



COFNOD O BENDERFYNIAD WEDI'I DDIRPRWYO GAN SWYDDOG
RECORD OF DELEGATED OFFICER DECISION

Penderfyniad Allweddol | Key Decision ✓

Mae'r Penderfyniad Wedi'i Ddirprwyo hwn wedi'i bennu yn 'Benderfyniad Allweddol' gan ei fod yn debygol o:

This Delegated Decision has been established as a 'Key Decision' as it is likely:

a) arwain at y Cyngor yn ysgwyddo gwariant sylweddol neu wneud arbedion sylweddol;
to result in the Council incurring expenditure which is, or the making of savings which are, significant;

☐

neu / or:

b) fod yn arwyddocaol o ran sut mae'n effeithio ar gymunedau sy'n byw neu'n gweithio mewn ardal sy'n cynnwys dwy etholaeth neu adran etholiadol neu ragor.
to be significant in terms of its effects on Communities living or working in an area comprising two or more electoral wards.

X

c) Eraill / Other:

PWNC | SUBJECT:

Shared Community Charter

DIBEN YR ADRODDIAD | PURPOSE OF THE REPORT:

This report has been prepared to accompany the intended officer decision of the Service Director, Democratic Services and Communication as described below.

The purpose of this report is to outline the process undertaken to review the Community Charter following a recent review with the Town and Community Council Clerks and to seek approval to undertake a public consultation on the revised Charter.

PENDERFYNIAD WEDI'I DDIRPRWYO | DELEGATED DECISION:

Agreed to:

1. Note the contents of the report, which provides an overview of the current Charter and the reasons for revision.

2. Take forward a public consultation on the revised Shared Community Charter (attached as Appendix 1) for a 6 week period
3. The results of the Consultation helping to inform the final version of the Charter, to ensure it reflects the needs of the residents of Rhondda Cynon Taf, prior to formal approval of the Charter through the relevant Council meetings.

Llofnod y Prif Swyddog

Chief Officer Signature



Christian Hanagan

Enw (priflythrennau)

Name (Print Name)

Service Director, Democratic Services & Communication.

Swydd

Designation

8th July 2025


Dyddiad

Date

Mae'r penderfyniad yn cael ei wneud yn unol ag Adran 15 o Ddeddf Llywodraeth Leol 2000 (Swyddogaethau'r Corff Gweithredol) ac yn y cylch gorchwyl sy wedi'i nodi yn Adran 5 o Ran 3 o Gyfansoddiad y Cyngor.

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution.

YMGYNGHORI | CONSULTATION

	Councillor M Webber BEM, Deputy Leader and Cabinet Member for Council Business and Corporate Estates	7 th July 2025
LLOFNOD YR AELOD YMGYNGHOROL O'R CABINET CONSULTEE CABINET MEMBER SIGNATURE	ENW A SWYDD NAME AND DESIGNATION	DYDDIAD DATE

A FYDD Y PENDERFYNIAD YMA'N CAEL EFFAITH AR Y WARD?
WILL THIS DECISION HAVE AN IMPACT ON THE WARD?

BYDD | YES ☒ NA FYDD | NO

Unrhyw sylwadau pellach/Oes angen rhoi gwybod i'r Aelod Lleol:
Any further comments/Need for Local Member to be informed:

RHEOLAU'R WEITHDREFN GALW-I-MEWN | CALL IN PROCEDURE RULES.

A YW'R PENDERFYNIAD YN UN BRYD A HEB FOD YN DESTUN PROSES GALW-I-MEWN GAN
Y PWYLLGOR TROSOLWG A CHRAFFU?:
IS THE DECISION DEEMED URGENT AND NOT SUBJECT TO CALL-IN BY THE OVERVIEW AND
SCRUTINY COMMITTEE:

YDY | YES ☒ NAC YDY | NO ☒

Rheswm dros fod yn fater brys | Reason for Urgency:

Os yw'n cael ei ystyried yn fater brys - llofnod y Llywydd, y Dirprwy Lywydd neu Bennaeth y
Gwasanaeth Cyflogedig yn cadarnhau cytundeb fod y penderfyniad arfaethedig yn rhesymol
yn yr holl amgylchiadau iddo gael ei drin fel mater brys, yn unol â rheol gweithdrefn trosolwg
a chraffu 17.2:
If deemed urgent - signature of Presiding Member or Deputy Presiding Member or Head of Paid
Service confirming agreement that the proposed decision is reasonable in all the circumstances for

it being treated as a matter of urgency, in accordance with the overview and scrutiny procedure rule 17.2:

.....
(Llywydd | *Presiding Member*)

.....
(*Dyddiad* | *Date*)

DS - Os yw hwn yn benderfyniad sy'n cael ei ail-ystyried yna does dim modd galw'r penderfyniad i mewn a bydd y penderfyniad yn dod i rym o'r dyddiad mae'r penderfyniad wedi'i lofnodi.

NB - If this is a reconsidered decision then the decision Cannot be Called In and the decision will take effect from the date the decision is signed.

