



## **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: Sarah Daniel, Democratic Services (01443 424081)

A meeting of the **COMMUNITY LIAISON COMMITTEE** will be held at Ponty Lido,  
Ynysangharad War Memorial Park, Pontypridd, CF37 4PEon  
**Date:- Tuesday, 21st January, 2020**  
**Time:- 10.30 am**

### **ITEMS FOR DISCUSSION**

#### **1. WELCOME AND APOLOGIES**

#### **2. DECLARATIONS OF INTEREST**

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

Note: 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 where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they must notify the Chairman when they leave.

#### **3. MINUTES**

To receive as an accurate record the minutes of the meeting on the 26 September 2019.

**(Pages 3 - 8)**

#### **4. IRP DRAFT REPORT**

To receive representatives from IRP to discuss any future implications

of the IRP draft report to members

**5. UPDATE REPORT**

To receive an update from the Service Director of Democratic Services and Communications

**(Pages 9 - 14)**

**6. UPDATES**

To receive presentations on the following matters:

- Climate Change
- Budget Consultation
- Corporate Plan

**7. INVOLVEMENT STRATEGY**

To receive information on the progress of the Development Strategy by the Council

**(Pages 15 - 24)**

**8. YOUTH ENGAGEMENT AND PARTICIPATION SERVICES 'YOUR VOICE' SURVEY**

To consider the results of the survey by the Youth Engagement Participation Service

**9. COMMUNITY INFRASTRUCTURE LEVY (CIL) 123 LIST**

To receive an overview of CIL and the benefits and importance of a 123 list.

**(Pages 25 - 30)**

**10. 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, Llanharri, 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),

**RHONDDA CYNON TAF COUNCIL COMMUNITY LIAISON COMMITTEE**

Minutes of the meeting of the Community Liaison Committee held on Thursday, 26 September 2019 at 10.30 am at the The Council 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

Cllr R. Jones	Hirwaun & Penderyn Community Council
Cllr S Powell	Llantrisant Community Council
Mr T Graham	Pontypridd Town Council
Cllr C Willis	Pontyclun Community Council
Ms P. Williams	Tonyrefail Community Council
Cllr Jennifer Hartwell	Hirwaun & Penderyn Community Council

**Officers in attendance**

Mr C Hanagan, Service Director of Democratic Services & Communication  
Lawson, Performance Manager

Mr G Isingrini, Group Director Community & Children's Services  
Bow, Head of Service - Accommodation

Ms K Woods, ICT Services  
Mr N. Worgan, ICT Services

**Others in attendance**

**25 DECLARATION OF INTEREST**

In accordance with the Council's Code of Conduct, there were declarations of interest pertaining to the agenda

**26 WELCOME & APOLOGIES**

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

**27 MINUTES**

It was **RESOLVED** to approve the minutes of 7<sup>th</sup> May 2019 as an accurate reflection of the meeting.

**28 Update Report**

The Service Director, Democratic Services and Communications presented Members with an update report in respect of:

- A Shared Community – Model Charter

- RCTCBC Twinning Committee
- Future Meeting and Training
- Single point of contact

Members were reminded that at the Meeting of the Community Liaison Committee on the 7<sup>th</sup> May 2019 Members agreed in principle to the adoption of the revised Model Charter. It was agreed that formal adoption of the Charter be taken forward at each of the Town /Community Council meetings.

It was explained in the report that to date three Town/ Community Councils have formally endorsed and adopted the revised Model Charter. The Service Director Democratic Services & Communications informed Members there had been a third.

Members of the Committee were asked that going forward please could they advise the Service Director 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.

Officers continued to update Members on RCTCBC Twinning Committee, it was explained that at the AGM, the Leader of the Council updated his 'Scheme of Delegation', which incorporated the creation of a 'Rhondda Cynon Taf Twinning Association Steering Group'.

Members were informed as part of its Membership the terms of Reference of the Group stated 'To enhance the work of the steering group representatives from Town and Community Councils of Rhondda Cynon Taf will be sought.'

The officer explained that expressions of interest have been sought and a shortlisting exercises will be undertaken shortly. The Chair thanked all those that have taken an interest in the Committee membership.

The Service Director Democratic Services & Communication asked Members for their views in relation to future meetings and training. Members were advised of possible future meeting dates and were 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.

The Chair explained that as the committee would be aware of the commitment given to provide a dedicated single point of contact for the community clerks. It was explained that the Council will shortly complete a recruitment process for an 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.

