



## **AN AGENDA FOR A MEETING OF THE COMMUNITY LIAISON COMMITTEE**

### **COMMITTEE SUMMONS**

C Hanagan  
Service Director of Democratic Services & Communication  
Rhondda Cynon Taf County Borough Council  
The Pavilions  
Cambrian Park  
Clydach Vale CF40 2XX

Meeting Contact: Claire Hendy, Democratic Services (01443 424081)

A meeting of the **COMMUNITY LIAISON COMMITTEE** will be held at the Council Chamber, Municipal Buildings, Pontypridd on  
**Date:- Tuesday, 7th May, 2019**  
**Time:- 10.30 am**

### **ITEMS FOR DISCUSSION**

#### **1. DECLARATION OF INTEREST**

To receive disclosures of personal interest from Members in accordance with the Code of Conduct

Note:

1. Members are requested to identify the item number and subject matter that their interest relates to and signify the nature of the personal interest: and
2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they must notify the Chairman when they leave.

#### **2. WELCOME & APOLOGIES**

#### **3. MINUTES**

To receive as an accurate record the minutes of the meeting on the 4th February, 2019.

**(Pages 3 - 10)**

**4. A SHARED COMMUNITY - MODEL CHARTER REVISIONS**

To receive and agree the revisions to the Shared Community Module Charter.

**(Pages 11 - 42)**

**5. GDPR REQUIREMENTS FOR COMMUNITY COUNCILLORS (CASEWORK)**

To receive the Principal Information Management & Data Protection Officer providing Members with details of the GDPR requirements for community councillors in relation to casework.

**6. APPOINTMENT OF A VICE CHAIR**

To consider the appointment of a Vice Chair to the Committee for the Municipal Year 2019/20.

**7. ANY OTHER BUSINESS**

To consider any other business as the Chairman feels appropriate.

**Circulation - Members of the Community Liaison Committee:-**

Leader of Council, County Borough Councillor A. Morgan,  
Deputy Leader of the Council, County Borough Councillor M.Webber (Chair) :and  
County Borough Councillor D.R.Bevan Cabinet Member for Enterprise Development and Housing.

Chairs and Clerks of the Town Council of Pontypridd and the Community Councils of Ynysybwl & Coed y Cwm, Rhigos, Hirwaun & Penderyn, Llantwit Fardre, Llantrisant, Llanharan, Llanharry, Tonyrefail, Gilfach Goch, Pontyclun and Taffs Well & Nantgarw

**Officers for Information.**

Mr C Hanagan – Service Director of Democratic Services & Communication

# Agenda Item 3

## **RHONDDA CYNON TAF COUNCIL COMMUNITY LIAISON COMMITTEE**

Minutes of the meeting of the Community Liaison Committee meeting held on Monday, 4 February 2019 at 10.30 am at the Council Chambers, Municipal Buildings, Pontypridd

### **County Borough Councillors - Community Liaison Committee Members in attendance:-**

Councillor M Webber (Chair)

Councillor R Bevan – Cabinet Member for Planning & Economic Development

#### Town / Community Council Representatives

Ms A Ellis Councillor A Burnell	Ynysybwl & Coed Y Cwm Community Council
Ms E. Nelmes (Clerk)	Hirwaun & Penderyn Community Council
Councillor C. Parker Councillor P Uppal	Llanharan Community Council
Councillor A Matheson Ms C Craven ( Clerk)	Llantrisant Community Council
Ms J Stuckey (Clerk) Ms S Bailey	Llantwit Fardre Community Council
Ms R. Smith (Chief Executive)	Pontypridd Town Council
Councillor M Griffiths Councillor C Willis	Pontyclun Community Council
Councillor A Fowler Ms G Williams (Clerk)	Taffs Well & Nantgarw Community Council
Ms P Williams	Tonyrefail Community Council

#### **Officers in attendance**

Mr C Hanagan – Director of Communications & Interim Head of Democratic Services

Mr G Isingrini – Group Director Community and Children’s Services

Mr S Gale – Service Director Planning

Ms J Bow – Head of Service Accommodation

Ms A Lewis – Health and Wellbeing Improvement Manager

Mr C Davies - Corporate Policy & Consultation Manager

Ms E Wilkins - Principal Executive and Regulatory Business Officer

### **8 DECLARATION OF INTEREST**

Members had no personal interest to declare in matters attaining to the agenda.

### **9 WELCOME & APOLOGIES**

The Chair Welcomed Members of the Community and Town Councils to the Meeting of the Community Liaison Committee. In addition, she welcomed Member from the Independent Remuneration Panel Wales.

Apologies for absence were received from Councillors A Davies-Jones, M. Diamond and G. Lewis

## **10 ANNOUNCEMENTS**

The Chair explained that there was a list that would be circulated around the Chamber to ensure that Members Services have the correct details for all Community Councils Chair and Clerks.

## **11 MINUTES**

**RESOLVED** to approve as an accurate of the Meeting of the Community Liaison Committee held on the 25<sup>th</sup> September 2018.

## **11 CHANGE TO THE ORDER OF THE AGENDA**

The Committee agreed that the agenda would be considered out of sequence and as detailed in the minutes set out hereunder.

