



## **AN AGENDA FOR A MEETING OF THE PWYLLGOR CYD-GYSYLLTU Â'R GYMUNED**

### **GWŶS I GYFARFOD PWYLLGOR**

C Hanagan

Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu

Cyngor Bwrdeistref Sirol Rhondda Cynon Taf Y Pafiliynau Parc Hen Lofa'r Cambrian

Cwm Clydach,

CF40 2XX

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

Bydd cyfarfod o'r **PWYLLGOR CYD-GYSYLLTU Â'R GYMUNED** yn cael ei gynnal yn Siambr y Cyngor, Adeiladau'r Cyngor, Pontypridd ar

**Dyddiad:- Dydd Iau, 26ain Medi, 2019**

**Amser:- 10.30 am**

### **MATERION I'W TRAFOD**

#### **1. DATGAN BUDDIANT**

Derbyn datganiadau o fuddiannau personol gan Aelodau, yn unol â gofynion y Cod Ymddygiad.

Nodwch:

1. Mae gofyn i Aelodau ddatgan rhif a phwnc yr agendwm mae eu buddiant yn ymwneud ag ef a mynegi natur y buddiant personol hwnnw; a
2. Lle bo Aelodau'n ymneilltuo o'r cyfarfod o ganlyniad i ddatgelu buddiant sy'n rhagfarnu, mae rhaid iddyn nhw roi gwybod i'r Cadeirydd pan fyddan nhw'n gadael.

#### **2. CROESO AC YMDDIHEURIADAU**

#### **3. COFNODION**

Derbyn cofnodion cyfarfod 7 Mai 2019 yn rhai cywir.

**(Tudalennau 3 - 8)**

#### **4. DIWEDDARIAD**

Derbyn adroddiad y Cyfarwyddwr Gwasanaeth – Gwasanaethau Democrataidd a Chyfathrebu, sy'n nodi'r newyddion diweddaraf.

**(Tudalennau 9 - 14)**

**5. OFFICE 365**

Derbyn manylion am Office 365 gan adran TGCh y Cyngor.

**6. DEDDF LLESIANT CENEDLAETHAU'R DYFODOL (CYMRU)**

Derbyn diweddariad mewn perthynas â'r Ddeddf gan gyfeirio at y nodau llesiant a phum ffordd o weithio.

**7. MODERNEIDDIO GWASANAETHAU GOFAL PRESWYL A GOFAL ORIAU DYDD**

Derbyn diweddariad mewn perthynas â [Moderneiddio Gwasanaethau Gofal Preswyl a Gofal Oriau Dydd](#) yn Rhondda Cynon Taf.

**8. UNRHYW FATERION ERAILL**

Trafod unrhyw faterion eraill y mae'r Cadeirydd yn eu gweld yn briodol.

**Cylchrediad - Aelodau o'r Pwyllgor Cyd-gysylltu â'r Gymuned:-**

Arweinydd y Cyngor, Y Cynghorydd Bwrdeistref Sirol A. Morgan, Dirprwy Arweinydd y Cyngor, Y Cynghorydd Bwrdeistref Sirol M. Webber (Cadeirydd) a'r Cynghorydd Bwrdeistref Sirol D. R. Bevan, Aelod o'r Cabinet ar faterion Menter, Datblygu, a Thai.

Cadeiryddion a Chlercod Cyngor Tref Pontypridd a Chynghorau Cymuned Ynys-y-bwl a Choed y Cwm, Y Rhigos, Hirwaun a Phenderyn, Llanilltud Faerdref, Llantrisant, Llanharan, Llanhari, Tonyrefail, Y Gilfach-goch, Pont-y-clun, a Ffynnon Taf a Nantgarw.

