



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 (07385 085 169)

A meeting of the **COMMUNITY LIAISON COMMITTEE** will be held virtually on
Date:- Friday, 16th July, 2021
Time:- 10.00 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 23.04.2021

(Pages 3 - 8)

4. THE QUEEN'S GREEN CANOPY PROJECT 2021-22

(Pages 9 - 20)

5. DRAFT WORK PROGRAMME

(Pages 21 - 24)

6. UPDATE REPORT - SERVICE DIRECTOR OF DEMOCRATIC SERVICES AND COMMUNICATIONS

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

7. LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 - VIRTUAL/ HYBRID MEETINGS UPDATE

(Pages 25 - 28)

8. URGENT ITEMS

To consider any urgent items as the Chairman feels appropriate.

Circulation - Members of the Community Liaison Committee:-

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

RHONDDA CYNON TAF COUNCIL COMMUNITY LIAISON COMMITTEE

Minutes of the meeting of the Community Liaison Committee meeting held virtually on
Friday, 23 April 2021 at 10.00 am

Community Liaison Committee Members in attendance:-

Councillor M Webber – Chairperson
Councillor R Bevan
Councillor B James
Councillor R Jones
Councillor S Pritchard
Councillor A Raines

Officers in attendance

Mr C Hanagan, Service Director of Democratic Services & Communication
Ms L Lawson – Performance Manager
Mrs S Daniel – Senior Democratic Services Officer

18 Welcome and Apologies

Apologies for absence were received from Cllr Margaret Griffiths
Pontyclun Community Council

19 Declarations of Interest

None received

20 Minutes

RESOLVED: The minutes of the meeting held on the 5th February 2021
were approved as a true and accurate record of the meeting

21 Climate Change

The Performance Manager gave members an update on RCTCBC
contribution to tackling Climate change. She advised of the Councils
Climate Change Cabinet Steering Group and its Work Programme and
advised of the Climate Change commitment and work so far. She
advised that the Council were keen to work with Town and Community
Councils to encourage residents and businesses to play their part in
tackling Climate Change.

Examples of the Councils work so far included:

- **Energy and Efficiency** - 100% of electrical energy is from
renewable sources. Energy efficient technology in schools and

- buildings. Developing Taffs Well Sprint Renewable Energy Project
- **Mobility** – Developing Transport Hubs as part of Town Centre Developments e.g Porth. Continue to develop Active Travel Routes. Developing Infrastructure to support LCVs eg Llys Cadwyn
- **Greening our Local Environment** – Healthy Hillside Project. Restoring Peat Bogs. Exceeded WG recycling targets and reduced waste to land fill.

The Performance Manager further advised of the Councils current Climate Change Commitments which included:

- Signed up to UK100 Clean Energy Commitment
- the Council to be Carbon Neutral by 2030
- the County Borough to be Carbon Neutral as close as possible to 2030
- to exceed the Welsh Government targets for recycling 80% by 2025 (WG Target 70%)
- to start an ongoing conversation with residents, communities, businesses, staff and partners so that we all take responsibility collective for the future

A member asked what the Authority proposed to increase the use of electric cars.

The Performance Manager stated that this was still in the very early days. She added that Welsh Government has some plans on electric vehicle charging that they were looking into. Between now and the Climate Change Conference of Parties in November 2021 there would be a push on this and initiatives to drive this agendas forward. She added that as well as the use of Electric Vehicles, Council encourage the use of public transport and a change in habits.

The Chairperson added that if members had any ideas to let us know. She advised that there was a large charging mechanism in the middle of Cardiff city for busses to utilise electric charging and are adamant and committed to supporting the initiative but further research was required. She added that staff working from home has improved the carbon footprint and the Authority will be trying to capture this going forward.

A Member asked if applications for new housing developments should have an electric charging point put in the planning applications. The Cabinet Member advised that they were expecting Welsh Government to come out with this as part of their Climate Change agenda. He added that part of the process would also come through the Local Development Plans but we are awaiting for further guidance and would be working closely with planning on this.

The Service Director Democratic Services and Communications added that the new housing developments taking place in Llanilid has this

infrastructure in place for fast charging.

The Chairperson advised that conversations were ongoing in the Climate Change Committee on how to address this issue in areas where residents do not have the facility to park their vehicles on private driveways – Church Village being one example where cars are parked one side of the street, across from their properties. She advised that this would be an issue for around 70% of properties in the Borough.