After further discussion Members **RESOLVED:**

1. To note the update provided within he report
2. Formally agree and adopt the revised Charter at each of the respective Town and Community Council meetings.
3. Agree the future calendrer dates proposed within the report and advise of any locations that may be utilised for meetings of the Committee.

## 29 Office 365

The Digital Improvement Officer and the Digital Advisor presented Members with an overview of Office 365 along with the resources of Office 365.

It as explained that Office 365 is more than just Word and Excel, the tools included in Office 365 covers areas such as:

- Video Conferencing
- Instant Messaging & Availability
- Desktop Sharing & Collaboration
- Work, Task & Resource Planning
- Creating Digital Forms
- Notes on the go!
- Cloud based Mail.

Officer highlighted the key benefits of 365 and explained how this may benefit Members going forward. The Officers explained the is a service which can help you get started this is known as Digital Friday which is available across various libraries from 10:00am to 12:00pm on a Friday. There are also other courses which also could be considered.

Members that the Officers for a very comprehensive presentation and it was agreed that Members of the Community Liaison Committee would receive a copy of the presentation via E- Mail for consideration.

## 30 The Well-being of Future Generations (Wales) Act

Members of the Community Liaison Committee received a presentation in respect of the Future Generations (Wales) Act 2015 from the Performance Manager RCTCBC.

The Officer explained that the Act is about improving the social, economic, environmental and cultural well-being of Wales. It applies to 44 public bodies in Wales and directly affects 4 Community Councils in RCT. The Act is described by the Future Generations Commissioner as the Common Sense Act.

The Performance Manager gave an overview of what the Act is seeking to tackle and explained that all of the 44 public bodies must maximise their contributions to 7 national Well- being goals which are as follows:

1. A prosperous Wales;
2. A resilient Wales;
3. A healthier Wales;
4. A more equal Wales;
5. A Wales of cohesive communities
6. A Wales of vibrant and thriving Welsh Language
7. A globally responsible Wales

It was also brought the Members attention that all public bodies must also act sustainably, applying five Ways of Working:

- **Involving**- people with an interest in achieving its Well-being and ensuring that those people reflect the diversity of the area which the body serves.
- **Collaborating** – with others in order to meet Well-being objectives
- **Long term thinking** – balancing short term needs with the need to safeguard the ability to also meet long term needs.
- **Integrating** – a public body’s Well- being objectives with others
- **Preventing** – problems from occurring or getting worse.

Members were also presented with an overview of the Public Services Board and its function under the Act. It was explained that the Public Service Board must:

- Carry out an Assessment of local wellbeing
- Put in place a Well-being Plan setting out Well- being Objectives
- Produce annual report of progress.

It was explained that all Community and Town Councils in a Public Service Board’s area will be consulted on both the assessment of local well-being and local well - being plan. Some will be required to “take all reasonable steps towards meeting the local objectives included in the local well-being plan that has effect in their areas” (£200k).

In Rhondda Cynon Taf the following Town and Community Councils have a duty under the Act. Llantrisant, Llantwit Fardre, Tonyrefail Community Council and Pontypridd Town Council. They must publish an annual report outlining how they have contributed to local Well- being Objectives, other Town and Community Councils may wish to do so voluntarily and both can only carry actions if it is within their power to take.

The Chair thanked the Officer for her presentation and opened up the meeting for Members questions and observations.

A Member questioned why there was not a Member from the Community/ Town Council on the Public Service Board. It was explained that each PSB have their own way of working there is no other regulations under the Act CWM Taf Public Service Board does the work. One Vice Wales are engaged at different levels.

Members felt that it is essential that there is a community based layer going forward.

Members felt that it would be helpful that they have a copy of the presentation and it was agreed that the Democratic Service Officer would forward a copy to all Members.

After further consideration Members **RESOLVED** to acknowledge the content of the presentation and receive further information at future meetings.

## 31 **Modernisation of Residential and Day Care Services**

The Group Director of Community and Children’s Services along with the Head

of Service Accommodation presented the Committee with an overview in respect of the modernisation of the residential care and day care for older people in Rhondda Cynon Taf.

The Group Director explained the reasoning behind the need to modernise and continually improve Adult Social Care Services. It was explained that the population within Rhondda Cynon Taf is increasing and living longer, with more people expecting to be affected by dementia and limiting long- term illness. As a result, the Council must continue to deliver care services as effectively as possible to maximise the benefits and manage the cost pressures.