## **12 INDEPENDENT REMUNERATION PROGRAMME**

The Chair formally introduced the Vice Chair of the Independent Remuneration Panel Mr G Owen, along with Mr S Mullholland fellow Panel Member.

Both Mr G Owen and Mr S Mullholland gave Members an overview of Independent Remuneration Programme for Wales with the aid of a Power- Point presentation under the following headings:

- Community and Town Council Grouping;
- Determination 37, 38,39,40,41,42,43,44 and 45;
- Status of Members of Community & Town Councils;
- Receiving Payments;
- Members of Principal Councils; and
- Annual Timetable (1) and (2)

Members were informed that the Panel believes the wide range of variation in Community and Town Council size, means the responsibilities and accountabilities of councillors must also vary.

It was highlighted that Councillors managing incomes or expenditure of £ 1 Million and those delivering significant services, including those perhaps delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of £30,000.

It was explained that the Panel examined a range of measures that could be used as the basis for grouping Community and Town Councils to reflect these differences.

It was also explained that the Panel concluded that using income or expenditure figures better reflect the activity levels of a council than population ratio or

precepts that the Panel found did not always correlate to income or expenditure.

In respect of Grouping Members were informed the Panel has formed 3 groups of Community and Town Councils on the basis of the level of income or expenditure, whichever is the highest in the previous financial year. It is also easy for councils to understand which group they belong to which is;

- 1. Community and Town Council Group A - £200,000 and above;**
- 2. Community and Town Council Group B - £30,000 - £199,999**
- 3. Community and Town Council Group C – Below £30,000**

It was explained that all Community and Town councils must make available a payment to each of their Members of £150 per year as contribution to costs and expenses.

In respect of Community and Town councils in Group A it has been determined that an annual payment of £500 each must be made available to a minimum of 1 and a maximum of 5 Members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

In respect of travel cost Members were informed of Determination 40 where Town and Community councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMCS mileage allowance as set out in the annual report.

In respect of Determination 41 and 42 Officers explained that if a particular duty requires an overnight stay, it can authorise subsistence expenses to its members at the maximum rate set out in the annual report on the basis of receipted claims. Community and Town Councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as set out in the annual report.

In respect of care responsibilities it was brought to the attention of Members that all Community and Town councils must provide for the reimbursement of necessary costs for care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403/month on production of receipts from the carer. Reimbursements must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

It was also explained there is a Civic Head payment to be made to the Mayor / Chair of the council up to a maximum of £1,500 to undertake the functions of that office. Again, this is in addition to the £150 payment for cost and expenses and the senior salary of £500 if these are claimed.

Members were informed of the status of members of the Community and Town councils

An overview of receiving payments was presented to the Committee, it was explained that individuals who have accepted office as a member of a town or community council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It was explained that it is the duty of the proper officer of a council (usually the Council Clerk) to make

arrangements for correct payments to be made to all individuals entitled to receive them. Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to opt in to receive payments. It was also explained that an individual may decline to receive payments if they wish. This must be done in writing and is an individual matter and they must write to the proper officer to do so.

Finally, in respect of annual timetabling it was explained that in March council must consider each determination in the IRPW'S final report and record its formal decision in relation to the non-mandated determinations, which will apply to all members. In May from the date of the General Meeting, all mandated payments and those non-mandated payments the council has adopted to be made to all members. Proper notice must have been received by the Clerk from any member making a personal decision to forgo part or all payments. By 30<sup>th</sup> September, these have to be published and the details of all payments made to individual members for the previous financial year in an 'Annual Statement of Payments' to the IRPW and then in October consider the determinations in the IRPW's draft report for the next financial year and use this to inform budget plans.

It was explained that all clerks should have had the information before publishing and it is up to the individuals to provide that to the clerk so that it can be built into the budget.

Members considered the information put before them and following a robust discussion thanked officers for a very informative presentation. It was **RESOLVED** that a copy of the presentation would be forwarded to Members after the meeting.

### 13 **A SHARED COMMUNITY - MODEL CHARTER REVISIONS**

The Director of Communications and Interim Head of Democratic Services provided Members with an update in respect of the revision of the Charter.

It was explained that has Members would recall a report was present at to this Committee which was held on the 25<sup>th</sup> September where Members agreed that further revisions would be made to the Charter to reflect the principles and goals of the Wellbeing and Future Generations (Wales) Act and to further strengthening the working relationship between all members.

The Director of Communications and Interim Head of Democratic Services updated Members on the One to One engagement session. It was explained that these session are half way through a present. Feedback so far has been for a single point of contact support to be provided along with training, guidance relevant to Community Councils jointly. It was explained to the Committee that guidance could be provided through the Charter. After further discussion, the Director of Communications and Interim Head of Democratic Services along with the Chair emphasised the need on positive relationships and hoped that this new way of communication would be a positive step forward. Members Commented on the One Voice Wales (Vale of Glamorgan) template could be used moving forward.

After continued discussion, Members **RESOLVED**:

- To adapt the template to make it a stronger document.

- To receive the revised Shared Community Module Charter at the next meeting of the Community Liaison Committee

## 14 COMMUNITY INFRASTRUCTURE LEVY (CIL) - 123 LIST

The Service Director Planning provided Members of the Community and Town Councils in respect of the process involved in collecting and spending Community Infrastructure Levy (CIL) monies including the preparation of Infrastructure Lists.