RESOLVED: Members noted the update

22 Update Report - Service Director of Democratic Services and Communications

The Service Director Democratic Services and Communications provided members with an update as services continued to reopen within the guidelines set by Welsh Government. He advised on the following:

- Leisure to reopen outdoors from next week, with Pontypridd Lido also included. Booking information will be posted online in the next few days
- 3rd May indoor leisure centres to reopen with an announcement on council website to give details on how they will reopen in a covid secure way
- Council is within a purdah period at the moment so restricts certain business
- Elections would run differently this year due to the pandemic with results likely be published late on the Friday afternoon. There are also four by-elections, two for Community Councils and two for Borough Councils taking place on the same day.
- Community Renewal Fund – opens on the 7th May closes on the 31st May. More information is available on the website.

A member asked if information can be shared with Town and Community Councils about voluntary management committees. The Service Director Democratic Services and Communications advised this could be shared with members following the meeting

RESOLVED: Members noted the update

23 Local Government and Elections (Wales) Act 2021

The Service Director Democratic Services and Communications presented the report to the Committee that summarised the various elements of the Local Government & Elections (Wales) Act 2021 that received Royal Assent on the 20th January 2021. He advised members

that that a version had already been submitted to the Overview and Scrutiny Committee and Cabinet and that this version was tailored to Town and Community Council's specifically.

He highlighted the key following areas for member's consideration:

- Extension of the right to vote in local government elections - Extending the vote franchise to 16- & 17-year olds and foreign citizens legally residents in Wales
- Two Voting systems - Enabling councils to choose between a 'first past the post' (FPTP) or a 'single transferable' (STV) voting system
- Public participation including the broadcasting of meetings and holding virtual/ hybrid meetings
- Miscellaneous provisions such as support provided for Community Councils
- Annual reports, code of conduct.
- General Power of Competence

A member commented on the provision to host hybrid meetings and stated that whilst he welcomed the provision Community Councils should be mindful how they do this. He commented that his Community Council had already tried to hold a hybrid meeting but as they did not have the right set up and equipment the technology was not great and did not make for an easy to follow meeting.

The Chairperson advised that the Authority had just refitted and installed a new state of the art chamber that is now far more usable and fit for purpose to allow the Authority to hold hybrid meetings and to be able to webcast meetings. She added that it was fully wheelchair friendly and members were welcome to attend for a visit once restrictions allow

The Service Director Democratic Services and Communications added that some of the provisions whilst intentions were good, he understood they were difficult to deliver on. Having also undertaken a hybrid meeting before the completion of new chamber equipment he sympathised with the difficulties experienced of the members.

Members were concerned that the guidance in the Act was not clear and were unsure when they were able to hold meetings in person again and how they could manage these where social distancing measures needed to be adhered to but there was a potential for members of the public to turn up. The Service Director replied that the legislation was unclear due to a crossover in legislation where the temporary Coronavirus legislation ceases and the Local Government and Elections Act takes effect. He advised that members should take an operational decision on how to

progress with their meetings in the short term.

A Member referred to the General Powers of Competence and asked if the Authority had come to a view on the relevant qualification for clerks to satisfy the condition. The Service Director Democratic Services and Communication replied the Authority had not yet come to a view.

A member asked if there was provision for Town and Community Council representation on the Authority's Standards Committee. The Service Director responded that there was provision and this was currently utilised with two Town and Community Council members that sat on the Committee. The Chairperson encouraged members to explore other avenues before a complaint is referred to the Ombudsman as this was a lengthy process and there may be other opportunities to resolve locally in a timelier manner. She added that the Authority were available to support the Community Councils

RESOLVED: Members noted the contents of the report.

24 Digital Support Fund

The Service Director Democratic Services and Communication presented the report for Members' information on the digital support fund bid that had been submitted by Rhondda Cynon Taf Council, to support Town and Community Councils with digital engagement with residence.

The bid included "the development of a digital support framework to further support RCTs Town and Community Councils with digital engagement as the Council recognise that Community and Town Councils offer a means of connecting with residents at a local level. If successful, this work would promote participation within communities and support broader diversity in terms of engagement and representation at a Community Council level

Details of the suggested support provided were as follows:

- Officer support to 12 Community / Town Councils on virtual meetings
- Support to clerks on scheduling and supporting virtual meetings
- Supporting respective Town and Community Councils with digital participation and identification of solutions to support Community

Councils to deliver upon the new requirements contained within the local government Act.