**Swyddogion:**

Mr C Hanagan – Cyfarwyddwr Gwasanaeth y Gwasanaethau Democrataidd a Chyfathrebu  
Mr .C.BradshawPrif Weithredwr



## RHONDDA CYNON TAF COUNCIL COMMUNITY LIAISON COMMITTEE

Minutes of the meeting of the Community Liaison Committee meeting held on Tuesday, 7 May 2019 at 10.30 am at the The Chamber, Municipal Buildings, Gelliwasted Road, 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

Mr Anthony Burnell	Ynysybwl & Coed Y Cwm Community Council
Ms Emma Nelmes	Hirwaun & Penderyn Community Council
Councillor C. Parker	Llanharan Community Council
Councillor M Griffiths Ms Carol Willis	Pontyclun Community Council
Ms P. Cook	Tonyrefail Community Council
Mr Alun Fowler	Taffs Well & Nantgarw Community Council
Ms R. S. Smith	Pontypridd Town Council
Ms Janice Stuckey	Llantwit Fadre Community Council

### Officers in attendance

Mr C Hanagan, Service Director of Democratic Services & Communication  
Ms L. Evans- Data Protection & Improvement Officer

### 18 DECLARATION OF INTEREST

In accordance with the Council's Code of Conduct, there were no declarations of interest pertaining to the agenda.

### 19 WELCOME & APOLOGIES

The Chair Welcomed Members of the Community and Town Councils to the Meeting of the Community Liaison Committee.

Apologies for absence were received from County Borough Councillor M. Diamond, Rhigos Community Council, Gilfach Coch Community Council Llanharan Community Council and Llantrisant Community Council. .

### 20 MINUTES

It was **RESOLVED** to approve the minutes of the 4<sup>th</sup> of February 2019 as an accurate reflection of the meeting.

## 21 A SHARED COMMUNITY - MODEL CHARTER REVISIONS

Members received the report of the Service Director, Democratic Services & Communications and were asked to review and agree the 'Shared Community Model- Model Charter', as originally agreed by all Members.

Members were informed that 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.

The Service Director advised Members that a revised Charter was circulated to all Community and Town Councils earlier in the year as a platform for discussion. Since then, further amendments have been made to the Charter to strengthen the document. Members were informed that the Service Director, along with the Chair of the Community Liaison Committee, met with Members from each of the Town and Community Councils to discuss strengthening partnership arrangements and support.

The Chair advised Members that the aim going forward would be to establish a single point of contact for all Town and Community Councils. The Chair emphasised the importance of strengthening partnership arrangements.

Discussions ensued and a Member noted that it was the first time for him to see the Charter and that the previous two meetings had been cancelled. The Service Director informed Members that the previous two meetings had been cancelled due to the availability of officers and Members. The Chair emphasised that there is no hidden agenda and that they would welcome meetings with each Town and Community Council to discuss strengthening the partnership arrangements.

Members noted their agreement with the revisions and welcomed a single point of contact for all Town and Community Councils.

Following discussion, Members **RESOLVED**;

1. To note the revisions to the Model Charter, as attached in Appendix 1;
2. To agree in principle to the revisions to the 'Model Charter';
3. To formally agree and adopt the revised Charter at each of the respective Town and Community Council meetings; and,
4. To receive an update on the adoption of the Charter at the next meeting of the Committee.

## 22 GDPR REQUIREMENTS FOR COMMUNITY COUNCILLORS (CASEWORK)

Members received a presentation from the Data Protection & Improvement Officer in respect of the GDPR requirements for Community Councillors.

Members were informed that the presentation would focus on two requirements in respect of the GDPR;

1. Documentation/maintaining records of processing activity (accountability principle)
2. Providing privacy information to individuals (Right to be informed)

In respect of Documentation/ maintain records, the Data Protection &

Improvement Officer informed Members that the legislation places a legally binding obligation on the Data Controller to ensure;

- Compliance with the principles of the Regulation
- Demonstrate compliance with the Regulation
- Keep records of processing activities
- Annual notification with the ICO

Members were reminded that a 'Data Controller' is a person or organisation that decides what personal data to collect and how to use it. The Data Protection & Improvement Officer listed three examples of a 'Data Controller';

- Processing personal data when undertaking official duties of the Community or Town Council = the Community or Town Council would be the 'Data Controller'
- Processing of personal data when undertaking casework = Community/Town Councillor is the Data Controller
- Processing of personal data for political campaigning = Political party is the Data Controller.

