

**RHONDDA CYNON TAF COUNCIL COMMUNITY LIAISON COMMITTEE**

Minutes of the meeting of the Community Liaison Committee meeting held on Monday, 4 February 2019 at 10.30 am at the Council Chambers, Municipal Buildings, Pontypridd

**County Borough Councillors - Community Liaison Committee Members in attendance:-**

Councillor M Webber (Chair)

Councillor R Bevan – Cabinet Member for Planning & Economic Development

**Town / Community Council Representatives**

Ms A Ellis Councillor A Burnell	Ynysybwl & Coed Y Cwm Community Council
Ms E. Nelmes (Clerk)	Hirwaun & Penderyn Community Council
Councillor C. Parker Councillor P Uppal	Llanharan Community Council
Councillor A Matheson Ms C Craven ( Clerk)	Llantrisant Community Council
Ms J Stuckey (Clerk) Ms S Bailey	Llantwit Fardre Community Council
Ms R. Smith (Chief Executive)	Pontypridd Town Council
Councillor M Griffiths Councillor C Willis	Pontyclun Community Council
Councillor A Fowler Ms G Williams (Clerk)	Taffs Well & Nantgarw Community Council
Ms P Williams	Tonyrefail Community Council

**Officers in attendance**

Mr C Hanagan – Director of Communications & Interim Head of Democratic Services

Mr G Isingrini – Group Director Community and Children’s Services

Mr S Gale – Service Director Planning

Ms J Bow – Head of Service Accommodation

Ms A Lewis – Health and Wellbeing Improvement Manager

Mr C Davies - Corporate Policy & Consultation Manager

Ms E Wilkins - Principal Executive and Regulatory Business Officer

**8 DECLARATION OF INTEREST**

Members had no personal interest to declare in matters attaining to the agenda.

## **9 WELCOME & APOLOGIES**

The Chair Welcomed Members of the Community and Town Councils to the Meeting of the Community Liaison Committee. In addition, she welcomed Member from the Independent Remuneration Panel Wales.

Apologies for absence were received from Councillors A Davies-Jones, M. Diamond and G. Lewis

## **10 ANNOUNCEMENTS**

The Chair explained that there was a list that would be circulated around the Chamber to ensure that Members Services have the correct details for all Community Councils Chair and Clerks.

## **11 MINUTES**

**RESOLVED** to approve as an accurate of the Meeting of the Community Liaison Committee held on the 25<sup>th</sup> September 2018.

## **11 CHANGE TO THE ORDER OF THE AGENDA**

The Committee agreed that the agenda would be considered out of sequence and as detailed in the minutes set out hereunder.

## **12 INDEPENDENT REMUNERATION PROGRAMME**

The Chair formally introduced the Vice Chair of the Independent Remuneration Panel Mr G Owen, along with Mr S Mullholland fellow Panel Member.

Both Mr G Owen and Mr S Mullholland gave Members an overview of Independent Remuneration Programme for Wales with the aid of a Power- Point presentation under the following headings:

- Community and Town Council Grouping;
- Determination 37, 38,39,40,41,42,43,44 and 45;
- Status of Members of Community & Town Councils;
- Receiving Payments;
- Members of Principal Councils; and
- Annual Timetable (1) and (2)

Members were informed that the Panel believes the wide range of variation in Community and Town Council size, means the responsibilities and accountabilities of councillors must also vary.

It was highlighted that Councillors managing incomes or expenditure of £ 1 Million and those delivering significant services, including those perhaps delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of £30,000.

It was explained that the Panel examined a range of measures that could be used as the basis for grouping Community and Town Councils to reflect these differences.

It was also explained that the Panel concluded that using income or expenditure

figures better reflect the activity levels of a council than population ratio or precepts that the Panel found did not always correlate to income or expenditure.

In respect of Grouping Members were informed the Panel has formed 3 groups of Community and Town Councils on the basis of the level of income or expenditure, whichever is the highest in the previous financial year. It is also easy for councils to understand which group they belong to which is;

- 1. Community and Town Council Group A - £200,000 and above;**
- 2. Community and Town Council Group B - £30,000 - £199,999**
- 3. Community and Town Council Group C – Below £30,000**

It was explained that all Community and Town councils must make available a payment to each of their Members of £150 per year as contribution to costs and expenses.

In respect of Community and Town councils in Group A it has been determined that an annual payment of £500 each must be made available to a minimum of 1 and a maximum of 5 Members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

In respect of travel cost Members were informed of Determination 40 where Town and Community councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMCS mileage allowance as set out in the annual report.

In respect of Determination 41 and 42 Officers explained that if a particular duty requires an overnight stay, it can authorise subsistence expenses to its members at the maximum rate set out in the annual report on the basis of receipted claims. Community and Town Councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as set out in the annual report.