Members were informed that Community Infrastructure Levy Regulations require charging authorities (the Council) to pass a proportion (15%) of CIL receipts to relevant community and town councils arising from developments in their areas.

It was also explained that CIL receipts are passed twice a year by 28<sup>th</sup> April (for CIL receipts received between 1<sup>st</sup> October and 31<sup>st</sup> March) and by 28<sup>th</sup> October (for CIL receipts received between 1<sup>st</sup> April and 30<sup>th</sup> September)

The Service Director planning outlined the CIL receipts passed to Community/ Town Councils (October 2018) which were £90,033.02. The Officer continued to explain how the funds received by Community and Town Councils can be spent in accordance with CIL Regulations.

Members were informed that CIL Regulations state that the proportion of funds passed to a community /town council must be used to support the development of the local area by funding:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

Members were presented with an explanation in respect of what are infrastructure needs. Officers also explained that Community and Town Infrastructure lists although not mandatory provide an open and transparent way of setting out projects that the Community /Town Council proposes to spend their CIL receipts on.

On concluding his presentation, Members put forward their questions and observations.

Members **RESOLVED** to:

- acknowledge the advice in the report
- Develop an Infrastructure List to help mitigate the impact of development in their area.

## 15 TWINNING

The Director of Communications and Interim Head of Democratic Services presented Members of the Community Liaison Committee with an update in respect of Twinning. Members were reminded Rhondda Cynon Taf adopted the four twin towns, established by the former local authorities, these were:

Nurtinggen;  
Ravensburg;  
Wolfensbuttle in Germany; and  
Montelimar in France.

It was explained that from the recent 50th anniversary of Twinning that has taken the Council would like to strength it International Links and would like the Community and Town Councils to become involved going forward.

Members were informed of a subcommittee being created and as part of the terms of reference of the group, it has been suggested that Members of Community and Town Councils to take part in the future.

An example was given of the Pontypridd Town Council and their move to set up a Friendship Agreement.

## **16 MODERNISATION OF RESIDENTIAL CARE AND DAY CARE FOR OLDER PEOPLE**

The Group Director Community and Children's Service along with the Head of Service – Accommodation provide Member with an overview in respect of the Cabinet decision to modernise residential care and day care for older people across the County Borough.

It was explained that in September the Cabinet requested a comprehensive review of residential and day care services for older people to be undertaken in order to determine future opportunities for service delivery in line with the Councils strategy for accommodation for older people and provision of extra care.

The Group Director Community and Children's Services provided a summary of the current provision of residential care and day care for older people in RCT. It was reported that due to the increasing demands on the current provision with population of RCT increasing and living longer Cabinet requested the review. The Community and Town Council were also presented with the Consultation Document and given an overview. It was explained that the recommendations from the Consultation into both the Residential Care Home and Day Care Services for older people would be separate for each service and would be feed back into the final report that would be presented to Cabinet for consideration.

The Group Director went on to take Members questions and observations.

In respect of the Extra Care provision a Member wanted clarification in respect of accommodation for couples. Officers explained that the Extra Care provision would allow couples to stay together in the same home and providing them additional support for the persons needs providing care when it is needed.

A Member asked why assessment time are taking so long, in reply, officers explained that the assessment are completed relatively quickly however adaptations to the home etc. can take time for these to take place.

In respect, Day Centres a Member stated that we need to do what is best for the Community and we need to look at what residents want from the services and develop a more suitable delivery model.

After further discussion, Members **RESOLVED**:



- That any Comments and Observation will form part of the consultation process.
- Acknowledge the Cabinet decision to modernise residential care and day care for older people across the County Borough.

## **17 DEVELOPMENT OF A LOCAL TOILETS STRATEGY FOR RHONDDA CYNON TAF**

The Health and Wellbeing Improvement Manager informed Members of the Community Liaison Committee the reason for the development of a Local Toilets Strategy for Rhondda Cynon Taf.

On the 24<sup>th</sup> January 2019 the Director of Public Health, Protection and Community Services in consultation with the Cabinet Member, Cllr R Lewis, made a delegated Officer decision to approve the commencement of a 12 week public consultation on the draft Rhondda Cynon Taf Toilet Strategy.

Members were informed that the delegated decision agreed:

1. To approve the initiation of the draft Local Toilet Strategy for public consultation for a minimum of 12 weeks, inline with statutory requirement to develop and publish a Local Toilet Strategy, as required by Part 8 of the Public Health (Wales) Act 2017.
2. That the Director of Public , Health Protection and Community Services, consider the consultation responses with a view to preparing a Final Draft Strategy for consideration by Cabinet in May 2019.

The Officer explained that there is a statutory requirement to develop and publish a Local Toilet Strategy, as required by Part 8 of the Public Health (Wales) Act 2017. It was explained that the Act Places a duty on each Local Authority in Wales to prepare and publish a Local Toilet Strategy for its area. The Strategy is developed following the completion of a needs assessment to:

- Assess the community's need for toilets, including changing facilities for babies and changing place facilities for people with disabilities;
- Provide details of how to meet the identified need;
- Produce a local toilet strategy ; and
- Review the strategy, update and publicise revisions.