AT DDEFNYDD Y SWYDDFA YN UNIG | FOR OFFICE USE ONLY

DYDDIADAU CYHOEDDI A GWEITHREDU | PUBLICATION & IMPLEMENTATION DATES

CYHOEDDI | PUBLICATION

Cyhoeddi ar Wefan y Cyngor | Publication on the Council's Website:- ____8th July 2025____

DYDDIAD | DATE

GWEITHREDU'R PENDERFYNIAD | IMPLEMENTATION OF THE DECISION

Nodwch: Fydd y penderfyniad hwn ddim yn dod i rym nac yn cael ei weithredu'n llawn nes cyn pen 3 diwrnod gwaith ar ôl ei gyhoeddi. Nod hyn yw ei alluogi i gael ei "Alw i Mewn" yn unol â Rheol 17.1, Rheolau Gweithdrefn Trosolwg a Chraffu.

Note: This decision will not come into force and may not be implemented until the expiry of 3 clear working days after its publication to enable it to be the subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

Yn amodol ar y drefn "Galw i Mewn", caiff y penderfyniad ei roi ar waith ar:

Subject to Call In the implementation date will be:

____12th July 2025____
DYDDIAD / DATE

WEDI'I GYMERADWYO I'W GYHOEDDI: ✓ | APPROVED FOR PUBLICATION :✓

Rhagor o wybodaeth | Further Information:

Cyfadrn Directorate:	Chief Executive
Enw'r Person Cyswllt Contact Name:	Emma Wilkins
Swydd Designation:	Council Business Manager
Rhif Ffôn Telephone Number:	



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

THE SHARED COMMUNITY CHARTER

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF THE REPORT

- 1.1 To seek agreement to undertake a public consultation on the revised Shared Community Charter between the County Borough Council and the Town and Community Councils (TCCs) of Rhondda Cynon Taf.

2. RECOMMENDATIONS

- 2.1. Note the contents of the report, which provides an overview of the current Charter and the reasons for revision.
- 2.2 Agree to take forward a public consultation on the revised Shared Community Charter (attached as Appendix 1) for a 6 week period
- 2.3 The results of the Consultation to help inform the final version of the Charter, to ensure it reflects the needs of the residents of Rhondda Cynon Taf, prior to formal approval of the Charter through the relevant Council meetings.

3 REASONS FOR RECOMMENDATIONS

- 3.1 The need to revise the Shared Community Council Charter Agreement to further strengthen collaborative arrangements between the TCC's and to ensure that the Charter remains fit for purpose.
- 3.2 To refresh and update the commitments set out in the TCC's Shared Community Council Charter Agreement to facilitate good working relationships between Rhondda Cynon Taf County Borough Council and TCC's
- 3.3 The need to gauge public opinion on the Charter in respect of its objectives and aspirations.

4. BACKGROUND

- 4.1 At the meeting of the Community Liaison Committee on the 7th May 2019, Members agreed in principle to the adoption of the revised Model Charter,

following guidance received from Welsh Government in respect of 'Relationship Building Measures and Charters for Unitary Authorities and Town and Community Councils'.

- 4.2 Since this time representatives from the Rhondda Cynon Taf County Borough Council (hereby referenced as 'the Council' and TCC's have attended meetings of the Community Liaison Committee and Town and Community Council Clerks forum meetings to strengthen partnership working.
- 4.3 Regular informal meetings and engagement sessions facilitated by the Council, through the Council Business Unit have also been held with the Clerks and Members of the TCC's with officers from across the Council attending to provide advice and support.
- 4.4 Since adoption of the current Charter the Council has appointed a dedicated Liaison Officer within the Council Business Unit who provides a Single Point of Contact and support in a number of areas for TCC's. This has strengthened the communication between the Council and TCCs. Examples of the support provided is outlined below:
 - Regular Community Council Clerks meetings, providing a forum for clerks to receive relevant updates from the Service Director Democratic Services and Communications and provided opportunity for clerks to share and discuss resolutions to common issues
 - Fortnightly clerks meetings at the start of the Global pandemic to provide advice and support in setting up and operating virtual meetings under the temporary change in legislation to ensure Local Authorities could continue to operate during the pandemic
 - ICT and Governance support in putting in place permanent arrangements in undertaking hybrid meetings in line with legislative changes under the Local Government and Elections (Wales) 2021 Act.
 - Financial assistance to purchase necessary equipment required to operate Hybrid / virtual Council meetings
 - Support in the recruitment process of clerks where vacancies have arisen including advertising vacancies, arranging and attending interviews and preparing contracts for new starters
 - Training support and assistance to clerks including access to the Councils Source training materials
 - Free welsh language courses offered to all Community Councillors and Clerks
 - Code of Conduct training provided by the Council's Monitoring Officer at the commencement of term of office, or upon request.

5. SHARED MODEL CHARTER AND PROPOSED WAY OF WORKING

- 5.1 With updates in legislation, and as good practice, the Charter should be reviewed to ensure it is still fit for purpose and reflects any changes within the Local Government and Elections (Wales) Act 2021

- 5.2 Through informal discussions with the Councils Head of Democratic Services, TCC representatives have commented on the current charter and the Community Liaison Committee approach, with representatives feeling the charter and the committee setting no longer remain fit for purpose in its current form.
- 5.3 In December 2024, at a meeting of the Community Liaison Committee it was established that a working Group be formed to consider the Charter and to bring forward a revised approach to suit the needs of all.