It was explained that as a service we believe people wishing to live longer in their own homes wherever possible and the investment in the Extra Care development programme and further modernisation of support at home and other adult support services.

The Committee were informed that the demand for residential care placements has fallen and the main contributing factor for this is that people are choosing to live longer in their own homes for as long as possible.

Members were also informed of the consultation that took place and how the Local Authority is plans to move forward.

In respect of the Day Care provision Members raised concerns over day care provision and the low numbers across the borough. Officers explained that new Community Hubs will provide a service.

In relation to timescales for the opening of the new extra care facilities Members were informed of the progress to date.

Members thanked officers for the update and **RESOLVED** to receive further information at a later date.

**This meeting closed at 11.25 am**

**Cllr M Webber  
Chairman.**

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**RHONDDA CYNON TAF**

## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**21<sup>st</sup> JANUARY 2020**

### **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:

- Welsh Language Standards- requirements for Community/ Town Councils
- Consultations including Corporate Plan, Budget, Residential Care Services Consultation
- Single Point of Contact
- Forward Work Programme and Training requirements

#### **2. RECOMMENDATIONS**

2.1 It is recommended that the Community Liaison Committee:

- (i) Notes the updates provided within the report;
- (ii) Agree the future calendar dates proposed within the report and advise of any locations that may be utilised for meetings of the Committee
- (iii) Suggest suitable items for discussion for future meetings.

#### **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 The report also proposes a future calendar of meetings and to seek suggestions for future possible agenda items and venue locations from Committee Members

#### **4. WELSH LANGUAGE STANDARDS**

- 4.1 Following requests from Town and Community Council Members, information is provided within this report on the Welsh language Standards and how these may affect their organisations.
- 4.2 County Councils are subject to the Welsh Language Standards. Town and Community Councils are not subject to these standards *unless* they are acting on behalf of the County Council.
- 4.3 Some public sector organisations, including Town and Community Councils, implement Welsh Language schemes. The Welsh Language Commissioner has a list of the organisations that have developed Welsh Language Schemes and examples of these schemes on the Commissioner's website.
- <http://www.comisiynyddygydraeg.cymru/English/Organisations/Pages/Welsh%20Language%20Schemes.aspx>
- 4.4 Welsh language schemes existed before the Welsh language standards, and are the result of the Welsh Language Act 1993 that places a duty on the public sector to treat both languages equally when providing services to the public.
- 4.5 The Welsh Language Commissioner's website provides advice on the process for developing a Welsh Language Scheme and indicates that an organisation needs to follow the Commissioner's statutory guidance when preparing a Welsh Language Scheme. This is available on the website but I have attached a copy for information.
- 4.6 The [Welsh Government's Good Councillor Guide for Local and Town Councillors](#) has the following in relation to the Welsh Language:

*"The Welsh Language (Wales) Measure 2011 enshrines in law the official status of the Welsh language in Wales. It sets out the general principles that the Welsh language should not be treated any less favourably than the English language and that people in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so. It is just one of a number of ways in which the Welsh Government is committed to achieving a million Welsh speakers by 2050.*

*The 2011 Measure creates the role of the Welsh Language Commissioner whose aim is to promote and facilitate use of the Welsh language. The Measure and related regulations set standards for when and how public bodies must use Welsh, for example when dealing with the public, providing services, making policy decisions, recruiting staff, dealing with employees and keeping records. The Commissioner's role is to impose and enforce the regulations although there is a right of appeal. The Welsh Government has yet to make regulations for community councils and Welsh language schemes remain in force until the regulations are made.*

*Your council is expected to treat the Welsh language reasonably and proportionally in its dealings with the public. This can affect meetings, correspondence, telephone calls, local signs, published documents, grant-making policies, tenders, contracts, notices and websites. You may find it helpful to find out what standards your county or county borough council has. If your council has a part to play in meeting the objectives in the local well-being plan, then it may consider how to help achieve 'vibrant culture and thriving Welsh language'.*

## 5. **ENVIRONMENT WALES ACT**

- 5.1 Following requests from Members of the Community Liaison Committee for an update on the Environment (Wales) Act 2016 which contains a new Biodiversity Duty a separate session will be arranged for members to provide support to clerk and members on implementing the duty.