It was explained that Local Authorities must prepare and publish their strategies by 31<sup>st</sup> May 2019. It was highlighted that the duty to prepare a Local Toilet Strategy does not require Local Authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population.

Members were informed that a draft Strategy has been prepared that incorporates feedback following a public consultation as part of the Assessment of Need that was undertaken for four weeks, beginning in October 2018.

Member were informed that the public consultation exercise has commenced and will end on the 29<sup>th</sup> April 2019. This includes;

- Online questionnaires via RCTCBC website and sent directly to interested parties;
- Social Media alters;

- Face-to-face discussions at various community venues.

Members considered the draft strategy and put their questions and observations forward. A Member commented on the lack of provision with in some towns and communities and where there were provisions, Members felt that they were inadequate for many reasons.

In relation to availability in stores etc. Members felt more could be done to locate them at the front of the store rather than in out of the place areas including at the rear of stores.

A Member felt there is a need for premises to advertise that they have these facilities for public to see. Many more observations and suggestions were put forward from Members and Members **RESOLVED** to:

- Acknowledge the draft Local Toilet strategy
- That their views and comments would be taken into consideration when preparing the final Draft Strategy for consideration by Cabinet in May 2019.

**This meeting closed at 12:15**

**Cllr M Webber Chair.**



## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2018-2019

### COMMUNITY COUNCIL LIAISON COMMITTEE

7<sup>th</sup> MAY 2019.

#### A SHARED COMMUNITY –MODEL CHARTER REVISIONS.

#### REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES & COMMUNICATION.

Author: Emma Wilkins – Council Business Unit.  
Tel.No.01443-424110

#### **1. PURPOSE OF THE REPORT**

To review and agree the ‘Shared Community Model – Model Charter’ as originally agreed by all Members.

#### **2. RECOMMENDATIONS**

- 2.1 To note the revisions to the Model Charter as attached in Appendix 1.
- 2.2 To agree in principle to the revisions to the “Model Charter”
- 2.3 To formally agree and adopt the revised Charter at each of the respective Town and Community Council meetings.
- 2.4 To provide an update on the adoption of the Charter at the next meeting of the Committee.

#### **3 REASONS FOR RECOMMENDATIONS**

- 3.1 The need to advise and agree the revisions put forward in respect of the ‘Shared Community Model – Model Charter’.

#### **4. BACKGROUND**

- 4.1 During 2011, Rhondda Cynon Taf Council, along with 11 Community Councils and 1 Town Council signed up to a shared Charter, following guidance received from Welsh Government in respect of ‘Relationship

Building Measures and Charters for Unitary Authorities and Town and Community Councils’.

- 4.2 Since this time representatives from the Council, Town and Community Council’s have attended meeting of the Community Liaison Committee to strengthen partnership working.

## **5. SHARED MODEL CHARTER**

- 5.1 With updates in legislation and as good practice, revisions have been made to the 2011 Charter to incorporate the principles and wellbeing goals of the Well Being of Future Generations (Wales) Act.
- 5.2 A revised Charter was circulated to all Community and Town Councils earlier in the year as a platform for discussion. Since this draft further amendments have been made to the Charter to further strengthen the document, illustrating the work already being taken forward in line with the Future Generations goals and five ways of working and to reflect the working relationship between each of its members.
- 5.3 Assisting in these revisions the Chair of the Community Liaison Committee along with the Service Director, Democratic Services & Communication has met with members from each of the Town and Community Councils to discuss strengthening partnership arrangements and support.

## **6 EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1 There are no Equality or Diversity implications aligned to this report

## **7. CONSULTATION**

- 7.1 Revisions to the Charter have been taken forward following meetings and discussions with Town and Community Council Clerks, with the Chair of the Community Liaison Committee and the Service Director, Democratic Services & Communication to ensure the charter was fit for purpose.
- 7.2 The Council’s Performance Manager, has assisted with revisions to ensure that the Charter complies with the Well Being of Future Generations (Wales) Act.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 There are no financial implications aligned to this report.

## **9. LEGAL IMPLICATIONS**

9.1 There are no legal implications aligned to this report.

## **10 LINKS TO THE COUNCILS CORPORATE PLAN / OTHER CORPORATE PRIORITIES**

10.1 Working in partnership with the Town and Community Council's within Rhondda Cynon Taf links with the three priorities within the Corporate plan of People, Economy and Place, as it will help people and Communities to help themselves and assists in building a sustainable Rhondda Cynon Taf.

10.2 The revised charter reflects the seven well being goals and the five ways of working, from within the Wellbeing of Future Generations Act, to which the Town / Community Council as well as Rhondda Cynon Taf Council work to. However, further work can be done in this area to strengthen these links, which will be made through further revisions to the Charter.

## **11. CONCLUSION**

11.1 The Welsh Government has been clear that charters should be voluntary and not a statutory obligation, although all Town / Community Councils within Rhondda Cynon Taf have shared the willingness to support and strength partnership working through the original signing of the Charter in 2011. Continued support has been provided through the Community and Liaison Committee.