POSITIVE PRACTICES

- 5.4 It should be noted that TCCs and the Council have already established good working relationships, outside of the Charter. Such engagement and working practices are not uniform and vary depending on the item of business / engagement and the TCC itself.
- 5.5 It is important that we build upon this flexibility, allowing each TCC to work with the Council and each other in an approach that suits the occasion, rather than discussions and engagement being stifled by processes and required actions.
- 5.6 The platform of the Community Liaison Committee served its purpose at the inception of the Charter arrangements, allowing an opportunity for the Council and TCCs to come together to discuss matters of importance. However, following COVID and the move to virtual arrangements the Liaison Committee in its current format, no longer proved to be the best mechanism for such engagement.
- 5.7 The feedback from TCCs is the need for more informal meetings, which allow discussions of good practice examples, and nurturing the sharing of practices, which is a practice already in place with informal meetings of TCC clerks and the Councils Head of Democratic Services.
- 5.8 We are also aware of the publication of the Local Government and Housing Committees report - [Role, governance and accountability of the community and town council sector](#), which include a number of recommendations, including specific reference to the shared Charter.
- Recommendation 8 - The Welsh Government should support both tiers of local government to ensure a review of the model charter between principal and community councils can be undertaken
- 5.9 The report's findings in relation to relationships between Principal and Community Councils is patchy. One Voice Wales noted that many community councils are party to charters with their respective principal councils, but that although the aim of these "is to define and enhance the existing relationship between the respective tiers of local government", they felt that several "aspects of the charter are not adhered to."

- 5.10 Within the report, One Voice Wales explained that the model charter, which was designed in 2008 “needs updating”. They felt that the content of the model “is probably too onerous and needs a refresh”.

REVISED CHARTER

- 5.11 Taking into consideration the reports findings and the already noted feedback from TCCs within RCT, moving forward, a draft Charter has been developed by the working group which moves away from the rigidity of the previous charter and instead concentrates on two main overarching aims, which is supported by a number of shared commitments.
- 5.12 The commitments are purposely kept at a high-level to enable each council to apply them to their own priorities and ways of working, providing a framework for councils to shape how they work together as it appreciated that one size doesn't necessarily fit all.
- 5.13 Regular and open engagement is key to the success of the continued positive working relationships with each of the Community / Town Councils and County Borough Council.
- 5.14 It is proposed that such engagement will be delivered via regular liaison meetings through the following approach (which are outlined in the addendum document to the Charter itself):
- **Community Clerk Engagement** - The Council's Service Director Democratic Services and Communications (Head of Democratic Services) will hold regular liaison meetings with Town and Community Council Clerks. Such meetings will be held quarterly and will be offered on a multi-location meeting basis to ensure convenience and maximum opportunity for attendance. Attendees will be welcomed to provide items for each meeting agenda such as useful good practice / Challenges and barriers to allow for a joined-up approach to working.
 - **Councillors** - On a biannual basis a more formal arrangement will be taken forward where Town and Community Council Chairpersons / Leader will receive an invitation to a more formal meeting of partners. This invite will also be extended to RCT's 'twin hatted' Members (County Borough and Community / Town Councillors) However, additional meetings will be called as and when required .
- 5.15 In addition, the Council will continue to provide a nominated member of staff within the Authority who will undertake the Liaison Officer duties and will be the point of contact between the Authority and the Town and Community Councils.

- 5.16 The revised charter reflects the seven wellbeing goals and the five ways of working, from within the Wellbeing of Future Generations Act, to which the TCC's as well as the Council work to.

NEXT STEPS

- 5.17 The revised Charter looks to strengthen arrangements that are currently working well and help provide a framework to help encourage other good working practices.
- 5.18 To ensure the Charter reflects the needs of the residents of RCT it is proposed that public consultation is taken forward through the Councils website, with links provided to each of the TCCs to further broaden the engagement opportunities.
- 5.19 The consultation will run for a 6 week period from the end of June / beginning of July.
- 5.20 The consultation responses will be considered to help further shape the Revised Charter to ensure it is fit for purpose.
- 5.21 Following this evaluation of the responses and any subsequent revisions to the Charter, the County Borough Council and each of the respective TCCs will be asked to formally sign the Charter at their respective Council meetings.

6. EQUALITY AND DIVERSITY IMPLICATIONS / SOCIO-ECONOMIC DUTY

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

7 WELSH LANGUAGE IMPLICATIONS

- 7.1 There are no Welsh Language implications directly arising from this report

8 FINANCIAL IMPLICATION(S)

- 8.1 There are no financial implications directly arising from this report.

9 LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED

- 9.1 There are no direct legal implications arising from the recommendations of this report

10 CONSULTATION

- 10.1 To ensure the Charter reflects the needs of the residents of RCT it is proposed that public consultation is taken forward through the Councils website, with links provided to each of the TCCs to further broaden the engagement opportunities.
- 10.2 The consultation will run for a 6 week period from the end of June 2025 / beginning of July.

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

- 11.1 Working in partnership with the Town and Community Council's within Rhondda Cynon Taf links with the four objectives in the Council's Corporate Plan, People And Communities, Work and Business, Nature and the Environment and Culture, Heritage and Welsh Language, as it will help people and Communities to help themselves and assists in building a sustainable Rhondda Cynon Taf.