The Service Director Democratic Services and Communications continued that going forward, a meeting with the clerks will be scheduled to discuss the general support needs and a programme of support will be built upon.

RESOLVED: Members noted the content of the report

25 Urgent Items

None



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COMMUNITY LIASON COMMITTEE

16th JULY 2021

BRIEFING NOTE ON THE QUEEN'S GREEN CANOPY PROJECT 2021-22

REPORT OF THE DIRECTOR OF PUBLIC HEALTH, PROTECTION AND COMMUNITY SERVICES

Author: David Batten, Head of Leisure, Parks and Countryside, RCTCBC

1. PURPOSE OF THE REPORT

- 1.1 To inform the Committee of the Queens Green Canopy Project (QGC) following consideration by the Council's Climate Change Cabinet Steering Group and the Cabinet.

2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 Consider and comment on the implementation of the project in Rhondda Cynon Taf.
- 2.2 Consider whether the individual Community and Town Councils would wish to work with the Council on taking forward the project in their areas.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To enable the County, Town and Community Councils to consider the opportunities to participate in this national tree planting initiative which aims to create a sustainable legacy in honour of the Queen.

4. BACKGROUND

- 4.1 To mark the platinum Jubilee in 2022, Her Majesty the Queen has recently launched the Queen's Green Canopy (QGC), to celebrate 70 years of service to the Nation. [The Queen's Green Canopy \(queensgreencanopy.org\)](http://queensgreencanopy.org)

- 4.2 The campaign is focused on the role of trees and woodlands in enhancing our environment and includes elements of sustainable planting and the protection of ancient woodland and veteran trees. An Overview of the Project by the Queen's Green Canopy Board is provided in Appendix 1. Individuals, schools, communities, groups, businesses, and local authorities are being encouraged to get involved.
- 4.3 The QGC Project was officially launched on the 17th May with the Community Engagement phase running between May and October 2021 to coincide with the commencement of the tree planting season between October 2021 and April 2022. An Official National Celebration Weekend for the Platinum Jubilee will take place between the 3-6th June 2022 and a further tree planting phase will commence in October 2022 until the end of the Jubilee Year.
- 4.4 Members may be aware that about a third of the County Borough is already wooded and that protecting existing woodland, including ancient woodland is a priority for the QGC. The preference for new planting in RCT is to focus on urban areas, where the greatest 'climate' benefits for local residents can be achieved, without threatening other important carbon storing and biodiverse habitats in the countryside. This approach should be maintained while participating in QGC.
- 4.5 An initial search of Council owned land to establish the extent of ancient woodland (sites that were wooded in 1600) is underway and these could be a focus for community and Council action. A procedure to assess applications to plant trees on Council owned land is also proposed. This would ensure sustainable planting notably; '*the right tree in the right place*', the longevity of the proposed tree, as well as ensuring that the maintenance and management implications for the Council have been considered and that there is community support.
- 4.6 The Councils may wish to consider planting a civic tree to commemorate the Jubilee. Careful site selection would be required to enable a long lived and eventually large specimen tree to be accommodated. If a suitable site can be identified this could be a focal point for Town Centre/Community regeneration, contributing to COVID recovery and climate change objectives.
- 4.7 As a legacy Project, QGC is by its nature a long-term programme being delivered collaboratively across the UK and with the aim of enhancing our natural environment and protecting a network on 70 ancient woodlands. To that end it will demonstrate the five ways of working set out in the Well-being of Future Generations Act, while also contributing the Resilience and Global Responsibility goals of the legislation.