11.2 Revisions to the Charter are necessary to reflect new legislation and are deemed as good practice.

11.3 Members are asked to agree to the revised Charter and that the document be taken forward at the next appropriate meetings of the Town and Community Councils for progression.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**7<sup>th</sup> MAY, 2019**

**REPORT OF THE service DIRECTOR DEMOCRATIC SERVICES & Communication.**

**A SHARED COMMUNITY –MODEL CHARTER REVISIONS.**

**Background Papers**

Community Liaison Committee – [25<sup>th</sup> September, 2018.](#)

# **A SHARED COMMUNITY – MODEL CHARTER**

**Rhondda Cynon Taf County Borough Council**

**and the**

**Town Council of Pontypridd**

**and the**

**Community Councils**

**of**

**Ynysybwl & Coed y Cwm, Rhigos, Hirwaun, Llantwit Fardre, Llantrisant,  
Llanharan, Llanharry, Tonyrefail, Gilfach Goch, Pontyclun and**

**Taff's Well & Nantgarw have agreed to publish a Charter which sets out how  
we aim to work together for the benefit of the local communities**

## ***Introduction***

Rhondda Cynon Taf County Borough Council and the Town Council of Pontypridd and the Community Councils of Ynysybwl & Coed y Cwm Community Council, Rhigos, Hirwaun, Llantwit Fardre, Llantrisant, Llanharan, Llanharry, Tonyrefail, Gilfach Goch, Pontyclun and Taffs Well & Nantgarw have agreed to publish a Charter which sets out how we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The Charter is designed to build on existing good practice and embrace the shared principles of openness, to achieve the best possible outcomes of our residents and communities. This Charter is based on equal partnership and is not a top-down arrangement. It is a set of principles by which we will work together.

The Charter will form the basis for meaningful communication and liaison through the respective partners either individually or through Rhondda Cynon Taf's Community Liaison Committee. This charter aims to develop these relationships at a Member and Officer level.

The Charter will use the sustainable development principles of the Well-being of Future Generations Act to deliver on outcomes for the benefits of the people who live, work and visit Rhondda Cynon Taf.

The Charter was originally adopted in 2012 and has been updated and re-affirmed in 2019 following consultation with all Members.

### **Partners to the Charter**

The following Unitary Authority, Town and Community Councils are committed to the principles and statements as outlined in this Charter, for the benefit of local people:

- Rhondda Cynon Taf County Borough Council
- Pontypridd Town Council



- Community Councils of:
  - Ynysybwl & Coed y Cwm
  - Rhigos
  - Hirwaun
  - Llantwit Fardre
  - Llantrisant
  - Llanharan
  - Llanharry
  - Tonyrefail
  - Gilfach Goch
  - Pontyclun
  - Taff's Well & Nantgarw

## RECOGNITION

We recognise benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers. Collaboration and involvement of each of the partners will ensure that all decisions taken forward are sustainable in the long term, whilst being mindful of the current needs of our residents.

<p style="text-align: center;"><b>Rhondda Cynon Taf County Borough Council will</b></p>	<p style="text-align: center;"><b>Town and Community Councils will</b></p>
<p>acknowledge and recognises that Town and Community Councils are the grass roots level of local government. In their role as democratically accountable bodies, Town and Community Councils offer a means of engaging with local people, of decentralising the provision of certain services and of revitalising local communities.</p>	<p>recognise the strategic importance of the Unitary Authority and the economy of scale and equitable distribution of certain services they are able to achieve.</p>
<p>recognise and respect the diversity of Town and Community Councils and that their needs vary according to size and the extent to which they participate varies.</p>	<p>recognise that Town and Community Councils come within the common umbrella of the Unitary Authority.</p>
<p>recognise the principle of subsidiarity as a desirable goal.</p>	<p>recognise the principle of subsidiarity as a desirable goal.</p>
<p>recognise the need to manage expectations and to deliver realistic and proportionate responses to any emerging challenges, priorities or proposals.</p>	<p>recognise the need to consider realistic and proportionate requests to any emerging challenges, priorities or proposals.</p>

support the delivery of the PSB Well-being Objectives as and when applicable.

support the delivery of the PSB Well-being Objectives as and when applicable.

## LOCAL GOVERNANCE

We will be clear about the expectations that we have of each other in order to facilitate a smooth working relationship. In this regard, we will define the way in which we interact with each other. We will be clear about the role of Councillors at all levels in the relationship and community leadership taking forward cohesive communities across the County Borough.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
<p>Continue with the establishment of the Community Liaison Committee as agreed at its Council Meeting held on the 12<sup>th</sup> January, 2011.</p> <p>This Committee comprises of the Deputy Leader, the Cabinet Member for Enterprise, Regeneration &amp; Housing and also the Chairs and Clerks to the Town and Community Councils.</p> <p>The Council will give all Members the opportunity to contribute to the items of business at the meetings to ensure it is not led by the Council and to ensure that the agenda better reflects the requirements of Community Councils.</p> <p>Meetings will be convened at locations across the County Borough and will be hosted by each partner as and when appropriate.</p> <p>Going forward the Committee will convene at least 3 times a year with the provision of extra meetings being called as and when necessary.</p> <p>The Community Liaison Committee will be chaired by the Deputy Leader and Cabinet Member for Council Business. The Vice Chair will be a representative</p>	<p>Contribute towards the agenda of liaison meetings and participate proactively to the attendance and discussion.</p> <p>Will provide where practical and able to do so venues for hosting meetings of the Committee.</p> <p>Will appoint a Vice Chair to the Community Liaison Committee.</p>