## 6. **CONSULTATIONS**

- 6.1 [Budget Consultation](#)
- 6.2 [Corporate Plan](#)
- 6.3 [Residential Services Care Consultation](#)

## 7. **FUTURE MEETINGS**

- 7.1 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:

- March 2020 (TBC)
- Thursday 7<sup>th</sup> May 2020 – 10:30am (Venue to be confirmed)

- 7.2.1 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. The items on the Forward Work Programme for consideration at future meetings are as follows:

- Cwm Taf Public Service Board Wellbeing Objectives
- Members Portal
- Public Rights of Way
- Consultations
- Environment Wales Act
- Local Government and Elections Bill

- 7.2.2 In addition, if Members would like to host any future meeting of the Committee then they are also asked to advise accordingly.

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 The Council recognises this role as important in resolving matters which may not have been sufficiently addressed through normal channels or require specific assistance.
- 8.3 The Council has now appointed an 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.
- 8.4 Contact details have been circulated to all Members and the officer has attended a meeting of the RCT Town and Community Council Clerks on the 8 January 2020 and will be attending one to one meetings with all clerks shortly.

9. **EQUALITY AND DIVERSITY IMPLICATIONS**

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

10. **CONSULTATION**

As part of each item various consultation meetings have taken place with Members / Officers and are advised upon within the report.

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.

**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**

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## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2019 /20**

### **COMMUNITY LIAISON COMMITTEE**

#### **INVOLVEMENT & ENGAGEMENT FRAMEWORK**

**21<sup>th</sup> JANUARY 2020**

#### **REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATIONS**

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

- 1.1 The purpose of the report is to provide the Community Liaison Committee with the information on a proposed new Involvement and Engagement Framework (2020-2024).

#### **2. RECOMMENDATIONS**

It is recommended that:-

- 2.1 Members note and provide comment on the Strategy. Noting that one of the principles of the framework references that the Scrutiny function will be used to validate involvement.
- 2.2 Community Liaison Committee to receive regular progress updates on the implementation of the Strategy.

#### **3. BACKGROUND INFORMATION**

- 3.1 The Council has a good track record of consulting with residents on all key service changes. We have strengthened our arrangements for involving and consulting with people and communities in the past few years, with a focus on face to face conversations. We use a variety of engagement methods, involving as wide and diverse a range of stakeholders as possible.
- 3.2 There is still work to be done to ensure that all members of the community can have their say and become involved in the Councils' decision making. The Involvement & Engagement Framework aims to provide overarching guidance to

Council services on how to inform, engage, consult and involve people who live and work in Rhondda Cynon Taf in the decisions that impact upon them.

#### **4. INVOLVEMENT & ENGAGEMENT FRAMEWORK**

4.1 The Framework is based around the following key principles.

##### **Strengthen the culture of involvement by**

- enabling and embedding involvement across the Council and its services
- ensuring that when we make decisions we take account of people's views
- working towards the FG Commissioners Journey to involvement
- including involvement in all Council Delivery Plans and Council reports
- using the Scrutiny function to validate involvement

##### **Make sure our Involvement is focused and has a purpose by**

- providing enough time, space and resources for meaningful involvement
- involving people at the earliest opportunity
- using more innovative methods as well as those that are tried and tested
- working more closely with residents, including those that are seldom heard

##### **Make it easy for everyone to be involved by**

- putting in place an inclusive approach, considering the involvement of all groups which includes the protected characteristics groups
- providing more opportunities and using a variety of accessible formats
- talking to people in their communities
- keeping it Simple by using plain English and Welsh language
- making text jargon free and easy to read, using graphics and animations
- having information/people available to help people to better understand

##### **Streamline our involvement requests by**

- using existing groups and stakeholders
- working across services to maximise the opportunities for involvement and make best use of resources
- co ordinating how and when we involve people so that residents are not overwhelmed with information or frustrated by multiple requests
- working with the Cwm Taf PSB and other partners to improve joint planning and working

##### **Train and enable staff so that they have the skills they need by**

- signposting them to the relevant training where necessary
- investing in training for involvement and engagement skills to ensure effective involvement techniques are used
- promoting involvement guidance to staff



**Provide feedback to people about how their views have been used by**

- providing updates on our website
- making sure this views are reflected in Council reports
- providing feedback in different ways so that it meets the needs of different audiences
- showing how views have been used through a “You said, we did” approach

**Evaluate what have done so that we can improve in future by**

- checking the effectiveness of the activity
- sharing findings, processes and learning amongst services and partners
- sharing with national organisations to influence national policy and decision making

4.2 The framework will be evaluated by considering the quantity and quality of the feedback received from our engagement activities.

