

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting of the Democratic Services Committee held at the County Borough Council Headquarters, The Pavilions, Clydach Vale on Monday, 12th February, 2018 at 5 p.m.

PRESENT

County Borough Councillor G.R.Davies – in the Chair

County Borough Councillors

L.M.Adams	S.Powderhill
J.Bonetto	E.Stephens
A.Davies-Jones	W.Treeby
E.George	L.G.Walker
K.Morgan	M.Webber

Officers in Attendance

Mr.C.B.Jones – Director, Legal & Democratic Services
Mr.C.Hanagan – Service Director, Cabinet & Public Relations
Ms.D.Hughes – Head of Organisational Development
Mr.T.Jones – Head of ICT
Ms.L.Evans – Principal Information & Data Protection Officer
Ms.K.May – Head of Democratic Services

8. DECLARTIONS OF INTEREST

RESOLVED – to note that there were no declarations of interest made at the meeting pertaining to the agenda.

9. MINUTES

RESOLVED – to approve as an accurate record the minutes of the meeting of the Democratic Services Committee held on the 11th September, 2018 subject to Minute No.6 being amended to read “.....meeting of this Committee held on the 5th October, **2016**....”

10. UPDATE ON TRAINING – PRESENTATION

In accordance with Minute No.7(4)(6) of the meeting of this Committee held on the 11th September, 2017, Members received Ms.D.Hughes, Head of Organisational Development who with the aid of PowerPoint slides outlined the training events that had taken place since the County Borough elections in May, 2017 together with the interim findings from Members Personal Development Reviews (PDRs), where to date 26 had been undertaken.

The Head of Organisational Development reported that the training undertaken during the induction period May/June 2017 had been well attended with a 100% turnout for the training for Scrutiny Chairs/Vice-Chairs and the Regulator Chairs/Vice Chairs which had been held on separate dates and facilitated by the WLGA. The attendance for the Scrutiny training which had been delivered by an external provider was also high with over 50% turnout.

The low attendance for training events had always been a matter of concern by Members of the Democratic Services, which in the main was due to the time pressures of Councillors. However, the training events that are arranged prior to meetings of the Council are being well attended and this could be due to the topics that were being delivered.

The Head of Organisational Development stated that the feedback from the evaluation forms in respect of the induction process and the subsequent training events was very positive.

In conclusion, it was reported that whilst, to date only 26 PDRs had been undertaken there was a common theme arising in that Members were asking for training in Social Media (Facebook/Twitter), Media Interviews, Dispute Resolution etc. Other aspects of delivering training such as e.learning had also been deployed which would also be of benefit for Members.

RESOLVED - to note the information.

11. **UPDATED ELECTED MEMBER ICT, INTERNET & EMAIL ACCEPTABLE USE POLICY**

Following the meeting of this Committee held on the 11th September, 2017, the Head of ICT presented Members with a revised draft of the Elected Member ICT, Internet & Email Acceptable Use Policy which included clarification on the roles of Members that impact on the use of Council ICT equipment, internet and email facilities and the policies that support acceptable use.

To further support Members in their understanding of their roles and responsibilities in particular in relation to data protection, the Principal Information Management & Data Protection Officer, at the meeting presented the Committee with an overview of Data Protection and with the aid of PowerPoint slides gave her observations under the following headings:-

- Introduction to the Data Protection Act, 1998
 - Protects the privacy of individuals
 - Gives rights to individuals in respect of their personal data
 - Places legally binding obligations on `Data Controllers` to comply with the Act
 - Applies to personal identifiable information
- General Data Protection Regulations (GDPR) – May, 2018
- Role of the Information Commissioner

- The Role of a `Data Controller`
- Data Protection Principles

Following the comments made by the Principal Information Management & Data Protection Officer and her response to many questions posed by Members, the Head of ICT outlined the overall purpose of the conditions set out in the revised Policy as shown at Appendix 1 to the report.

In view of the concerns raised by Members in respect of “not having the right tools to do the job” which was also raised at the last meeting of this Committee, it was felt opportune to receive the update on **Members’ IT Provision** as listed as item 5 on the agenda for today’s meeting.

The Head of ICT reported that out of the 75 elected Members, 68 had now been furnished with iPads and had been installed with Office 365 which includes `Word`, `Excel` and `PowerPoint` together with a secure drive to the `Good Ap`; 3 Members chose to be provided with a Window device (laptop) and the remaining 4 Members have not yet confirmed their device preference.

It was further reported by the Service Director, Cabinet & Public Relations that the concerns expressed by Members at the last meeting in respect of the provision of printers had been taken on board and should a Member require a printer then it would be provided.

In view of the concerns that had been addressed by Officers following the meeting held on the 11th September, 2017, it was felt by the majority of Members that there was no longer a need for the establishment of a Working Group or Sub-Committee as referred to in Minutes Nod. 5(2) and 6 of that meeting.

Following a discussion it was **RESOLVED** –

1. To approve the Elected Member ICT, Internet & Email Acceptable Use Policy as shown at Appendix 1 to the report;
2. To agree the process for Elected Members to consent to the policy, as per the `Policy Acceptance Form` contained within Appendix iv of the policy.

Note: County Borough Councillors G.R.Davies, K.Morgan, E.Stephens and L.Walker wished to have their votes recorded that they voted against the above motion.

12. UPDATE ON MEMBERS IT PROVISION

This matter was dealt with earlier in the meeting in conjunction with the report in respect of the elected Member ICT, Internet & Email Acceptable Use Policy (Minute No.11 above, refers).

13. DOCUMENT MANAGEMENT PROPOSALS

With reference to Minute No.5 of the meeting of this Committee held on the 11th September, 2017, the Service Director, Cabinet & Public Relations provided Members with feedback on the results of the paperless pilot of Cabinet meetings together with details of the proposal to extend this approach to all Committee meetings.

The Service Director, Cabinet & Public Relations informed Members that following market testing, software demonstrations and reference visits to other local authorities and organisations in the locality, Modern.Gov was identified as the preferred software option to support the Council in going forward with paperless Committees and is used by 19 out of the 22 Welsh Local Authorities.

He outlined the benefits of the use of the Modern.Gov App., the primary one being the elimination of paper and also the financial savings.

As mentioned earlier in the meeting, nearly all Members have been supplied with electronic devices such as Ipads to assist them in undertaking their Council duties and training on utilising the Modern.Gov App is to be provided to Members in-house and any additional support required would be assessed and provided as and when needed.

Following a discussion, it was **RESOLVED** –

1. To note the feedback provided on the pilot of paperless Cabinet meetings;
2. To agree to support further extension of the paperless approach to all Committees of the Council as detailed in the report;
3. To recommend to Council that a phased approach to paperless Committee meetings is taken forward;
4. To note that subject to the agreement of Council, consequential changes to the Council's Constitution will be required;
5. That progress on the phased approach be reported to a future meeting of this Committee.

**G.R.DAVIES
CHAIR**

The meeting closed at 6.15 p.m.