



## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

17<sup>th</sup> JULY 2019

### DEMOCRATIC SERVICES COMMITTEE

#### UPDATE REPORT

#### REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

#### 1. PURPOSE OF REPORT

The purpose of the report is to provide Members with an update in respect of the:

- Development of the Members Portal
- Lanyard ID's
- Lone Working Policy
- GDPR requirements
- Members Charter
- Members Information - Policy Consideration

#### 2. RECOMMENDATIONS

2.1 It is recommended that the Democratic Services Committee:

- (i) Note the updates provided within the report;
- (ii) Receive further updates in respect of each of the items outlined within the report as and when appropriate.

#### 3. BACKGROUND

3.1 A number of items are under consideration by the Democratic Services Committee or have been referred to the Democratic Services Committee for consideration.

3.2 The report looks to provide Members with details of the current status of these items to ensure Members are kept up to date.

#### 4 MEMBERS PORTAL

4.1 At the Democratic Services Committee on the 19<sup>th</sup> March, Members agreed to the development of a Members Portal.

- 4.2 Since the agreement of the Committee, the Interim Head of Democratic Services met with officers from Customer Service and the Council's website development team to discuss the requirements and development of the portal.
- 4.3 A project plan has been agreed and development of the Portal is to be taken forward late Summer, with the intention of the Portal being available towards the end of Autumn.
- 4.4 It has been highlighted that further work will need to be taken forward in respect of E-learning modules in conjunction with HR, ensuring the availability of modules and their appropriateness.

## **5 LANYARDS / ID**

- 5.1 At the last meeting of the Democratic Services Committee, a Member queried the Council's position in respect of Office security, namely the wearing of lanyards by staff.
- 5.2 The Member raised concerns regarding the security within Council building locations and the good practice for all Council staff to wear identity badges and reporting in to buildings, again for both security and fire safety reasons.
- 5.3 A directive from the Chief Executive to all Council staff was disseminated over 12 months ago, advising all staff of the need to wear lanyards during working hours both on and offsite.
- 5.4 Following the Democratic Services Committee meeting the Interim Head of Democratic Services highlighted the issue again at a meeting of the Senior Management Team, where it was agreed that the original directive be republished as a reminder to all staff.

## **6. LONE WORKING POLICY**

- 6.1 At the meeting of the Democratic Services Committee on the 19<sup>th</sup> March, members agreed to the development of a lone working policy for the use of elected Members, following concerns raised by members.
- 6.2 Since the meeting, Officers from HR have been working on the development of such a policy, speaking to Elected Members and looking at policies within other Local Authorities.
- 6.3 The policy has been drafted and is currently being amended following Member feedback and it is proposed that this will be presented at the next meeting of the Committee for Members consideration, to ensure that it meets the criteria of Members.

- 6.4 The policy will be available for all members to utilise and will be an important advice note for any new Members to the Authority and will therefore be taken forward as part of the 'New Member Induction Pack'
- 6.5 It is also proposed that training on Lone Working is also taken forward for the benefit of all Members during the Municipal Year.
- 6.6 In addition at the beginning of July a 'Councillors' Guide to handling intimidation' was launched by the LGA and WLGA, and a bilingual version will soon be available on the WLGA website.
- 6.7 The guide can be accessed through the following [link](#) and will be disseminated to all Members shortly.

## **7 GDPR REQUIREMENTS IN RELATION TO MEMBERS**

- 7.1 At the last meeting of the Committee, Members received the Information Management Manager who presented Members with information in relation to the GDPR requirements of Elected Members when undertaking casework on behalf of constituents.
- 7.2 Following the agreement of the Committees, all Members have been advised that a Privacy Notice and Record of Processing Activity will be uploaded to each of their profiles on the Council Website, to further support Members in meeting the requirement of the GDPR in relation to accountability and documentation.
- 7.3 Members were asked to advise the Council Business Unit if they would like to opt out of this provision.
- 7.4 To assist Members a Frequently asked Questions document was also circulated to assist Members in this area.
- 7.5 Going forward a further detailed Members handbook is being developed by the Information Management Team, and meetings with Elected Members are being undertaken to allow Officers to gauge how Members process information, to ensure the accuracy of the handbook.
- 7.6 As part of part of positive collaborative and partnership working an information session has been scheduled for the 4<sup>th</sup> September in the Council Chamber for Town and Community Councillors, in respect of GDPR requirements.

## **8 MEMBERS CHARTER**

- 8.1 Work is still ongoing with the Interim Head of Democratic Services and officers from within the Council Business Unit and Human Resources ensuring that the requirements of the Charter are being adhered to and documented.

- 8.2 Pivotal to this work is the need to ensure that all Members feel supported and the Member's survey undertaken during April has assisted Officers in this area.
- 8.3 Support work in respect of the facilities available to Members is still being addressed as discussed in previous agenda items and further work needs to be undertaken with Human Resources to ensure that the delivery of training and support to Members is delivered through the best available means i.e. the preferred E-learning modules.

## **9. MEMBER INFORMATION – POLICY CONSIDERATION**

- 9.1 At the meeting of the Democratic Services Committee on the 19<sup>th</sup> March, Members considered and agreed to the proposal in respect of the development of a Members information policy.
- 9.2 A report will shortly be considered by the Council's Senior Leadership Team (SLT) to consider how the Council could improve the communication of key information with elected members.
- 9.3 Since the matter was discussed by this committee on the 19<sup>th</sup> March, the Service Director for Democratic Services & Communications has raised the importance of ensuring all members receive information in a timely manner relating to their electoral division, with SLT Officers

## **10. EQUALITY AND DIVERSITY IMPLICATIONS**

- 10.1 This report supports the need for all Members to have equal access to support regardless of political allegiance. The report encourages the authority to examine the way that business is conducted to ensure the equality of access and involvement of all people as councillors.

## **11. CONSULTATION**

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

## **12. FINANCIAL IMPLICATION(S)**

- 12.1 None.

## **13. LEGAL IMPLICATIONS**

- 13.1 None

## **14. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT.**

- 14.1 The work of all Councillors is fundamental to the work of the Council and subsequently the delivery of the Corporate Plan, hence ensuring Members are

fully supported in undertaking their roles is important to the work of the Council overall.

- 14.2 Ensuring all Members are supported and have equal access to support and development links to the future generations well being goals of a more equal Wales and a Wales of cohesive communities.

**LOCAL GOVERNMENT ACT 1972**

**AS AMENDED BY**

**THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**DEMOCRATIC SERVICES COMMITTEE**

**17<sup>th</sup> JULY 2019**

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**BACKGROUND PAPERS - Democratic Services – Support for Members**

Democratic Services – 19<sup>th</sup> March.