



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 Chamber,
Municipal Buildings, Gelliwasted Road, Pontypridd on
Date:- Thursday, 26th September, 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 7th May, 2019.

(Pages 3 - 8)

4. UPDATE REPORT

To receive an update report from the Service Director of Democratic Services & Communication.

(Pages 9 - 14)

5. OFFICE 365

To receive details of Office 365 from the Council's ICT department.

6. THE WELL-BEING OF FUTURE GENERATIONS (WALES) ACT

To receive an update in respect of the Act referencing the wellbeing goals and five ways of working.

7. MODERNISATION OF RESIDENTIAL AND DAY CARE SERVICES

To receive an update in respect of the Modernisation of [Residential and Day Care Services](#) within Rhondda Cynon Taf.

8. 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

Mr .C.Bradshaw (Chief Executive),

Mr A Wilkins (Director of Legal Services),



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	Pontyclun Community Council
Ms Carol Willis	
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 Llanharry Community Council and Llantrisant Community Council. .

20 MINUTES

It was **RESOLVED** to approve the minutes of the 4th 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**

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RHONDDA CYNON TAF

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

26th 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 7th 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 21st January 2020 – 10:30 am (venue to be confirmed)
 - Thursday 7th 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 7th 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 4th 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

26TH SEPTEMBER 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

BACKGROUND PAPERS –

Community Charter Report – 7th May 2019.

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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 and Penderyn, 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 and Penderyn, 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 and Penderyn
 - 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;">Rhondda Cynon Taf County Borough Council will</p>	<p style="text-align: center;">Town and Community Councils will</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 the opportunity to provide opportunities more locally for the benefit of its residents.</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.
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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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
<p>Continue with the establishment of the Community Liaison Committee as agreed at its Council Meeting held on the 12th January, 2011.</p> <p>This Committee comprises of the Deputy Leader, the Cabinet Member for Enterprise, Regeneration & 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>

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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
<p>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.</p> <p>Such duties will include (this list is not exhaustive but will include):</p> <ul style="list-style-type: none"> • timely communication streams (email / telephone calls) to each Community and Town Council on a regular basis to keep abreast of any important issues / developments being taken forward • Circulating of important strategies / policies / consultations being taken forward by the Council which may impact or be of interest to a Community of Town Council • Taking forward any issues with the appropriate Council officers on behalf of a Community and Town Council 	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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils
<p>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.</p>	<p>utilise the agreed contact points and respond in the most appropriate and timely method.</p>
<p>communicate by providing sufficient numbers of documents for members of Town and Community Councils as appropriate.</p> <p>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.</p>	<p>ensure that all town and community councillors have access to the appropriate documents.</p> <p>Will utilise the Council's website or email communication in the first instance to relevant officers for access to relevant and necessary information.</p>
<p>provide information on the Council's website in relation to the town and community councils</p> <p>Contact details, directing the public where available to the respective Councils websites</p>	<p>provide updated contact information to the Council for publication on the Council website, including individual website links if available.</p>
<p>provide information bilingually in accordance with the Welsh Language Standards.</p>	<p>provide information bilingually as in accordance with the Welsh Language Standards when acting on behalf of RCT Council and treat the Welsh language reasonably and proportionally in its</p>

	dealings with the public to assist RCT Council in achieving a ‘vibrant culture and thriving Welsh language’
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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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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	identify opportunities to work with the unitary council to communicate and

communicate and consult with local people and communities	consult with local people and communities.
be provided with information as and when possible in relation to the 'RCT Together' programme and any potential asset transfer within the ward area	receive information when appropriate in respect of the 'RCT Together' programme.

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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
provide opportunities for Town and Community Councils to partake in its training and development programme – such as training in relation to GDPR, Future Generations, Planning and code of conduct or any other training being taken forward by the Council which would be appropriate to Community & Town Councils.	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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.
Through its Standards Committee recommend any updates to the Community and Town Council's in respect of the Local Resolution Procedure For Community And Town Councils - One Voice Wales.	Take forward the recommendation of the Councils Standards Committee in respect of the adoption of the Local Resolution Procedure For Community And Town Councils - One Voice Wales.
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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 scale, 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 certain community councils to take all reasonable steps towards meeting the objectives set out in the local Well-being Plan (*Community Councils that are bound by the duties are those where either gross expenditure or gross income was at least £200,000 for each of the preceding three years.*)

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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
<p>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.</p>	<p>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.</p>

LOCAL ELECTIONS

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

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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.

Rhondda Cynon Taf County Borough Council will	Town and Community Councils will
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

Deputy Leader of the Council

Dated

Director – Democratic Services & Communications

Dated

Pontypridd Town Council

Chair

Dated

Clerk

Dated

Ynysybwl & Coed y Cwm Community Council

Chair

Dated

Clerk

Dated

Rhigos Community Council

Chair Dated

Clerk Dated

Hirwaun and Penderyn Community Council

Chair Dated

Clerk Dated

Llantwit Fardre Community Council

Chair Dated

Clerk Dated

Llantrisant Community Council

Chair Dated

Clerk Dated

Llanharan Community Council

Chair Dated

Clerk

Dated

Llanharry Community Council

Chair

Dated

Clerk

Dated

Tonyrefail Community Council

Chair Dated

Clerk Dated

Gilfach Goch Community Council

Chair Dated

Clerk

Dated

Pontyclun Community Council

Chair

Dated

Clerk

Dated

Taff's Well & Nantgarw Community Council

Chair Dated

Clerk Dated