12 CONCLUSION

- 12.1 The Welsh Government has been clear that charters should be voluntary and not a statutory obligation, although all TCC'S within Rhondda Cynon Taf have shared the willingness to support and strength partnership working through the original signing of the Charter in 2019 and by their continued support in attending regular Clerks meetings.
- 12.2 Revisions to the Charter are necessary to reflect new legislation and are deemed as good practice.
- 12.3 Public Consultation on the revised Charter can further strengthen the Charter to create a Charter that works for all.

LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

June 2025

**REPORT OF THE SERVICE DIRECTOR DEMOCRATIC SERVICES &
COMMUNICATION**

THE SHARED COMMUNITY CHARTER

Background Papers

[Community Liaison Committee – 7 May 2019](#)

RHONDDA CYNON TAF'S SHARED COMMUNITY CHARTER

Rhondda Cynon Taf County Borough Council

and the

Town Councils of both Pontypridd and Pontyclun

and the

Community Councils

of

**Ynysybwl & Coed y Cwm, Rhigos, Hirwaun and Penderyn, Llantwit Fardre,
Llantrisant, Llanharan, Llanharry, Tonyrefail, Gilfach Goch 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 its Town and Community Councils have agreed to publish this Charter which sets out how we collectively 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 for 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 collective meeting arrangements, 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

This Charter is developed with three main overarching aims, which all Members of the Charter recognise as benefiting the residents and visitors of Rhondda Cynon Taf:

- Strengthening partnership working & collaboration opportunities
- Enhancing local democracy
- Improving our communities and public service delivery.

OUR SHARED COMMITMENTS

These are our shared commitments that will help to achieve our aims.

RECOGNITION

We will:

- Recognise the benefits of partnership working whilst at the same time recognising and respecting each other's roles.
- Work together as a partnership of equals.
- Collaborate and involve each of the partners to ensure that all decisions taken forward are sustainable in the long term, whilst being mindful of the current needs of our residents.

COMMUNICATION

We will:

- Enhance how we listen and respond to one another. Availability and accessibility will be central to how we interact.
- Communicate openly and transparently, explaining processes and decision-making.
- Improve information and communication sharing to enable solutions and early interventions at the right time to make progress in achieving the well-being goals of the County Borough.

ENGAGEMENT & INVOLVEMENT

We will:

- Recognise the importance of meaningful engagement and involvement and set out a genuine commitment across all parties to consult on matters of mutual concern.
- Engage with one another at the earliest opportunity, recognising the diverse perspectives and challenges faced by various stakeholders and communities.
- Ensure that consultation and engagement processes are as accessible as possible.
- Strengthen the community involvement in the Consultation processes taken forward, to allow for valuable feedback to be provided on any proposals taken forward which impacts upon the wellbeing of the residents of the County Borough.
- Actively follow-up on consultations and feedback in an appropriate manner.

LOCAL DEMOCRACY / GOVERNANCE

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 and respect the democratic mandate of all councillors.
- Empower our residents and communities to participate in local democracy, including young people and underrepresented groups.
- Continue to place residents and communities at the heart of what we all do.
- Promote participation in local democracy.
- Direct Council resources to promote and encourage residents to stand for Community and Town Council elections.

RESOURCES

We will:

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support, including training opportunities.
- Identify opportunities where resources and support can be effectively shared between councils to improve outcomes for residents.

ACHIEVING OUR COMMITMENTS

Regular and open engagement is key to the success of the continued positive working relationships between us. This will be delivered via regular liaison meetings through the following approach:

- **Community Clerk Engagement** –Quarterly liaison meetings at Clerk/Officer level.
- **Councillors** – At least twice a year a more formal meeting of partners will be held at TC/CC Chair or Leader and RCT Senior leadership level. This invite will also be extended to RCT's 'twin hatted' Members (County Borough and Community / Town Councillors).
- **Improved Communication** – RCTCBC will produce regular e-newsletters and sign-posting to participation in key decisions of the Council.
- **Dedicated support** – RCTCBC will continue to resource a dedicated Liaison Officer to support collaborative working between all parties
- **Providing Policy Advice & Guidance** – This Officer will also provide advice and guidance in respect of Local and National Policy.
- **Sharing and supporting Training & Development needs.** RCTCBC will enhance access to relevant member development and training opportunities. This will include providing access to Clerks to support their own professional development as well and occupational health and well-being support.

IMPLEMENTING THE CHARTER

The intention is that this charter remains a 'living' document and is written to allow each Council to adopt a position that better reflects their working rather than stipulated actions and procedures which will help promote joint working to allow all Councils to provide a better experience for those residents and visitors to Rhondda Cynon Taf Council.

MONITORING & REVIEW.

The Charter will be fully reviewed every five years following elections or more often if there is a need to do so.

Delivery against the objectives contained will be reviewed annually by Clerks and Senior Democratic Services Officers.

The following additional Documents are available as addendums to the Charter:

- Job description of Liaison Officer.
- Good Practice Examples.
- Terms of Reference of Engagement Meetings.
- Delivery Plan.

Best Practice Examples / Future aspirations

The following documents illustrates and celebrates the positive work already undertaken between RCTCBC and the TCCs. The document will form a basis of a 'foundation of good working practices' which, through the Charter we will work to further enhance upon, looking to achieve the aspirations that some TCCs have already outlined through the revised Charter.