**5. CONCLUSION**

5.1 This report and the Appendix outline a new Involvement & Engagement Framework for Rhondda Cynon Taf. The Framework will allow services to improve how they involve stakeholders and ensure that they are following best practice and following a standard corporate approach to involvement.

**6. EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 One of the key principles of the strategy is to make it easy for everyone to be involved by putting in place an inclusive approach, considering the involvement of all groups which includes the protected characteristic groups. All of our engagement work considers equality and diversity implications in the planning process.

**7. FINANCIAL AND RESOURCE IMPLICATIONS**

7.1 There are no financial implications directly aligned to this report.

**8. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELLBEING OF FUTURE GENERATIONS ACT**

8.1 The Well-being of Future Generations Act asks public bodies to work better with people, communities and each other to meet the Sustainable Development principle. The Council’s approach to the implementation of the Act agreed by Cabinet is to make sure that its requirements are embedded into the everyday business, this includes this Framework.

**To deliver the Sustainable Development principle, the Act sets out five ways of working;**

1. **Involvement** of those with an interest in our plans and seek their views
2. Balancing short term need with **long term** and planning for the future
3. **Collaborating** with others to deliver objectives
4. considering the impact on all well-being goals together and on other bodies by **integrating** our plans and policies etc.,
5. putting resources into **prevention** so that problems don't occur or get worse

By implementing this Framework, we will help services to embed 'Involvement' into their plans and arrangements and so enable to the Council to meet its statutory requirements under the Act.

# Rhondda Cynon Taf CBC

## Involvement & Engagement Framework

### 2020-2024

## Introduction

The Council has a good track record of engaging with residents from all backgrounds in many different ways and we take account of what they tell us in our arrangements and future plans. We also know that there is always room to do better. We will continue to look at how we engage with residents, communities and stakeholders and where we can improve so that more people can get involved in the decisions that affect them and their families.

This Framework provides an overview of the ways that the Council will inform, engage and consult with and involve people who live and work in Rhondda Cynon Taf in the decisions that affect them. The Framework builds on our progress to date and outlines how we will improve our involvement with our residents and key stakeholders over the next three years.

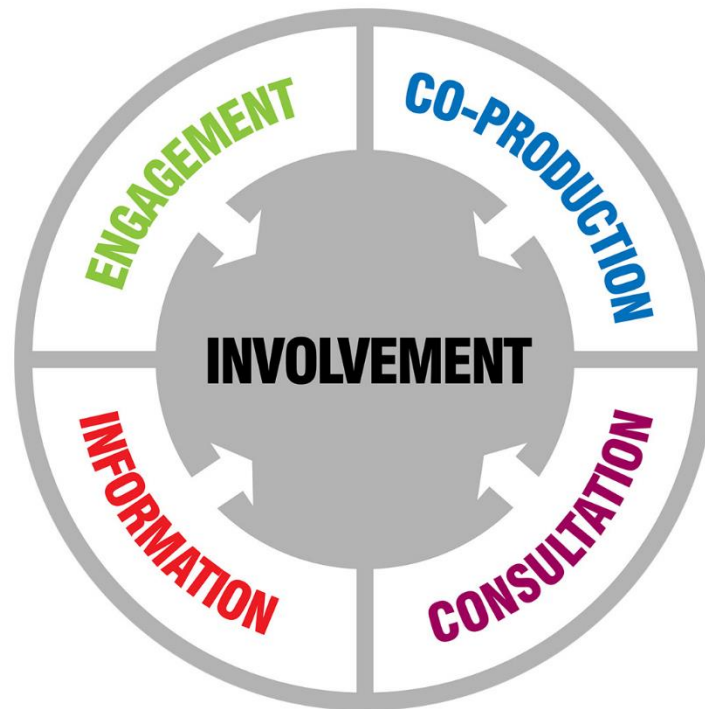
The Framework provides overarching guidance to Council services and partner organisations on how to involve stakeholders in decision making and ensure that the voices of people and communities are heard. There are a number of links and documents throughout the Framework that provide more detailed guidance.