5. PRACTICAL CONSIDERATIONS

- 5.1 Following internal discussions within the Council, officers have been asked to prepare a list of potential sites for possible inclusion in the QGC. These sites will include parks, recreation grounds, schools and cemeteries. The intention would be to promote these sites on the Councils website and members of the public encouraged to choose a site in their community.
- 5.2 Schools have an important role to play in the QGC. School grounds would be less prone to vandalism if smaller saplings were to be planted. However, maintenance is essential to ensure success. Watering, removal of plastic tubes, removing failed saplings and avoiding strimmer damage will be important as the young trees establish. In the fullness of time there would also need to be some thinning carried out to ensure the long-term health of what will become an urban forest for RCT.
- 5.3 In the case of parks, recreation grounds and cemeteries larger trees would be needed to reduce the risk of vandalism. There will be opportunities to plant both individual trees and avenues for future generations to enjoy. Parks in particular would give local communities opportunities to get involved by volunteering to help plant trees.
- 5.4 Ancient woodland is also a priority for the QGC. Council officers are working on a list of sites and there is potential for the local nature reserves (LNR) at Glyn cornel and the Craig yr Hesg woodland in Pontypridd to be put forward as candidates for the 70 ancient woods to celebrate the Queens Jubilee.
- 5.5 There will also need to be consideration of sites/locations that are not suitable for tree planting. The County Council would want to avoid roadside planting in grass verges, principally due to the Highways maintenance issues. There is also the issue of trees requiring a certain amount of room for their roots to fully develop and proximity to waterproof highways is detrimental to the long-term viability of trees.
- 5.6 The Council would also recommend that tree planting schemes on green hillsides are not considered. The long-term aim is to allow these locations to regenerate naturally and not to interfere with valuable habitats that have emerged since the end of the mining industry. These habitats will play a role of increasing importance in helping with carbon sequestration to combat climate change

6. EQUALITY AND DIVERSITY IMPLICATIONS / SOCIO-ECONOMIC DUTY

- 6.1 There are no equality, diversity or socio-economic implications arising from this report.

7. WELSH LANGUAGE IMPLICATIONS

- 7.1 There are no welsh language implications arising from this report.

8. CONSULTATION / INVOLVEMENT

- 8.1 A fundamental aspect of QGC, is public and community engagement to maximise participation in the project, to raise environmental awareness and the extent of tree planting achieved. It is proposed that the Council would establish engagement with residents and groups through use of the new engagement tool - [Let's Talk RCTCBC](#) . This platform could be used to promote the tree planting locations identified from the work outlined in paragraph 4.5 and to encourage public participation in organised tree planting activities at these locations. This will ensure the location of all green projects is managed and that they are compatible with the wider climate change objectives.

- 8.2 A wider communication strategy including use of social media networks would ensure broader awareness of QGC and encourage participation through the range of resources available on the QGC website and through the Partners to the Project. Communication approaches could specifically target Schools to promote the involvement of future generations in the Project.

9. FINANCIAL IMPLICATION(S)

- 9.1 There may be financial implications from participation in the Queen's Green Canopy Project, which will be determined by the extent of involvement planned. In order to be sustainable and complimentary to the green infrastructure approach previously set out by the Council, any tree planting should comprise larger trees and species that are appropriate for each location, which may be more expensive than planting saplings.

- 9.2 Community Groups and Schools may be able to secure sapling trees free of charge from the Woodland Trust, which is a partner of the QGC Project. This approach can present increased, ongoing management and aftercare costs for the Council however while the trees become established and they have a higher risk of natural failure.

10. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

10.1 There are no legal implications arising from this report.

11. CONCLUSION

11.1 Participation in this national tree planting project offers a good opportunity for the Councils, the public and community groups to get involved in a sustainable programme that would make a contribution to the Council's climate change priority and to celebrate the Queens Platinum Jubilee.

Contact Officers

David Batten: 01443 562202

This page is intentionally left blank



Project Overview

Vision

The Queen's Green Canopy (QGC) will see communities, charities, schools, youth groups, councils and landowners planting trees across the four nations to create a lasting legacy in honour of The Queen's leadership of the Nation, that will enhance our environment and the landscape for generations to come. This vision is captured in the QGC call to action, "Plant a Tree for The Jubilee".

Approach

The Platinum Jubilee offers a unique opportunity for people to unite in celebration of Her Majesty's lifetime of service. All across the United Kingdom, people will be encouraged to "Plant a Tree for the Jubilee", encouraged to plant healthy trees so that they thrive and grow to maturation. The emphasis here is on quality not quantity – our aim is to plant the right tree in the right place and at the right time.