Pontypridd Town Council & RCTCBC: Best Practice in Partnership Working

Pontypridd Town Council and Rhondda Cynon Taf (RCT) County Borough Council have developed a productive and cooperative working relationship across a range of service areas. This document outlines some examples of collaboration and best practice that have enhanced the quality of life for residents, supported community engagement, and strengthened community engagement in Pontypridd. It is not intended to be an exhaustive list of this collaboration over recent years.

1. Pontypridd Town and Culture Partnership

The Town and Culture Partnership, formerly known as Creative Pontypridd, is a key strategic forum where Pontypridd Town Council and RCT Council collaborate on the regeneration and cultural development of the town. The partnership involves key cultural and community stakeholders including Artis/Yma, Arwen/Muni, RCT's Library and Arts Service, and Clwb y Bont. The Town Council provides the secretariat, and the Chief Executive chairs the group. These organisations work together to seek a coordinated approach to cultural programming, events, and development across Pontypridd with the following key aims:

1. Shared strategic vision and planning for Pontypridd town centre.
2. Joint support for major events and cultural programming.
3. A collaborative approach to promoting local heritage and tourism.
4. Strong cross-organisational coordination to align projects and community impact.

2. Remembrance Event Collaboration

Each November, the Remembrance Event in Pontypridd is organised by RCT Council with financial support, public relations assistance, and promotion provided by Pontypridd Town Council. The two councils work closely to ensure the success and respectful delivery of this significant civic event. The councils aim for the following:

- Coordinated planning meetings and timelines.
- Joint resource sharing for logistics, safety, and communications.
- Unified public messaging and shared community engagement.

3. Summer Programme Funding Support

Pontypridd Town Council worked in partnership with RCT Council's Town Centre Team and the Your Pontypridd Business Improvement District (BID) to deliver a vibrant summer events programme in 2023 and 2024. These events took place in Taff Street and Mill Street, supporting footfall, community enjoyment, and economic vitality in the town centre. The following were key components of the relationship:

1. Clear and timely communication and funding agreements.
2. Close collaboration between stakeholders to ensure a well-balanced calendar of events.
3. Positive feedback mechanisms to shape future programming.

4. Service Level Agreement (SLA) for Grass Cutting

An historic SLA exists between Pontypridd Town Council and RCT Council for the maintenance of green spaces within the town. While not formally contracted, this arrangement is underpinned by ongoing support and assistance from the RCT Team, which ensures the delivery of quality maintenance services aligned with local expectations. There are:

- Transparent service expectations and flexible scheduling.
- Clear and open lines of communication.
- Shared commitment to environmental management and public satisfaction.

Conclusion

These examples demonstrate how Pontypridd Town Council and RCT CBC are working effectively together to deliver public value. The partnership is rooted in mutual respect, good communication, and a shared goal of improving the town for residents, businesses, and visitors alike. It is hoped that future collaborations will continue to build on these strong foundations, ensuring that Pontypridd remains a thriving and well-cared-for community.

Ynysybwl & Coed-y-Cwm Community Council	
Best Practice Examples	Future aspirations / Wish List
<p>1. ENVIRONMENTAL OFFICER</p> <p>The Ynysybwl & Coed-y-Cwm Community Council (YCC CC) have a Service Level Agreement (SLA) with Rhondda Cynon Taf County Borough Council (RCTCBC) to employ an Enforcement Officer for the wards of Ynysybwl and Coed-y-Cwm. The focus of the work includes but is not limited to issues of waste management, such as fly tipping in</p>	<p>1. Better collaboration and communication. Working in a collaborative manner is essential when allocating public funds, but the lynchpin of collaboration is communication. If this new</p>