It was emphasised that all Data Controllers need to document their processing activities. In respect of documentation, Members were advised to always document the following;

- *What* personal data you are processing;
- *Why* you are processing the information/ lawful basis;
- *Whose* personal data you are processing; and,
- *Who* the information is shared with and why etc

The Data Protection & Improvement Officer referred Members to the full list of requirements on the ICO website.

Members were advised to document their processing activity in the form of a Register. The Data Protection & Improvement Officer suggested that Members may wish to use a template (titled 'Record of processing activities') that was recently developed for Council Elected Members as a starting point.

In respect of privacy information (the right to be informed), the Data Protection & Improvement Officer reminded Members that the law requires:-

1. The Data Controller to be open, honest and transparent with people about the use of their personal data; and,
2. Individuals should be clear what personal data we are processing about them and why.

The Data Protection & Improvement Officer emphasised that all Data Controllers are responsible for providing privacy information to individuals.

In respect of the privacy notice, Members were advised that the notice itself must contain certain information:-

- Identity and contact details of the Data Controller
- What personal data you are processing
- Why you are processing it
- The source of the information
- Who the information will be shared with

- How long you intend to keep it
- Existence of the individuals right e.g. right to access

The Data Protection & Improvement Officer referred Members to the ICO Guidance for further information in respect of a privacy notice. It was also suggested that Members may wish to use the Elected Member casework privacy notice as a template for the creation on their own notice.

The Data Protection & Improvement Officer closed the presentation by referring Members to the various website links that provide further information in respect of the GDPR requirements.

Discussions ensued and a number of Members thanked the Data Protection & Improvement Officer for providing such an informative presentation. The Data Protection & Improvement Officer confirmed that the presentation would be circulated to Members following the meeting.

A Member raised a query in respect of casework and using email as a method of communication. The Data Protection & Improvement Officer emphasised that it is important to give residents a choice in respect of the method of communication and to make it clear to them the purpose for which their information will be used. Members were told that in respect of the GDPR requirements, it is important that they are always transparent and that they aim to always be open and honest.

The Chair suggested that Members use one person to relay information to a group of people. It was emphasised that this can sometimes be an easier and quicker method of communication.

Members were advised that The Data Protection & Improvement Officer would be happy to arrange a further in depth session in respect of the GDPR requirements. Members were advised to contact the RCT Council Business Unit if they wanted to partake in a further training session.

Following discussion, it was **RESOLVED**;

1. To acknowledge the GDPR requirements for Community Councillors in relation to casework; and,
2. To contact the Council Business Unit in respect of a further training session with The Data Protection & Improvement Officer

## **23 Appointment of a Vice Chair**

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

A Member suggested the appointment of Mr Simon Pritchard, the Leader of Pontypridd Town Council. Members endorsed this proposal.

Following discussion, Members **RESOLVED**:-

1. To agree to the appointment of Mr Simon Pritchard as the new Vice Chair of the Community Liaison Committee for the 2019/20 Municipal Year.

**24 ANY OTHER BUSINESS**

The Chair wished to place on record her personal thanks to Ms. R. Smith in respect of her commitment and hard work to the Committee and to wish her well in her retirement. Members endorsed the Chair's comments.

**This meeting closed at 11.15 am**

**Cllr M Webber  
Chair**

Tudalen wag





**RHONDDA CYNON TAF**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**26<sup>th</sup> SEPTEMBER 2019**

**COMMUNITY LIAISON COMMITTEE**

**UPDATE REPORT**

**REPORT OF THE SERVICE DIRECTOR, DEMOCRATIC SERVICES AND COMMUNICATION.**

## **1. PURPOSE OF REPORT**

The purpose of the report is to provide Members with an update in respect of:

- A Shared Community – Model Charter
- RCTCBC Twinning Committee
- Future Meetings and Training
- Single point of contact

## **2. RECOMMENDATIONS**

2.1 It is recommended that the Community Liaison Committee:

- (i) Notes the updates provided within the report;
- (ii) Formally agrees and adopts the revised Charter at each of the respective Town and Community Council meetings
- (iii) Agree the future calendar dates proposed within the report and advise of any locations that may be utilised for meetings of the Committee.

## **3. BACKGROUND**

3.1 A number of items are under consideration by the Community Liaison Committee and this report looks to provide Members with details of the current status of these items to ensure Members are kept up to date.