Led by an Executive Team and supported by the charity Cool Earth, the Queen's Green Canopy will see all counties of the UK being invited to create a network of individual or specimen trees, tree avenues, copses and woodlands. Planting new trees may take the form of:

- A Platinum Jubilee Avenue of medium-sized or large trees. Ideal for cities, large estates, new housing developments and parishes.
- A Platinum Jubilee Copse on private land or land allocated by the County or Council.
- A Platinum School Tree - schools in the UK will be offered a tree for the students to plant (provided free of charge).
- Platinum Jubilee Community planting project for youth groups, Parishes, Residents Associations. Community planting packs are available through the Woodland Trust or community groups may wish to purchase trees from approved suppliers.
- Ancient Woodlands and Veteran Trees with historic links will also be conserved through dedication to The Queen's Green Canopy.

The majority of the work will be channelled through one of the following workstreams:

- Stewardship – to encourage a model of stewardship that ensures local communities take responsibility for afforesting public spaces.

- Conservation – to protect ancient woodland through a programme of permanent, living tree dedication.
- Urban Greening – to create prominent tree displays in towns, cities, and deprived urban communities, including majestic avenues.

The dual impact of the climate emergency and the Covid-19 pandemic are at the forefront of our planning and make this project particularly resonant.

Timeline

To build interest and maintain momentum in the lead up to the official Platinum Jubilee celebrations planned for June 2022, a phased campaign will be planned. This will comprise:

1. Soft launch (executed December 2020)
2. Official Launch – RHS Virtual Chelsea Flower Show (17-21 May 2021)
3. Community engagement phase (May 2021-October 2021)
4. Planting phase: (October 2021-April 2022)
5. Platinum Jubilee Official National Celebration Weekend (3/4/5/6 June 2022)
6. Planting phase: (October 2022-December 2022)

Partners

Collaboration is central to the QGC. We are proud to partner with the following charities, social enterprises and Government Departments to help us plant and protect trees across the UK.

Cool Earth

Cool Earth is the international climate charity working alongside communities living in the world's most threatened rainforest. Building on the successful Queen's Commonwealth Canopy (QCC) project, Cool Earth are the hosts of The Queen's Green Canopy, enabling the initiative through the provision of necessary infrastructure.

The Woodland Trust

The Woodland Trust is the largest woodland conservation charity in the United Kingdom, with over 500,000 supporters. The Woodland Trust works in support of a UK rich in native woods and trees for people and wildlife. In addition to sharing their expertise, the Trust has committed three million free saplings to schools and communities across the UK as part of the QGC initiative.

The Royal Horticultural Society

Committed to inspiring a passion for horticulture, the Royal Horticultural Society (RHS) is the UK's leading gardening charity. The launch of the QGC coincides with the start of the RHS's virtual Chelsea Flower Show. The RHS will also be supporting the QGC during the physical event in September. As Patron, The Queen typically visits the flower show alongside Members of the Royal Family.

Trees for Cities

Trees for Cities (TfC) is a national charity operating in towns and cities across the UK with the goal to create healthy, accessible, functional and resilient urban forests for today and for future generations. TfC will support the delivery of the QGC programme in urban areas, helping to target places of greatest social and environmental need.

The Forest Canopy Foundation

The Forest Canopy Foundation (FCF) is made up of independent private sector forestry companies who manage an innovative scheme, combining public and private finance and landowner interest to achieve woodland planting that all can be proud of. The FCF will provide expert advice for companies wishing to participate in the QC initiative, particularly those who wish to do extensive planting.

DEFRA

The Department for Environment, Food and Rural Affairs (DEFRA) are the Government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy. Trees planted as part of the QGC initiative will contribute to the UK Government's tree planting and woodland creation commitments.

There are many other excellent tree planting and forestry organisations and charities that we have reached out to. We believe that people taking action in the places where they live and work is a powerful force for change so through all of our partnerships we look to achieve local impact.

Outcomes

1. Stewardship

What distinguishes the QGC from many tree-planting initiatives is the emphasis on stewardship. We believe that when you plant a tree you cannot merely plant that thing in isolation, but must also steward the environment around it, and within it, so that the larger world at that one place becomes more coherent, and more whole.

The goal is to plant many trees well in celebration of the Platinum Jubilee. The emphasis however is on quality not quantity. It is expected that each county will have at least one significant planting, such as a new majestic avenue or new woodland/copse in Her Majesty's name. The QGC website will display advice on how to plant, when to plant, and a list of accredited Plant Healthy tree nurseries which will supply disease and pest free trees.

