on messages (you can be notified by email) or disable message posting.

✓ <u>Allow disagreement</u>

Some comments may not accord with your views and you may want to consider removing these comments. On the other hand, deleting the comments of people who disagree with you will backfire. You cannot stop them from posting the same comment elsewhere, then linking back to your site and saying you are gagging those who disagree with you.

✓ <u>"Following" and "friending"</u>

Some of the terminology in social media, like 'following' or 'friending' can imply an intimacy that is not really there. You must think carefully about who you request to be 'friends' with or accept 'friend' requests from. Requesting or accepting, for example, an Officer of the Council as a 'friend' on a social network site must not compromise the professional and impartial relationship between Officers and Elected Members. Generally this should be avoided.

Do make use of other communication functions that social media allows you. Twitter's 'list' function, for example, can help you to follow local people in a

less direct way. Bloggers are, however, almost invariably happy for you to link to them.

✓ <u>If you make a mistake</u>

Social Media is transparent. The best bloggers admit mistakes rather than try to cover them up (which is not possible online). Amending your text and acknowledging your mistake - perhaps by putting a line through the offending words and inserting a correction, or providing an update section at the bottom of a blog post – shows you are not pretending it never happened, and it's much better than just deleting it when dealing with online misfires.

✓ <u>Avoid the difficult users</u>

As you begin to use Social Media, you'll find some argumentative characters out there. Don't get bogged down. You don't have to respond to everything. Ignore if necessary.

2.   **Legal Considerations**

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.

a)   <u>Libel</u>

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. Whilst the Council can apply an indemnity in support of Members in certain legal actions if cannot do so when the Member in question has acted recklessly, so it is important that consideration is given to the appropriateness of the content posted.

b)   <u>Copyright</u>

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.

c)   Data Protection

Avoid publishing the personal data of individuals unless you have their express written permission.

d)   Bias & 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.

e)   Obscene Material

It goes without saying that you should avoid publishing anything in your blog that people would consider obscene. Publication of obscene material is a criminal offence.

f)   Bullying & 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.

g)   Election Periods

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature and that includes web advertising. There are additional requirements – such as imprint standards – for materials, which can be downloaded from a website. Full guidance for candidates can be found at – www.electoralcommission.org.uk

3.   The Members' Code of Conduct

It is worth pointing out that Members can have 'blurred identities' when they have a social media account where they comment both as a Member and as a private individual. For example, you may have a Facebook account where you've posted about a great night out (in your personal/private capacity) and another time explained the Council's position on pothole repair (in your councillor capacity). It may be clear in your mind when you are posting in a private capacity or as a Councillor, but it could be less than clear to others.

✓   In what capacity am I posting?

Such blurred identities might, for example, have implications where your views are taken as those of the Council or political party, rather than your personal opinion. It is important to be clear in your social media accounts/profiles, then

you can be confident as to what you can and cannot say while you are representing the Council or political party. Do not use the Council's logo on a personal account or website.

How you use your online identity will also determine how online content will be treated in respect of the Members' Code of Conduct. Councillors are expected to communicate politically. As explained above there is a difference between communicating on behalf of the Council, for example blogging as a councillor or as a private citizen, and the former will be held to a higher standard than the latter.

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.

✓   <u>Separate Accounts for Council and Personal Use</u>

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. The latter account would have the title of Councillor in the profile name to clearly identify the role you are undertaking when using that account. This separation of accounts will assist in managing friends' lists and the content of any tweets/post etc. 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.

✓   <u>What does the Elected Members Code of Conduct say?</u>

Aspects of the Members' Code of Conduct will apply to your online activity in the same way it does to other written or verbal communication you undertake. Councillors should comply with the general principles of the Code in what they publish and what they allow others to publish.