3.2 To agree a future calendar of meetings and to seek suggestions for future possible agenda items and venue locations from Committee Members

## **4. A SHARED COMMUNITY – MODEL CHARTER**

4.1 At the meeting of the Community Liaison Committee on the 7<sup>th</sup> May Members agreed in principle to the adoption of the revised Model Charter (as attached at appendix 1).

- 4.2 It was also agreed that formal adoption of the Charter be taken forward at each of the Town / Community Council meetings.
- 4.3 To date, two Councils have formally endorsed and adopted the revised Model Charter.
- 4.4 Going forward it is asked that Members of the Committee advise the Service Director of Democratic Services & Communication whether they have adopted the Charter or the proposed timeline for adoption, or alternatively if there are any concerns in respect of its adoption.

## **5 RCTCBC TWINNING COMMITTEE**

- 5.1 At the Council AGM the Leader of the Council updated his 'Scheme of Delegation', which incorporated the creation of a 'Rhondda Cynon Taf Twinning Association Steering Group'.
- 5.2 As part of its Membership the terms of Reference of the group stated 'To enhance the work of the steering Group representatives from Town & Community Councils of Rhondda Cynon Taf will also be sought.'
- 5.3 Members are advised that Expressions of Interest have been sought from Town and Community Councils and a shortlisting exercise will be undertaken shortly.
- 5.4 As Chair of the Twinning Committee, County Borough Councillor Webber would like to thank all those that have shown an interest in the Committee membership.
- 5.5 Updates in relation to the work of the Committee will be advised upon appropriately.

## **6 FUTURE MEETINGS**

- 6.1 To assist Members with their diaries the following dates have been proposed as future meeting dates of the Calendar. Members are asked that if agreed upon, these dates are added to Members dairies:
- Tues 21<sup>st</sup> January 2020 – 10:30 am ( venue to be confirmed)
  - Thursday 7<sup>th</sup> May 2020 – 10:30am (Venue to be confirmed)
- 6.2 Members are asked to consider and advise upon any agenda items that they wish to see taken forward in the future to assist in the collaborative working of the Committee.
- 6.3 In addition, if Members would like to host any future meeting of the Committee then they are also asked to advise accordingly.

## **7. TRAINING**

- 7.1 At the Committee meeting on the 7<sup>th</sup> May, Members received an update in respect of GDPR and its requirements in respect of Community and Town Councillors. A request was made for the training to be repeated for the benefit of all Community and Town Councillors.
- 7.2 A training session was arranged for the 4<sup>th</sup> September 2019, within the Council Chamber.
- 7.3 8 Members attended the training and positive feedback was received from those in attendance.

## **8. SINGLE POINT OF CONTACT**

- 8.1 The committee will be aware of the commitment given to provide a dedicated single point of contact for community council clerks and members to raised matters with the Council outside of normal communications channels available.
- 8.2 To date this ability has been provided within existing resources, as part of the responsibilities of other Officers within the Democratic Services team, and where the matter is of strategic importance, directly by the Service Director – Democratic Services & Communications.
- 8.3 The Council recognises this role as important in resolving matters which may not have been sufficiently addressed through normal channels or require specific assistance.
- 8.4 The Council will shortly complete a recruitment process for a additional member of staff, within the Democratic Services team, who will hold as one of their key responsibilities the role of single point of contact and liaison with Community Councils in Rhondda Cynon Taf.
- 8.5 Contact details will be circulated to all Members following appointment.

## **9. EQUALITY AND DIVERSITY IMPLICATIONS**

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

## **10. CONSULTATION**

- 10.1 Initial revisions to the Charter were taken forward following meetings and discussions with Town and Community Council representatives, to ensure the charter was fit for purpose.

**11. FINANCIAL IMPLICATION(S)**

11.1 None.

**12. LEGAL IMPLICATIONS**

12.1 None

**13. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.**

13.1 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.

13.2 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.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

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

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**COMMUNITY LIAISON COMMITTEE**

**26<sup>TH</sup> SEPTEMBER 2019**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**BACKGROUND PAPERS –**

**Community Charter Report – 7<sup>th</sup> May 2019.**

Tudalen wag