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
from the Town / Community Councils and will be elected at the Committee	
hold one to one liaison meetings with representatives of all Town and Community Councils that wish to take part; and will be convened as and when felt appropriate to assist in the sharing of knowledge and to strengthen partnership working.	welcome one to one liaison meetings as and when necessary to further promote the partnership working arrangements
ensure that a nominated member of staff within the Authority will undertake the Liaison Officer duties and will be the point of contact between the Authority and the Town and Community Councils.	contact the nominated Officer on the agreed issues and make them aware of any difficulties being encountered.
administer the holding of Town and Community Council elections.	I notify the need for elections in a timely manner.

## ENGAGEMENT & INVOLVEMENT

We recognise the importance of meaningful engagement and involvement and set out a genuine commitment across all parties to consult on matters of mutual concern. We will agree clear, specific and time limited procedures and processes for engagement. Strengthening the community involvement in the Consultation processes taken forward allow for valuable feedback to be provided on any proposals taken forward which impacts upon the wellbeing of the residents of the County Borough. Taking a partnership approach to engagement allows for the responses to reflect the diversity of the communities across the County Borough.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
publish dates of public meetings and agendas & reports for Cabinet, Council and other Committee meetings on the Council's website as soon as possible.	make full use of the papers available to them to inform local decision-making.
ensure Officers attend meetings with Town and Community Councils (or groups of Councils) at a mutually agreed time to discuss matters of common interest when requested to do so and will be given sufficient notice.	ensure that County Borough Councillors and Officers will be given the opportunity to speak at Town and Community Council meetings on matters of mutual interest.
encourage Scrutiny Committees to liaise with Town and Community Councils on relevant local issues and will take forward stakeholder involvement and engagement in workings groups if and when appropriate.	respond to requests to input views to Scrutiny Committees.
email links to consultation proposals to Town and Community Councils for information and to allow for participation as and when necessary.  Where possible, consultation items will be presented to the Community Liaison Committee at its meeting to ensure all Members are involved in the process	respond to consultation and engagement opportunities in a timely manner, addressing the key issues in the consultation document.  participate and be involved in the consultation when addressed at Committee.

## INFORMATION AND COMMUNICATION

We acknowledge the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people. It is important that such engagement through these methods is meaningful and effective.

Improved information and communication will assist in enabling solutions and early interventions at the right time to make progress in achieving the well-being goals of the County Borough. This prevents any problems and challenges being viewed in isolation and prevents a 'reactive' approach to situations.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils</b>
provide to Town and Community Councils a list of named contacts, telephone numbers and where possible email addresses. In times of uncertainty, the Clerks can go direct to the nominated Liaison Officer.	utilise the agreed contact points and respond in the most appropriate and timely method.
communicate by providing sufficient numbers of documents for members of Town and Community Councils as appropriate.  Welcome the Town and Community Councils to adopt the Council's approach to a paper light Council and to utilise the Council's website for information and or correspondence by email.	ensure that all town and community councillors have access to the appropriate documents.  Will utilise the Council's website or email communication in the first instance to relevant officers for access to relevant and necessary information.
provide information on the Council's website in relation to the town and community councils  Contact details, directing the public where available to the respective Councils websites	provide updated contact information to the Council for publication on the Council website, including individual website links if available.
provide information bilingually in accordance with the Welsh Language Standards.	provide information bilingually as in accordance with the Welsh Language Standards.

## JOINT WORKING AND COLLABORATION

The Charter defines `Partnership` as working together towards a common set of goals based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution. It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved. Local government at both tiers must work together to promote the economic, social and environmental well-being of our area. If doing things differently achieves a better service, we will seriously examine these methods. Working in such a collaborative manner allows for integration and involvement allowing for the production of timely, people focused outcomes.

The purpose of taking such a collaborative approach is to recognise the different roles that the Council and Town / Community Council has to play in tackling long-term challenges, and to ensure actions are complimentary therefore maximising their collective impact. Similarly the approach allows the opportunity to create cohesive communities ensuring that that communities stay well connected and strengthening the communities' resilience.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
provide opportunities for Clerks of Town and Community Councils to meet to discuss common concerns and will endeavour to resolve issues	encourage participation by Clerks in opportunities to network and share common concerns.
be clear about how devolved services can be discussed and agreed.	use the agreed procedures, if there is a wish, to progress devolved services.
give due consideration to devolving services that would provide better value for money and/or enhanced services.	be clear about how any devolvement of services will provide better value for money and/or enhanced services.
encourage accountability for all acquired activities.	take responsibility for aspects of joint working that are signed up to.
promote opportunities to work jointly with town and community councils to communicate and consult with local people and communities	identify opportunities to work with the unitary council to communicate and consult with local people and communities.
be provided with information as and	receive information when appropriate in



when possible in relation to the 'RCT Together' programme and any potential asset transfer within the ward area	respect of the 'RCT Together' programme.
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## **TRAINING AND DEVELOPMENT**

We accept the benefits of training and development for Councillors to assist them in undertaking their role and for the benefits of further effective joint working. Ensuring all Members are provided with the opportunities for training allows equality of provision.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
provide opportunities for Town and Community Councils to partake in its training and development programme.	encourage its Members to attend training sessions offered by Rhondda Cynon Taf County Borough Council
provide Code of Conduct training on an Annual basis or as and when appropriate.	encourage its Members to attend Code of Conduct training offered by Rhondda Cynon Taf County Borough Council.
provide Service updates / legislation updates at the meetings of the Community Liaison Committee as and when appropriate.	receive updates at the meetings of the Community Liaison Committee as and when appropriate.