## What is Involvement? – Why is it important?

Involvement can mean different things to different people and can cover a range of approaches. This Framework focuses on four levels of Involvement: *Providing Information, Consulting, Engaging* and *Co-producing*. All of these levels can be achieved through a range of delivery methods

1. Providing Information - giving people information in order to raise awareness. This is the easiest and most straight forward level of involvement.
2. Consulting - providing the opportunity for people to feedback their views and opinions on specific questions, policies or service changes.
3. Engaging – seen as a more participative process through which people can influence and shape policies and service changes earlier.
4. Co-producing – is about developing plans in an equal partnership of residents and professionals to design, plan and deliver support together, recognising that everyone has a contribution to make.

The Council recognises the importance of developing more co-productive approaches to involvement, where individuals and communities are offered opportunities to contribute and shape decision making at all stages of any project.



## The Drivers of Involvement .....

The Council is committed to working with its residents and communities but it is the right thing to do. We have also committed to implementing relevant standards and principles that inform our approach. The standards include

- Participation Cymru's [National Principles for Public Engagement in Wales](#)
- [Children and Young People's National Participation Standards](#) (2016); and the [United Nations Convention on the Rights of the Child](#)
- The Older People's Commissioner - [Effective Engagement with Local Authorities: Toolkit for Older People](#)
- The [Equalities Act \(2010\) - Engagement and Equality Duty](#): A guide for public authorities
- [Welsh Language Standards](#) in particular standards 44, 91, 92 and 93
- [The Well-being of Future Generations \(Wales\) Act 2015](#)

The Well-being of Future Generations Act asks public bodies to work better with people, communities and each other to meet the Sustainable Development principle, i.e. the process of improving the social, environmental, economic and cultural well-being of residents. [The Council's approach to the implementation of the Act agreed by Cabinet](#) is to make sure that its requirements are embedded into the everyday business, this includes this Framework.

**To deliver the Sustainable Development principle, the Act sets out five ways of working,**

1. **Involvement** of those with an interest in our plans and seek their views
2. Balancing short term need with **long term** and planning for the future
3. **Collaborating** with others to deliver objectives
4. considering the impact on all well-being goals together and on other bodies by **integrating** our plans and policies etc.,
5. putting resources into **prevention** so that problems don't occur or get worse

By implementing this Framework, we will help services to embed 'Involvement' into their plans and arrangements and so enable to the Council to meet its statutory requirements under the Act

"Involvement requires organisations to be open to influence from citizens and stakeholders, moving to a culture of 'working with' rather than 'doing to'. In contrast to consultation, involvement approaches work with people at earlier stages, such as helping to identify issues and potential solutions, and being supported to remain involved right throughout design, implementation and evaluation processes". [A Journey to Involvement 2019](#)

## What we will do....

### **Strengthen the culture of involvement by**

- enabling and embedding involvement across the Council and its services
- ensuring that when we make decisions we take account of people's views
- working towards the FG Commissioners Journey to involvement
- including involvement in all Council Delivery Plans and Council reports
- using the Scrutiny function to validate involvement

### **Make sure our Involvement is focused and has a purpose by**

- providing enough time, space and resources for meaningful involvement
- involving people at the earliest opportunity
- using more innovative methods as well as those that are tried and tested
- working more closely with residents, including those that are seldom heard

### **Make it easy for everyone to be involved by**

- putting in place an inclusive approach, considering the involvement of all groups which includes the protected characteristics groups
- providing more opportunities and using a variety of accessible formats
- talking to people in their communities
- keeping it Simple by using plain English and Welsh language
- making text jargon free and easy to read, using graphics and animations
- having information/people available to help people to better understand

### **Streamline our involvement requests by**

- using existing groups and stakeholders
- working across services to maximise the opportunities for involvement and make best use of resources

- co ordinating how and when we involve people so that residents are not overwhelmed with information or frustrated by multiple requests
- working with the Cwm Taf PSB and other partners to improve joint planning and working

#### **Train and enable staff so that they have the skills they need by**

- signposting them to the relevant training where necessary
- investing in training for involvement and engagement skills to ensure effective involvement techniques are used
- promoting involvement guidance to staff

#### **Provide feedback to people about how their views have been used by**

- providing updates on our website
- making sure this views are reflected in Council reports
- providing feedback in different ways so that it meets the needs of different audiences
- showing how views have been used through a “You said, we did” approach

#### **Evaluate what have done so that we can improve in future by**

- checking the effectiveness of the activity
- sharing findings, processes and learning amongst services and partners
- sharing with national organisations to influence national policy and decision making

## **Who to involve?**

The people and groups that services are likely to involve include;