You will need to be particularly aware of the following sections of the code and their practical application:

- Treat others with respect. Avoid personal attacks and disrespectful, rude or offensive comments;
- Avoid conducting yourself in a manner or behaving in such a way so as to give a reasonable person the impression you have brought your office or the Council into disrepute.
- Comply with equality laws. Take care not to publish anything that might be considered as sexist, racist, ageist, homophobic or anti-faith;
- Refrain from publishing anything which is confidential or breaches the Data Protection Act;
- Ensure that readers are not misled into believing that any material published by you is on behalf of the Council, authorised by the Council or official Council policy if it is not;

- Ensure all content that relates to the Council or Council business is accurate, fairly balanced, not misleading and complies with any relevant Council policy;
- Comply with the terms and conditions of the social media site being used.

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.

4.   **Personal Safety and Safeguarding**

It is of paramount importance of all times to ensure the safety of both yourself and family members.

✓   What information to post?

Be aware of your own safety when placing information on the internet and do not publish information which could leave you vulnerable (eg holidays). Do not disclose personal details such as home addresses and telephone numbers. Ensure that you handle any personal or sensitive information in line with the council's Data Protection Policy Statement.

Safeguarding issues are paramount because social media sites are often misused by offenders. Everyone has a responsibility for protecting and safeguarding children and adults who may be vulnerable as elected member make yourself aware of relevant reporting processes if you have any concerns.

✓   What if I receive threats, abuse or harassment via my Social Media feeds?

Anyone receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Democratic Services and/or the police.

✓   How do I get a post deleted?

Posts made using third party sites such as Facebook or Twitter are not held or within the control of the council - posts can be deleted by site administrators without knowledge or consent of the council.

In exceptional circumstances, copies of posts may be made and retained by the council, (e.g. as evidence of inappropriate posts) in line with relevant council procedures, (depending on the nature of the allegation). These copies will be held for a period dependent on the type of investigation they are subject to, (e.g. disciplinary, audit, criminal, etc).

(Note: Training will be provided for elected members on the effective use of social media and on line safety)

The overriding aim of this Guidance is to assist Members and Officer. If Members require clarification please contact Jeanette McLoughlin, City Solicitor & Monitoring Officer on 233 0400 or via email at jeanette.mcloughlin@liverpool.gov.uk .

APPENDIX
Local Government Association (LGA) Policy Template:
Do's and Don'ts at a glance

Do

- ✓ talk to residents, staff and others. And do answer their questions (quickly and honestly)
- ✓ trust your teams and staff to use social media
- ✓ be responsible at all times
- ✓ be respectful at all times, too
- ✓ innovate - different approaches work for different people
- ✓ have a personality- corporate speak or just issuing press releases won't work well on social media
- ✓ share other people's helpful content and links
- ✓ credit other people's work, ideas and links
- ✓ listen (social media is designed to be a two-way channel, just like any good conversation)
- ✓ ask your own questions. Seek feedback from your residents (but make sure you share the results with them)
- ✓ have a rota where appropriate - share the load and you'll get more from your accounts
- ✓ adhere to your existing social media policy
- ✓ talk to your communications team - they are there to help you
- ✓ learn from others -there is rich learning of good practice social media use across local government via organisations such as the LGA, comms2point0 and Improvement and Efficiency West Midlands (IEWM).
- ✓ and more than anything, do use social media in the spirit in which it was intended - to engage, openly and honestly.

Don't

- ✗ broadcast or talk at people. Your residents will soon spot broadcasts and respond accordingly
- ✗ block social media - social media is not a risk, blocking its use is a risk
- ✗ try to cover up mistakes, be honest and you'll get more respect for it in the long run
- ✗ build accounts and just hope people will come - sometimes it is best to go to the places where your audiences are already having conversations
- ✗ assume that social media will look after itself - you will need to invest time, enthusiasm and energy to make it work. And don't leave your accounts unattended for long spells
- ✗ post content which will embarrass your council or yourself
- ✗ ignore legal advice, it's there to help you
- ✗ think that a disclaimer in your bio will save you from potential legal action, it won't
- ✗ expect your staff to make do with old technology which can be a barrier to effective working
- ✗ share your passwords with anyone other than your communications leads