## LAND USE PLANNING

Town and Community Councils know and understand their local area and must be able to comment effectively on planning matters. Rhondda Cynon Taf County Borough Council is able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
uphold its statutory duty to consult Town and Community Councils on all planning applications in their communities.	make appropriate responses to the Unitary Authority recognising the parameters imposed by planning law and agreed planning policy.
ensure that details of any site visit applications are made available on the Councils' Website for Members to view.	access the Councils' webpage to gain knowledge of the site visit applications being undertaken by the Councils Planning & Development Committee.
ensure that Councillors receive training on planning issues and have a sound understanding of how planning law works.	encourage its Members to partake in any training in respect of planning issues that the Unitary Authority may provide.
publish the outcome of all planning decisions taken by the Council's Development Control Committees in minutes format, on the Council's website, 10 working days following the date of the meeting.	review decisions of the Planning & Development Committee either through the website or through contacting the Council Business Unit directly.
make available details of forthcoming Planning & Development Committee meetings on the Council website, with publication of the agenda and relevant planning applications under consideration being available 7 days prior to the meeting.	encourage Councillors to take up the opportunity to attend Planning & Development Committee meetings of the Unitary Authority when applicable
consult on any development or preparation of Supplementary Planning Guidance (SPG) with town and community Councils.	cooperate in the preparation of SPG as provided for by current planning legislation

## PRACTICAL SUPPORT

In order to be effective, elected members and officers must be appropriately-trained and have the support they need to carry out their roles.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
where practical, offer Town and Community Councils access to support services	follow procedures set out to access the Authority's support services, but will also have the opportunity to make their own arrangements.

## EXPERTISE

We will encourage continuous development of Officers and Members in both Rhondda Cynon Taf County Borough Council and the Town and Community Councils, either in their individual groupings or together. Improved expertise leads to professionalism and more effective joint working.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
Offer assistance in identifying and helping to meet the training needs of community and town councils.	ensure that councillors and clerks are trained to undertake their role effectively.
offer Member induction training to Town and Community Councillors to enable them to understand the role and functions of Rhondda Cynon Taf County Borough Council.	provide an induction to newly elected Councillors to enable them to undertake their role effectively.
provide service-specific support materials and training as appropriate, subject to resources being available.	provide an induction to new clerks to enable them to undertake their role effectively.
offer Code of Conduct Training to Members on an Annual basis	take forward any offers of training as and when appropriate.

## ETHICS

We will provide an ethical service to local people, following the appropriate standards and Codes of Conduct.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
through the appointed Monitoring Officer, support community and councils in the timely consideration and provision of advice in relation to the application of the Members Code of Conduct	act in an appropriate manner under the Code and will provide all such information as required by the Monitoring Officer to enable him/her to carry out his/her function effectively.
encourage links between community and town council clerks and the Council's Standards Committee.	actively participate in Rhondda Cynon Taf's Council Standards Committee

## FINANCIAL ARRANGEMENTS

Both Rhondda Cynon Taf Council and town and community councils recognise the need for clarity and transparency in financial arrangements. In developing and implementing financial arrangements, relevant national and local priorities will be taken into account.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
set the level of council tax for the Area, and will have regard to services being delivered by community and town councils in its area, and the funding thereof. This will be with a view to avoiding double-taxation.	In setting the annual precept, shall have regard to the plans for services provided by Rhondda Cynon Taf Council for the coming year as set out in the Corporate Plans.

## DELEGATING RESPONSIBILITY FOR SERVICE PROVISION

Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people. This approach allows for a healthier and more prosperous County Borough.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
actively consider cases for the delegation of service delivery to community and town councils, thinking creatively about how services will be delivered to ensure value for money.	recognise that there are mutual opportunities to consider how services can be delivered to achieve value for money.
Where it is not appropriate or desirable to delegate service delivery, Rhondda Cynon Taf Council will seek ways in which local information from communities might be used to enhance service delivery to better meet citizen needs.	engage with the citizens in the communities they serve to understand better their needs and convey these needs in a coherent and constructive manner to Rhondda Cynon Taf Council, such that they can be taken account of in service design and delivery

## **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015 & CORPORATE & STRATEGIC PLANNING.**

We will work in ways that will meet the sustainable development principles arising from the Well-being of Future Generations Act (Wales) Act 2015. i.e. to improve the Social, Economic, Environmental and Cultural well-being of the people and communities of Rhondda Cynon Taf.