- *Generally all residents through face to face, web and social media*
- *Young people e.g. through [The Rhondda Cynon Taf Youth Forum](#) and through schools*
- *Older People e.g. through the [‘Fiftyplus’ Older People’s Forum](#)*
- *The RCT Disability Forum*
- *[The Council’s Citizens’ Panel](#)*
- *[Local Partnerships and Communities Together ‘PACT’ meetings Health Forums](#)*
- *Service User Groups e.g. Transport, [Carers](#)*
- *[Community/Voluntary groups](#)*
- *Welsh language Groups*
- *Other Stakeholders dependent on the topic of involvement*
- *Community and Town Councils*
- *Councillors, MP’s, AM’s*
- *Businesses*

## Measuring Success

The success of this Framework will be reflected in the quantity and quality of feedback from our residents, communities and stakeholders. Many of the Council's measures of success derive from the information from our residents in either quantitative or qualitative measures. Engagement activity should be continually reviewed to include.

- **Suitability of Engagement** e.g. Was the method appropriate? Was the timing right? Did we engage with the right people?
- **What did we learn from the Engagement?** e.g. What did the residents tell us? How has this been fed back to the relevant services? How has the feed-back been used to inform/shape services or policy decisions?
- **Have the contributors been told how their views have been used?** e.g. as part of ongoing dialogue, as part of specific consultation arrangements, regular updates.

[Guidance](#) has been produced by Participation Cymru

### The measures that will help us to see the success of this Framework include

- % of people who feel they can influence Council decisions (National Survey for Wales)
- The number of people that respond to surveys or get involved in other engagement opportunities.

For further information please contact the Consultation Team

[consultation@rctcbc.gov.uk](mailto:consultation@rctcbc.gov.uk)

@cwmtafconsult

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## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2019-2020

### COMMUNITY COUNCIL LIAISON COMMITTEE

21<sup>st</sup> JANUARY 2020

#### COMMUNITY INFRASTRUCTURE LEVY ('CIL') – CIL 123 LIST

##### REPORT OF THE HEAD OF PLANNING

### **1.0 PURPOSE OF THE REPORT**

- 1.1 The report provides an update for 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

### **2.0 RECOMMENDATION**

- 2.1 That Community/Town Councils consider the advice in the report and in particular the preparation of an 'Infrastructure (Regulation 123)' type List.

### **3.0 BACKGROUND**

- 3.1 The 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.
- 3.2 CIL receipts are passed twice a year by 28 April (for CIL receipts received between 1 October and 31 March) and by 28 October (for CIL receipts received between 1 April and 30 September).

### **4.0 CIL RECEIPTS PASSED TO COMMUNITY/TOWN COUNCILS**

- 4.1 Total receipts passed to Community/Town Councils (October 2019) are £202,355.24
- Hirwaun £9,190.30
  - Llanharan £75,969.29
  - Llanharry £786.67
  - Llantrisant £3,623.15
  - Llantwit Fardre £29,403.53
  - Pontypridd £49,171.08
  - Tonyrefail £18,781.87

- Taffs Well and Nantgarw £13,210.99
- Other (areas with no Community Council) £2,218.36

4.2 Community Councils where no CIL income has been received to date are Pontyclun, Ynysybwl and Coed-Y-Cwm, Rhigos and Gilfach Goch.

## **5.0 HOW CAN THE FUNDS RECEIVED BY COMMUNITY/TOWN COUNCILS BE SPENT?**

5.1 The 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.*

5.2 This is a wider definition of what the County Borough Council can use CIL funds for (which is restricted to infrastructure to support the development of the area). These wider spending powers allow the local community to decide what they need to help mitigate the impacts of development.

5.3 Community/Town Councils should carefully consider whether the expenditure of CIL receipts address the extra demand on infrastructure that are caused by development within their area and be clear on the links between infrastructure and growth. CIL should not be used as a replacement for everyday Community/Town Council expenditure and misspent CIL can be claimed back by the County Borough Council.

## **6.0 COMMUNITY AND TOWN COUNCIL VERSION OF A REGULATION 123 (INFRASTRUCTURE) LIST**

6.1 RCT Council identifies the infrastructure on which it intends to spend its CIL receipts through what is known as a Regulation 123 List (Appendix 1). This list is published on the Council's web-site and is reviewed annually. Any change/s to the list has to be agreed by Cabinet and is subject to a consultation process.

6.2 The production of a Community/Town Council's own version of an Infrastructure (Regulation 123) List can be a useful starting point for the prioritisation of infrastructure projects and the demands that development places on its area.