<p>the area. Vehicular management e.g. abandoned or illegally parked vehicles. Dog fouling issues. The collaborative work is minor in that the community council pays the fees to RCTCBC but there is little to no communication with the Borough Council beyond this regarding this SLA. The enforcement officer himself communicates regularly with the Community and Borough Councillor about issues in the area and provides a monthly report for the council meeting to highlight the issues so that council can plan actions to address the issues if required.</p> <p>This example of collaborative work is successful because of the dedication of the enforcement officer who makes great effort to ensure there is robust communication with Councillor in the event that an issue presents itself.</p> <p>2. BUTCHER'S POOL</p> <p>At the top of Ynysybwl is a protected area which contains a paddling pool surrounded by trees and greenery. It is curated by a group of dedicated volunteers who open it every year for the summer holidays so that children in the area have a safe area to play in. This is particularly important in an area like Ynysybwl which scores above average for social deprivation indices. The pool is free of charge and is held in high regard by the residents of Ynysybwl & Coed-y- Cwm. The challenge for the committee who manage the paddling pool are the maintenance costs and recruitment of volunteers to manage the pool when it is open. Currently, RCTCBC provide funds towards the maintenance and so does the Community Council.</p> <p>Historically this is an important park in the area as it has been a paddling pool for a significant number of years.</p> <p>This project is managed through the volunteer group and the term partnership working cannot be applied in principle to this project. However, this is an area where a joined up management approach would work very well and could ensure that this important provision for young children in the area is future proofed.</p>	<p>Charter improves communication for all Community Councils and not just the larger ones – it will be of value.</p>
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<p>3. THE YNYSYBWL COMMUNITY CENTRE</p> <p>While the Community Centre in Ynysybwl is an independent charitable project and is not part of the YCC CC Community Council – both RCTCBC and YCC Community Council provide support for this project. Working together has ensured that this facility, which provides important events for local residents of all ages stays open. Communication between RCTCBC and YCC Community Council has ensured that money is allocated in a cooperative manner so that there is no overlap when allocating funding for essential maintenance work.</p>	
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Pontyclun Town Council	
Best Practice Examples	Future aspirations / Wish List
<ol style="list-style-type: none"> 1. RCT collects and disposes of our Confidential waste. 2. RCT mows the grass in our Park. 3. RCT undertakes many of our playground inspections – we do weekly visual check they do the rest. 4. PTC and RCT streetcare teams work closely to provide coverage of cleansing services eg <ol style="list-style-type: none"> a. RCT empty many of our Dog bins and Waste bins (we pay and install/repair/replace); b. If an RCT bin breaks and they have no replacement we often provide it at our cost with RCT them servicing it c. We are a Litter picking hub. RCT will collect that rubbish as part of normal rounds; d. If we have events RCT will pick up post event litter on a special pick up; 	<ol style="list-style-type: none"> 1. Better access to RCT contact list (a live list). 2. Better access to training opportunities for Staff and Councillors. 3. Even if we do not take any up the fact that it is there as an option helps us fulfil our legal requirements to have training plans in place. 4. Better co-ordination regarding changes at RCT that might affect our budget. TC/CC prepare budgets by Jan – so in reality during Nov/Dec. RCTs budgeting is not in sync with this and this can lead to issues. <ul style="list-style-type: none"> • Eg RCT planned to ask TC/CCs to help fund Remembrance day support. This is fine but plan was to ask us in June to fund that November which would have got a negative response from all as budgets committed. • If you might want help from us or be passing down costs to us, you need

<p>5. PTC maintains our local footpaths under an agreement with RCT Footpaths teams.</p> <p>6. Worked with RCT Together team on developing an Emergency plan for the area.</p> <p>7. Working with RCT Together team on developing the Neighbourhood network in the area.</p> <p>8. There is also support from RCT to help deliver Remembrance day parades across the borough.</p>	<p>to tell us in Sept/Oct for the following year.</p> <p>5. I would like us to have a list of kit that can be shared across all of us so that if we needed anything we did not have to hire/buy. This could save us all money; it would reduce resource waste and help sustainability.</p>
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Llanharan Community Council	
Best Practice Examples	Future aspirations / Wish List
<p>1. Currently in place for a fixed amount an agreement between RCT and LCC for Maintenance of footpaths.</p> <p>2. When the Community Council wished to fund and fit a bus shelter at a bus stop. RCT specked the shelter, consulted with a local landowner and have committed to purchasing and fitting it. The Community Council to be billed.</p> <p>3. CIL project to provide a new bridge. RCT have verbally committed to taking on the future inspection and maintenance of the bridge once constructed.</p> <p>4. RCT rights of way and highways have entered into a number of joint projects with the Community Council to significantly improve or bring back into use ROW, the Community Council part funding or wholly funding these projects.</p> <p>5. RCT highways a point of easy and rapid liaison as to ownership and status of public areas</p>	<p>1. RCT to collect and dispose of our Confidential waste.</p> <p>2. RCT to undertakes our playground inspections – we have been offered verbally but attempts to make this happen have fallen on deaf ears. We are now planning on paying to train our own people. RCT already have parks in the area so this seems a no brainer. (For a fee of course).</p> <p>3. RCT streetcare teams to share their cleaning routes so we can ensure some non covered routes are serviced by ourselves. (And frankly to ensure we aren't covering areas RCT should be).</p> <p>4. For RCT to agree to empty more dog waste bins and standard bins if LCC will provide the bins.</p>

<p>6. The Community Council instigated a project to map and deal with Japanese knotweed on public land in our community. Assistance in mapping these areas provided by Invasive species team.</p>	<p>5. For events - RCT to pick up post event litter on a special pick up</p> <p>6. Would like to distribute recycling bags for the community on behalf of RCT at our office.</p> <p>7. Better access to RCT contact list (a live list)</p> <p>8. Better access to training opportunities for Staff and Councillors - there is a raft of training our staff should be doing, manual handling training, HAVS and other safety training.</p> <p>9. Access to the RCT portal (Similar to that available to elected members).</p>
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Hirwaun and Penderyn Community Council	
Best Practice	Future aspirations / Wish List
<p>1. Good working relationship with RCTCBC officers in relation to the Christmas lighting application, the installation of benches, signage or planting of trees</p> <p>2. Good response to queries via the Parks department, along with working together to install bus shelters where we can.</p>	<p>1. Better response to our emails sent via the Customer Services email address as it is very rare that we get a response.</p> <p>2. Details of any grants available to us cascaded to the Town and Community Councils.</p> <p>3. Access to IT support.</p>

Llantwit Fardre Community Council	
Best Practice	Future aspirations / Wish List
<p>1. RCT payroll section currently carry out our payroll service for an annual fee this has proven to be a valuable service.</p>	<p>1. Better access to RCT Contact List, along with information updates on a regular timescale.</p>