Ultimately, the QGC will lead – not by simply supporting existing projects but by actively shaping new ones. To achieve this goal, we will invest in technical training and green apprenticeships. Ability, local knowledge and experience are all important.

Outputs

- To create a model of stewardship that advises on how to plant, when to plant, and what recommended soil type to use.
- To create a pilot tree planting and forestry training programme for unemployed young people aged between 16-24 through specialist environmental college Capel Manor College.
- To build confidence and technical know-how through tailored volunteering programmes.

2. Conservation

Ancient woodland, rare habitats, woodland floors and veteran trees are all irreplaceable. These natural wonders deserve protection, not merely for the sake of combating climate change, but also because of the great abundance of life thriving under the ancient canopy.

By dedicating 70 ancient and veteran trees to Her Majesty The Queen, we will encourage trusteeship of these precious habitats, channeled towards the maintenance of the natural environment.

Our aim is to pass on to future generations – and if possible to enhance – the natural landscape and ecology of which we are the temporary trustees. Such dedications are a source not only of enjoyment but also of pride: they create new landmarks to which visitors make their way because they can see the significance behind them. Dedications provide a foundation both for a celebratory approach to trees and a conservationist approach to the land.

Outputs

- Through the dedication of trees in honour of Her Majesty The Queen, the QGC will create the incentives to conserve, rather than to deplete, the natural resources on which we collectively depend.
- Each dedication will be marked by a special commemorative plaque and will be uploaded onto a map of the UK to track all QGC projects over the two-year period.

3. Urban Greening

Another focus of the QGC will be planting in cities and the most disadvantaged urban communities. The QGC will partner with Trees For Cities to work collaboratively on urban

greening projects. Now more than ever, people want to address the ills associated with congested, concrete-ridden neighbourhoods. From draping plants and skygardens, to pocket parks, to tactical urbanism, many cities have been eager to showcase new, unconventional and innovative solutions to urban sprawl

These are all small-scale projects, but they are meaningful, and could, if replicated more widely, change the face of the country for the better. Here, our long-term goal is to inspire more urban tree-planting, not just because trees are beautiful, but because cities realise that trees are an important part of resiliency, health, and happiness. This is something the Covid-19 pandemic has demonstrated compellingly, as we seek solace from the nature around our homes and in our cities.

Outputs

- To plant trees in urban areas, including majestic avenues with mature trees through business and on local authority parkland.

This page is intentionally left blank



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2021/22

COMMUNITY LIAISON COMMITTEE

16 JULY 2021

DRAFT FORWARD WORK PROGRAMME

REPORT OF: THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES &
COMMUNICATIONS

1 PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide members of the Community Liaison Committee with the opportunity to and agree a Work Programme

2 RECOMMENDATIONS

It is recommended that Members:-

- 2.1 Review and agree the Community Liaison Committee Work Programme for the Municipal Year 2021/22 as attached at **Appendix A**
- 2.2 Agree that the Work Programme be reviewed at regular intervals to ensure the items identified for inclusion are relevant and that any additional items are incorporated.
- 2.3 Consider and determine any other matters that members may wish to add to the forward work programme, including potential training requirements that members would find beneficial to fulfil their roles as Community Councillors

3. REASONS FOR RECOMMENDATIONS

- 3.1 It is proposed that Members of the Community Liaison Committee have the opportunity to consider its work programme for the 2021/22 municipal year and that the proposed work programme allows for an element of flexibility and taking

into account any additional consultative documents or legislative matters requiring attention.

4. CURRENT SITUATION

- 4.1 Attached at **Appendix A** to the report is the draft forward work programme with proposed items for consideration at future meetings of the Community Liaison Committee
- 4.2 Members are asked to identify further potential items that they wish to be considered at future meetings of the Community Liaison Committee

5 EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 There are no Equality and Diversity implications arising from this report and no Equality Impact Assessment is deemed necessary for the purposes of this report.

6 CONSULTATION

- 6.1 The considerations and comments of Community Liaison Committee as well as recommendations from the Community Council Clerks have been sought in respect of the draft Work Programme and it is for Members of the Community Liaison Committee to agree the proposed items.

7 FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications as a result of the recommendations set out in the report.

8 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 8.1 There are no legal implications as a result of the recommendations set out in the report.