These principles are reflected in the Council's strategic priorities contained within its Corporate Plan, which was adopted as its Well-being Plan in March 2017. This Plan sets out its key priorities of Economy, People and Place, and describes how we will work to build a strong local economy, promote independence and positive lives for everyone and create neighbourhoods where people are proud to live and work. The principles are also reflected in the Cwm Taf Well-being Plan, i.e. the local Well-being Plan which sets out the Cwm Taf Well-being Objectives of Thriving Communities, Strong Economy, Healthy People and Tackling Loneliness and Isolation.

Both of these plans are underpinned by the need to implement the 5 Ways of Working and maximise the contribution to the seven national goals as required by the Act.

The Act also places a duty on <sup>1</sup>certain community councils to take all reasonable steps towards meeting the objectives set out in the local Well-being Plan

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
assist Town and Community Councils by providing information on sustainable practices	proactively assess the sustainability of current practices and processes.
outline how it is actively pursuing sustainable development.	investigate projects which contribute to sustainability where beneficial to the community
assist town and community councils to adopt electronic working to achieve improved communication and to reduce waste.	work towards adopting electronic methods of working wherever feasible to achieve improved communication and to reduce waste.

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<sup>1</sup> Where either gross expenditure or gross income was at least £200,000 for each of the preceding three years

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
assist relevant Town and Community Councils to address and fulfil their duties under the Well-being of Future Generations Act 2015 by sharing good practices and information and also providing opportunities for engagement and involvement.	consider how they may contribute towards meeting the local Well-being objectives included in the Cwm Taf Well-being Plan
work with the town and community councils to protect the biodiversity.	work with the Rhondda Cynon Taf Council to protect and increase biodiversity.
involve Town and Community Councils in the development / revision of the Council's Corporate Plan as and when appropriate.	contribute to the development / review of the Councils Corporate Plan as and when appropriate.
involve Town and Community Councils in the implementation of the Corporate Plan.	respond actively and fully to implementation of the Corporate Plan
ensure that monitoring reports in respect of the Council's Corporate Plan and Cwm Taf Well-being Plan are placed on the agenda for consideration by the Community Liaison Committee to ensure that all partners are delivering the priorities expected for the benefits of all residents of RCT.	consider the monitoring reports in respect of Council's Corporate Plan and Cwm Taf Well-being Plan are placed on the agenda for consideration by the Community Liaison Committee to ensure that all partners are delivering the priorities expected for the benefits of all residents of RCT.

## LOCAL ELECTIONS

We will ensure that elections are fairly contested and encourage local people to become involved in local democracy.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
involve community councils in the planning process for community Council elections.	encourage participation by members of the local community in the Community Council election process
involve community councils in any awareness raising/publicity to encourage nominations for candidacy at community council elections.	ensure wide publicity of vacancies on community councils to maximise community representation.
help to publicise forthcoming community council elections on behalf of community councils.	publicly display statutory notices for forthcoming community council elections.
brief community council clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for community council elections.	
provide help and assistance with the legal and administrative processes and procedures for community council elections.	
inform members of the Community Liaison Committee about election matters on a regular basis.	



## **ACTION PLAN**

This Charter will be supported by the development of an annual Action Plan addressing each of the individual topics contained therein. The Action Plan will be developed on a joint basis and shall attribute responsibilities to each partner. Actions will be accompanied by a timescale and will be reported on annually.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
nominate a lead Officer for the development and monitoring of the Action Plan.	collectively agree priorities for inclusion in the Action Plan.
ensure that the responsible Officers of the Authority will have due regard to the Action Plan and include relevant actions in their workplan for the year.	have due regard to the Action Plan and include all actions relevant to them during the course of the year

## **MONITORING & REVIEW.**

The Charter will be fully reviewed every five years following elections or more often if there is a need to do so. The Community Liaison Committee will measure progress annually in achieving the measures set out in the Charter through the setting and reviewing of actions contained in an action plan. The Community Liaison Committee can recommend the need for a mid-term review of the Charter if appropriate.

<b>Rhondda Cynon Taf County Borough Council will</b>	<b>Town and Community Councils will</b>
arrange and actively contribute for the Charter to be reviewed when appropriate	actively contribute to the review of the Charter.
arrange for the development of an action plan linked to the Charter and will actively contribute to achieving the action plan.	actively contribute to the development and delivery of the Charter action plan.

## **Partners to the Charter**

The undersigned Unitary Authority, Town and Community Councils are committed to the principles and statements with the Charter, for the benefit of local people.

### ***Rhondda Cynon Taf County Borough Council***

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Deputy Leader of the Council

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Dated

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Director – Democratic Services & Communications

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Dated

### ***Pontypridd Town Council***

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Chair

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Dated

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Clerk

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Dated

***Ynysybwl & Coed y Cwm Community Council***

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Chair

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Dated

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Clerk

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Dated

***Rhigos Community Council***

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Chair Dated

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Clerk Dated

***Hirwaun Community Council***

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Chair Dated

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Clerk Dated

***Llantwit Fardre Community Council***

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Chair Dated

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***Llantrisant Community Council***

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***Llanharan Community Council***

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***Llanharry Community Council***

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***Tonyrefail Community Council***

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Chair Dated

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Clerk Dated

***Gilfach Goch Community Council***

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Chair Dated



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Clerk

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***Pontyclun Community Council***

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Chair

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Clerk

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Dated

***Taff's Well & Nantgarw Community Council***

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Chair Dated

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Clerk Dated