In respect of care responsibilities it was brought to the attention of Members that all Community and Town councils must provide for the reimbursement of necessary costs for care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403/month on production of receipts from the carer. Reimbursements must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

It was also explained there is a Civic Head payment to be made to the Mayor / Chair of the council up to a maximum of £1,500 to undertake the functions of that office. Again, this is in addition to the £150 payment for cost and expenses and the senior salary of £500 if these are claimed.

Members were informed of the status of members of the Community and Town councils

An overview of receiving payments was presented to the Committee, It was explained that Individuals who have accepted office as a member of a town or community council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It was explained that it is the duty

of the proper officer of a council (usually the Council Clerk) to make arrangements for correct payments to be made to all individuals entitled to receive them. Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to opt in to receive payments. It was also explained that an individual may decline to receive payments if they wish. This must be done in writing and is an individual matter and they must write to the proper officer to do so.

Finally, in respect of annual timetabling it was explained that in March council must consider each determination in the IRPW'S final report and record its formal decision in relation to the non-mandated determinations, which will apply to all members. In May from the date of the General Meeting, all mandated payments and those non-mandated payments the council has adopted to be made to all members. Proper notice must have been received by the Clerk from any member making a personal decision to forgo part or all payments. By 30<sup>th</sup> September, these have to be published and the details of all payments made to individual members for the previous financial year in an 'Annual Statement of Payments' to the IRPW and then in October consider the determinations in the IRPW's draft report for the next financial year and use this to inform budget plans.

It was explained that all clerks should have had the information before publishing and it is up to the individuals to provide that to the clerk so that it can be built into the budget.

Members considered the information put before them and following a robust discussion thanked officers for a very informative presentation. It was **RESOLVED** that a copy of the presentation would be forwarded to Members after the meeting.

### 13 **A SHARED COMMUNITY - MODEL CHARTER REVISIONS**

The Director of Communications and Interim Head of Democratic Services provided Members with an update in respect of the revision of the Charter.

It was explained that has Members would recall a report was present at to this Committee which was held on the 25<sup>th</sup> September where Members agreed that further revisions would be made to the Charter to reflect the principles and goals of the Wellbeing and Future Generations (Wales) Act and to further strengthening the working relationship between all members.

The Director of Communications and Interim Head of Democratic Services updated Members on the One to One engagement session. It was explained that these session are half way through a present. Feedback so far has been for a single point of contact support to be provided along with training, guidance relevant to Community Councils jointly. It was explained to the Committee that guidance could be provided through the Charter. After further discussion, the Director of Communications and Interim Head of Democratic Services along with the Chair emphasised the need on positive relationships and hoped that this new way of communication would be a positive step forward. Members Commented on the One Voice Wales (Vale of Glamorgan) template could be used moving forward.

After continued discussion, Members **RESOLVED**:

- To adapt the template to make it a stronger document.
- To receive the revised Shared Community Module Charter at the next meeting of the Community Liaison Committee

## 14 COMMUNITY INFRASTRUCTURE LEVY (CIL) - 123 LIST

The Service Director Planning provided Members of the 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.

Members were informed that 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.

It was also explained that CIL receipts are passed twice a year by 28<sup>th</sup> April (for CIL receipts received between 1<sup>st</sup> October and 31<sup>st</sup> March) and by 28<sup>th</sup> October (for CIL receipts received between 1<sup>st</sup> April and 30<sup>th</sup> September)

The Service Director planning outlined the CIL receipts passed to Community/ Town Councils (October 2018) which were £90,033.02. The Officer continued to explain how the funds received by Community and Town Councils can be spent in accordance with CIL Regulations.

Members were informed that 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.

Members were presented with an explanation in respect of what are infrastructure needs. Officers also explained that Community and Town Infrastructure lists although not mandatory provide an open and transparent way of setting out projects that the Community /Town Council proposes to spend their CIL receipts on.

On concluding his presentation, Members put forward their questions and observations.

Members **RESOLVED** to:

- acknowledge the advice in the report
- Develop an Infrastructure List to help mitigate the impact of development in their area.

## 15 TWINNING

The Director of Communications and Interim Head of Democratic Services presented Members of the Community Liaison Committee with an update in respect of Twinning. Members were reminded Rhondda Cynon Taf adopted the four twin towns, established by the former local authorities, these were:

Nurtinggen;  
Ravensburg;  
Wolfensbuttle in Germany; and  
Montelimar in France.

It was explained that from the recent 50th anniversary of Twinning that has taken the Council would like to strength it International Links and would like the Community and Town Councils to become involved going forward.

Members were informed of a subcommittee being created and as part of the terms of reference of the group, it has been suggested that Members of Community and Town Councils to take part in the future.