<ul style="list-style-type: none"> 2. LFCC lease two play areas from RCT, under an agreement these play areas are maintained by the Community Council to a high standard, the lease agreement currently run until 2034. 3. Streetlight, LFCC are currently in the process of transferring several streetlights which they currently maintain to RCT, the agreement is currently being drafted. 4. LFCC has worked with RCT when developing our tree replanting scheme throughout the area. 5. We are a distribution depot for Recycling bags etc. 	<ul style="list-style-type: none"> 2. Access to training opportunities for Members & staff. 3. Work closer with RCT parks and play area department to develop a more inclusive plan. 4. Better co-ordination with events from both parties 5. Develop a neighbour network programme. 6. LFCC would be happy to discuss working with RCT on joint ventures to help the community.
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Other specific examples of Good Practice undertaken between RCTCBC and TCC's.

Supporting and enable Community Councils to high standards in public office

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that Councillors can be held accountable and that all adopt the behaviours and responsibilities associated with the role. Members conduct as individual Councillors affects the reputation of all Councillors, therefore it is important that all Councillors abide by the Code of Conduct. Through the good working practices already in place the Council has provided training and continues to actively promote further training opportunities to Community and Town Council's in relation to Code of Conduct. This case study demonstrates how the Charters main principles were put into action and delivered upon a positive case study, demonstrating positive and stronger partnership working and enhancing local democracy.

Recognition – That although training and guidance can be sort from Community and Town Clerks, the Council's Monitoring Officer can be better placed to provide such training to County Borough and Community and Town Councils.

Communication – Actively promoting the 'open door policy' of the Council's Monitoring Officer.

Engagement – The Council’s Monitoring Officer through the relevant Clerks will seek to undertake Code of Conduct training following an election. Such training can also be sought through One Voice Wales.

Governance – The Council’s Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. Town and Community Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. However, Members may seek advice directly from the Monitoring Officer.

Partnership working – Through positive partnership working providing the opportunities for strengthened training and understanding of the Code of Conduct, providing better value for money.

Collaborative delivery of Civic Events

Community events play a pivotal role in the community, being a conduit to bringing people together for a positive cause or reason, celebrating traditions and building community spirit. Through the good working practices already in place the Council has assisted in supporting a range of community events with Community and Town Councils across the County Borough – Pontypridd Remembrance Parade

Recognition – That although Community and Town Councils are best placed to provide a local event in the heart of the Community, practical support and funding is often needed from the Council.

Communication – Open and direct communication, ensuring all organisations aware of the roles each are playing for the success of the event and ensuring all partners are pushing the same public communications.

Engagement – Early engagement between the Council and Community and Town Councils is important to ensure adequate lead in time for the event and for all necessary actions to be carried out.

Partnership working – Through positive partnership working providing the opportunities for successful community events, bringing people together, encouraging bonds and creating a sense of belonging for the residents of the County Borough.

Administration Support

The role of a Clerk in any Community or Town council is a vital asset to the Council and the health and well-being of the local community. A Clerk will provide numerous duties to ensure the smooth and professional running of a TCC. Such duties include (and are not limited to) ensuring the Council conducts its business lawfully; administers all the Council's paperwork; ensures that meeting papers are properly prepared and the public is aware of meeting times and implements the council's decisions.

Recognition – The important role that a TCC Clerk plays in the smooth and professional running of a TCC and the difficulties that can be experienced when a TCC has a Clerk vacancy for any period of time.

Communication – The Principal Council's Liaison Support Officer is available to provide any support needed to TCCs and their Clerks through correspondence and meetings.

Engagement – Aside from general support to TCCs Clerks, the Principal Council's Liaison Officer has provided administration support to a TCC, during an extended period of absence of a Clerk. The Liaison Officer provided administration support in addition to attendance at meetings to allow the TCC to continue to function. This support also extended to assistance financial administration support. Once a Clerk was brought into post, a gradual handover and training was provided, to ensure the success and longevity of the new Clerk.

Partnership working – Through positive partnership working providing support to a TCC allowing them to fulfil their duties and roles whilst experiencing a vital vacancy. Assisting with the necessary recruitment process and providing training and work shadowing as well as continued support and advice to allow the new Clerk to feel comfortable in the role.

Collectively Delivering the Local Resolution Protocol

Whilst it is important that Community and Town Councils take responsibility for and have robust local resolution processes in place for dealing with Member-on-Member complaints there have been occasions where the relationships between some Members of Community & Town Councils has significantly broken down. Often exchanges during debates and outside of meetings would highlight differences that go beyond robust challenge and scrutiny, which is always encouraged, but instead descend into personal comments/attacks and in some cases instances of bullying, harassment or victimisation. This behaviour impacts the day to day operations of the

Council, including the ability of the Clerk to conduct their role effectively, and the Council's ability to act in the best interests of those it serves, its residents. Such scenarios have the potential to significantly affect the well-being of officers employed by the Council and Members which can lead to resignations and risks to the effective governance of the Council.

Recognition - That TCCs have in place robust local resolution process, however, where needed the Councils Monitoring Officer and Chair of Standards Committee can assist in matters to help ascertain a resolution that is acceptable to all.