COMMUNITY LIAISON COMMITTEE – DRAFT Work Programme 21-22

16th July 2021	Service Director Update
	Hybrid/ Webcasting Meetings
	The Queens Green Canopy Project
28th September 2021	Local Government Elections 2022
	Members Portal
18th January 2022	Budget Consultation 22-23
	Public Rights of Way
15th March 2022	

Potential items of interest

- Carbon Footprint Project
- Draft Climate Change Strategy (2021-2025)
-

Training Requirements
Code of Conduct Training/Refresher
Microsoft Teams (Clerks)

This page is intentionally left blank



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

COMMUNITY LIAISON COMMITTEE

16^h JULY 2021

HYBRID MEETINGS

REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATIONS

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide Members of the Community Liaison Committee with an update in respect of the Councils position of holding hybrid meetings and the live webcasting of meetings. These developments aim to encourage engagement and improve public participation in the democratic process.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Acknowledge and provide comment on the Councils approach to taking forward hybrid meetings and live webcasting

3 BACKGROUND

- 3.1 At the meeting of the Community Liaison Committee on [23rd April 2021](#) , Members were advised of changes to the approach the Authority will take to conduct their Committee meetings due to the implementation of the [Local Government and Elections Act \(Wales\) 2021](#).

4 WEBCASTING AND HYBRID MEETINGS

- 4.1 The introduction of a webcasting and hybrid meeting service will require the Council Business Unit to conduct a number of trial meetings to ensure the final product is a professional webcast stream of Council meetings. For this reason,

the introduction of live webcasting and hybrid meetings will be rolled out on an incremental basis to allow for experience to be gained with the live system operations and to ensure adequate training has been provided to all members and officers that will be using the equipment.

- 4.2 Training will include a voting app that will be available for Members to utilise through the Modern.Gov (meeting management system) app, managing a hybrid meeting, adapting questioning techniques and strengthening the knowledge base already held by Members, whilst also considering promotion of public participation.
- 4.3 To assist members in the continued use of the system the development of useful guidance manuals in respect of the Chamber equipment and the hybrid voting app, including a video tutorial will be produced
- 4.4 It is anticipated that a series of briefing sessions to all Members will be undertaken throughout the summer so they can familiarise themselves with the equipment and operational arrangements for webcast and hybrid meetings. It is proposed that the formal broadcast of the [Overview & Scrutiny Committee](#) will take place in September in conjunction with the wider roll out to remaining committees.
- 4.5 Arrangements will account for the number of Members permitted to attend the Chamber in person to 26 (socially distanced). This figure will include officers from the Council Business Unit who will operate the hybrid infrastructure and will be in proportion to the political balance and following discussions with Group Leaders

5. SUPPORT FOR COMMUNITY COUNCILS

- 5.1 Officers from the Council Business Unit have already undertaken a series of meetings with Community Council clerks to aide discussions in taking forward hybrid meetings to meet the requirements of the Local Government and Elections Act (Wales) 2021
- 5.2 Concerns were expressed from a number of clerks on the ability to take forward hybrid meetings due to the cost implications of purchasing the necessary equipment and also the complexity of undertaking a hybrid meeting which is likely to require more than one member of staff in attendance in order to facilitate the meeting.
- 5.3 To support the Community Council clerks in developing their operational arrangements, officers from the Council Business Unit recently attended a pilot hybrid meeting of Llantrisant Community Council with a member of the ICT department.

- 5.4 Officers attended and observed the meeting to understand the current set up of Community Council meetings and issues they are working through to undertake a Community Council meetings. Officers observed the meeting set –up, suitability of the venue to undertake a hybrid meeting and also the equipment that the Community Council were able to use to conduct a hybrid meeting.
- 5.5 Following the visit officers will now gather information to support Community Councils in determining what equipment they deem essential to undertake successful hybrid meetings. Officers will also include a number of options to suit varying Community Council budgets.
- 5.6 Officers from the Council Business Unit will feed back to the Community Council clerks network in a meeting at the end of July 2021 and also support clerks to determine what other support they require to take hybrid meetings forward. If facilities allow at this time, it is hoped this meeting could take place through a hybrid arrangement.

5.EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 There are no Equality and Diversity implications arising from this report and no Equality Impact Assessment is deemed necessary for the purposes of this report.

6. CONSUTLATION

- 7.1 Not applicable.

This page is intentionally left blank