An example was given of the Pontypridd Town Council and their move to set up a Friendship Agreement.

## **16 MODERNISATION OF RESIDENTIAL CARE AND DAY CARE FOR OLDER PEOPLE**

The Group Director Community and Children's Service along with the Head of Service – Accommodation provide Member with an overview in respect of the Cabinet decision to modernise residential care and day care for older people across the County Borough.

It was explained that in September the Cabinet requested a comprehensive review of residential and day care services for older people to be undertaken in order to determine future opportunities for service delivery in line with the Councils strategy for accommodation for older people and provision of extra care.

The Group Director Community and Children's Services provided a summary of the current provision of residential care and day care for older people in RCT. It was reported that due to the increasing demands on the current provision with population of RCT increasing and living longer Cabinet requested the review. The Community and Town Council were also presented with the Consultation Document and given an overview. It was explained that the recommendations from the Consultation into both the Residential Care Home and Day Care Services for older people would be separate for each service and would be feed back into the final report that would be presented to Cabinet for consideration.

The Group Director went on to take Members questions and observations.

In respect of the Extra Care provision a Member wanted clarification in respect of accommodation for couples. Officers explained that the Extra Care provision would allow couples to stay together in the same home and providing them additional support for the persons needs providing care when it is needed.

A Member asked why assessment time are taking so long, in reply, officers explained that the assessment are completed relatively quickly however adaptations to the home etc. can take time for these to take place.

In respect, Day Centres a Member stated that we need to do what is best for the Community and we need to look at what residents want from the services and develop a more suitable delivery model.

After further discussion, Members **RESOLVED**:

- That any Comments and Observation will form part of the consultation process.
- Acknowledge the Cabinet decision to modernise residential care and day care for older people across the County Borough.

## **17 DEVELOPMENT OF A LOCAL TOILETS STRATEGY FOR RHONDDA CYNON TAF**

The Health and Wellbeing Improvement Manager informed Members of the Community Liaison Committee the reason for the development of a Local Toilets Strategy for Rhondda Cynon Taf.

On the 24<sup>th</sup> January 2019 the Director of Public Health, Protection and Community Services in consultation with the Cabinet Member, Cllr R Lewis, made a delegated Officer decision to approve the commencement of a 12 week public consultation on the draft Rhondda Cynon Taf Toilet Strategy.

Members were informed that the delegated decision agreed:

1. To approve the initiation of the draft Local Toilet Strategy for public consultation for a minimum of 12 weeks, inline with statutory requirement to develop and publish a Local Toilet Strategy, as required by Part 8 of the Public Health (Wales) Act 2017.
2. That the Director of Public , Health Protection and Community Services, consider the consultation responses with a view to preparing a Final Draft Strategy for consideration by Cabinet in May 2019.

The Officer explained that there is a statutory requirement to develop and publish a Local Toilet Strategy, as required by Part 8 of the Public Health (Wales) Act 2017. It was explained that the Act Places a duty on each Local Authority in Wales to prepare and publish a Local Toilet Strategy for its area. The Strategy is developed following the completion of a needs assessment to:

- Assess the community's need for toilets, including changing facilities for babies and changing place facilities for people with disabilities;
- Provide details of how to meet the identified need;
- Produce a local toilet strategy ; and
- Review the strategy, update and publicise revisions.

It was explained that Local Authorities must prepare and publish their strategies by 31<sup>st</sup> May 2019. It was highlighted that the duty to prepare a Local Toilet Strategy does not require Local Authorities to provide and maintain public toilets directly. The Local Authority must take a strategic view on how facilities can be provided and accessed by their local population.

Members were informed that a draft Strategy has been prepared that incorporates feedback following a public consultation as part of the Assessment of Need that was undertaken for four weeks, beginning in October 2018.

Member were informed that the public consultation exercise has commenced and will end on the 29<sup>th</sup> April 2019. This includes;

- Online questionnaires via RCTCBC website and sent directly to interested parties;

- Social Media alters;
- Face-to-face discussions at various community venues.

Members considered the draft strategy and put their questions and observations forward. A Member commented on the lack of provision with in some towns and communities and where there were provisions, Members felt that they were inadequate for many reasons.

In relation to availability in stores etc. Members felt more could be done to locate them at the front of the store rather than in out of the place areas including at the rear of stores.

A Member felt there is a need for premises to advertise that they have these facilities for public to see. Many more observations and suggestions were put forward from Members and Members **RESOLVED** to:

- Acknowledge the draft Local Toilet strategy
- That their views and comments would be taken into consideration when preparing the final Draft Strategy for consideration by Cabinet in May 2019.

**This meeting closed at 12:15**

**Cllr M Webber Chair.**