6.3 Community and Town Council Infrastructure Lists although not mandatory provide an open and transparent way of setting out the projects that the Community/Town Council propose to spend their CIL receipts on. The list can be amended/added to at any time in line with the Community/Town Council's

own procedures for updating/amending the list, such as, consultation with existing groups and local residents within the area.

6.4 Examples of Infrastructure that can be provided or maintained by Community/Town Council's may include (not exhaustive):

- Acquire and maintain open spaces
- Acquire, provide and furnish a community building/public building/village hall
- Acquire land for play areas, recreation grounds, public walks, including their maintenance
- Repair and maintain public footpaths and bridleways
- Lighting for roads and public places
- Provide parking places
- Traffic Calming measures
- Provision of allotments
- Provide public toilets (does not include employee wages)
- Maintain, repair and protect War Memorials
- Provision of bus shelters
- Provision of litter bins
- Provide public clock

Liaison with the relevant section of the Council eg. a proposal to provide traffic calming measures will need to be discussed/agreed with the Council's Transportation Section and check whether the proposal requires planning permission.

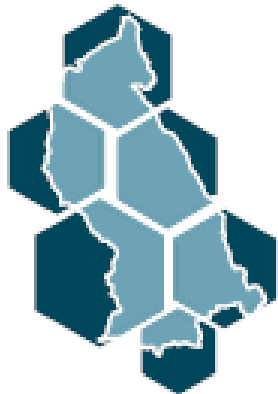
6.5 CIL monies can be used to provide match funding with other income streams to make the most efficient use of funding to benefit the community.

6.6 The Community/Town Council should also work closely with their neighbouring Community/Town Councils, and RCT Council to agree on infrastructure spending priorities. If the Community/Town Council shares RCT Council's priorities, they may agree that the Council should retain the CIL to spend on specific infrastructure (which may not be in the Community/Town Council administrative area) but will support the development of the area.

6.7 Decisions on how the funds are spent are at the discretion of the Community/Town Council provided it is in accordance with the CIL Regulations.

## **7.0 CONCLUSION**

7.1 It is recommended that Community and Town Councils, in the interest of transparency and fairness prepare their own Infrastructure List to help mitigate the impacts of development in their area.



rhondda cynon taf  
**community infrastructure levy**  


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*ardoll seilwaith cymunedol*

**Regulation 123 List of Infrastructure**  
**List Updated 17<sup>th</sup> October 2019**

In accordance with the requirement of Community Infrastructure Levy Regulations 2010 (as amended) the following table comprises the Rhondda Cynon Taf County Borough Council Infrastructure List. The list includes the infrastructure the Council considers it is likely to apply Community Infrastructure Levy (CIL) revenue to:

**Education Projects:**

- New/additional education provision to serve the land at Mwyndy / Talbot Green;
- New/additional education provision to serve Trane Farm, Tonyrefail;
- New/additional education provision to serve Station Road, Church Village
- New/additional education provision to serve Taffs Well
- New/additional education provision at the former open cast site north of A473, Llanilid
- New/additional education provision at Ystrad Barwig Farm, Llantwit Fardre

**Transportation Projects:**

- Provision of the A473/A4119 Talbot Green to Ynysmaerdy Relief Road;
- A4119/A4093 roundabout, Tonyrefail – partial signalisation, widening of northbound approach, entry and circulatory widths and widening of the A4093 entry;
- A4059 southbound approach to Asda roundabout capacity enhancement
- Llanharan By-pass
- Cynon Gateway (A465)
- Mountain Ash Cross Valley Link
- South Coed Ely Link Dualling - upgrade the A4119 between Talbot Green and Coedely to dual carriageway standard
- A4119 Castell Mynach signalised junction
- Llanharan Community Route – Construction of new active travel routes
- Trefforest Industrial Estate – Construction of new active travel routes

**Please note:**

*The Regulation 123 list is not prioritised and projects can be added to the list or removed at the discretion of the Council, subject to appropriate consultation.*

*The inclusion of a project or type of infrastructure on the list does not signify a commitment from the Council to fund (either in whole or part) the listed project or type of infrastructure. The order of the list does not imply any preference or priority*

*Infrastructure not contained within the Regulation 123 List may be required by developer contributions or in-kind via a section 106 agreement. Such contributions will accord with Regulation 122 and 123 of the Community Infrastructure Levy Regulations 2010*