Communication - In order to resolve similar issues which have previously emerged in some Councils, as a result of a breakdown in relationships between Members and sometimes officers, the Monitoring Officer and Chair of the Standards Committees have, prior to a formal meeting of the relevant council, met and spoken with Members collectively in an attempt to bring the Council back together and seek to regain its focus on its primary priorities and objectives.

Engagement - This has meant Members having to acknowledge the issues facing the Council and in order to move forward positively be willing to set aside any personal differences that may have impacted the Council in the preceding weeks/months. Whilst Members need to be responsible for taking those steps such meetings have aided a turnaround in behaviours at, and outside of, meetings and a realisation that personal differences should be set aside leading to a reset and a more efficient and effective Community/Town Council.

Partnership working - Allowing TCCs the autonomy to take forward actions in the first instance is an important step in any resolution process. However, TCCs should know that where needed the Council can be a positive partner to assist in any resolution.

Terms of Reference – Shared Charter Engagement Forum

Membership – RCT TCCs Clerks; RCTCBC' Head of Democratic Services; Community Liaison Officer.

Chair – On an annual basis the Forum will be asked to appoint a Chair. The Chair must be a TCC Clerk. Although this will be an annual appointment there is nothing to prevent a chair being re-appointed.

Aims : To provide quarterly virtual meetings between the Clerks to RCTs TCC and RCTCBCs Head of Democratic Services and Community Liaison Officer to achieve the following:

- RCTCBC Updates (Including but not limited to - decisions of RCTCBC / Open Consultations / other matters of interest important to TCCs taken by RCTCBC).
- TCC Updates (similar to above).
- Budget and Financial positions .
- Sharing of best practice examples.
- Problem Solving – discussion and solution to problems experienced.
- Training Opportunities explored.
- Any other matters deemed of interest / importance to RCTCBC or the TCC.
- Review and Updating Charter Delivery Plan.
- Extended Invites – to receive presentations / discussions from RCTCBC Senior Officers where deemed appropriate.
- One Voice Wales – Extended invite to OVW where deemed appropriate.

Meeting Management. The meetings will be run virtually through zoom. Agenda for the meeting will be circulated in advance. All Members will be asked in advance for items for consideration to ensure that the meeting is not RCTCBC led. The Chair of the group will approve the agenda prior to publication. The meetings will not be recorded or available in the public domain to allow for open and safe conversations. Action points will be taken to allow progression of discussions.

Reporting Back – On an annual basis the Chair of the forum will present an update report to the Community Liaison Committee outlining the work of the forum over the municipal year.

Terms of Reference – RCT's Town and Community Council Committee

Membership - TC/CC Chair / Leader (Elected Member) and RCT senior leadership level; RCT's 'twin hatted' Members (County Borough and Community / Town Councillor); RCTCBC's Relevant Cabinet Member.

Substitutes - In the absence of any Chair/ Leader (Elected Member) of the Town and Community Councils, substitute Members will be allowed.

Observers - TCC Clerks are encouraged to attend as observers.

Aims –

To work collaboratively to take forward the overarching aims of the agreed Shared Community Council Charter to further strengthen collaborative arrangements between the TCC's which will ultimately benefit the residents and visitors of Rhondda Cynon Taf:

- Strengthening partnership working & Collaboration opportunities
- Enhancing local democracy
- Improving our Communities and public service delivery

The Committee will monitor progress in relation to the delivery of the Charter, through the agreed Delivery Plan.

The Committee will receive an Annual report from the Shared Charter Engagement Forum on the work achieved during the relevant municipal year.

Meeting Management - Meetings of the Committee will be convened as and when felt appropriate by the Chair. A minimum of two meetings per year will be convened. It is suggested that a meeting of the Committee is scheduled in advance of RCTCBC Budget setting meeting.

The meetings will be hybrid in the Council Committee Room in the Council Headquarters and through zoom in the first instance. If any TCC wished to host a meeting, then hybrid arrangements would be necessary. The meeting will adhere to RCTCBCs Multi Location Meeting policy, which can be found [here](#).

The meeting will be in the public domain and meeting arrangements and relevant content will be available on RCTCBC website. TCCs are encouraged to promote the meetings on their own social media platforms.

Voting - As the Committee will generally seek to operate by consensus and in working as equal partners in providing an effective conduit for the citizen voice to be heard, it is felt inappropriate to establish a formal voting process.

Quorum - The quorum of a meeting will be at least three Chairs / Leaders (or substitutes) of the Town and Community Councils, the Chair of the Committee (or designated Chairman). If at any time, there is not a quorum present, then the meeting will be declared adjourned and the items (or remaining items) of business will be dealt with at the next meeting, a time and date to be agreed by the Chair.

Agenda Items - Members will be given advance notice of the dates and times of the meetings and in terms of openness and transparency will be invited to contribute towards the agenda in respect of the delivery of functions (operational matters to be dealt with via the Liaison Officer and the Clerks of the respective Town/Community Councils) and participate proactively to the attendance and discussion. The Chair has the right to refuse any items to be placed on the agenda, if felt inappropriate.

Community Liaison Officer - Duties

- **Liaison Officer duties** will include (this list is not exhaustive but will include):
 - 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.
 - E-Newsletters – timely electronic newsletters providing useful advice, information and guidance.
 - 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.
 - Advise of any training opportunities available to Town and Community Councils.
