



RHONDDA CYNON TAF COUNCIL COMMUNITY LIAISON COMMITTEE

Minutes of the meeting of the Community Liaison Committee meeting held on Tuesday, 7 May 2019 at 10.30 am at the The Chamber, Municipal Buildings, Gelliwasted Road, 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

Mr Anthony Burnell	Ynysybwl & Coed Y Cwm Community Council
Ms Emma Nelmes	Hirwaun & Penderyn Community Council
Councillor C. Parker	Llanharan Community Council
Councillor M Griffiths Ms Carol Willis	Pontyclun Community Council
Ms P. Cook	Tonyrefail Community Council
Mr Alun Fowler	Taffs Well & Nantgarw Community Council
Ms R. S. Smith	Pontypridd Town Council
Ms Janice Stuckey	Llantwit Fadre Community Council

Officers in attendance

Mr C Hanagan, Service Director of Democratic Services & Communication
Ms L. Evans- Data Protection & Improvement Officer

18 DECLARATION OF INTEREST

In accordance with the Council's Code of Conduct, there were no declarations of interest pertaining to the agenda.

19 WELCOME & APOLOGIES

The Chair Welcomed Members of the Community and Town Councils to the Meeting of the Community Liaison Committee.

Apologies for absence were received from County Borough Councillor M. Diamond, Rhigos Community Council, Gilfach Coch Community Council Llanharan Community Council and Llantrisant Community Council. .

20 MINUTES

It was **RESOLVED** to approve the minutes of the 4th of February 2019 as an accurate reflection of the meeting.

A SHARED COMMUNITY - MODEL CHARTER REVISIONS

Members received the report of the Service Director, Democratic Services & Communications and were asked to review and agree the 'Shared Community Model- Model Charter', as originally agreed by all Members.

Members were informed that with updates in legislation and as good practice, revisions have been made to the 2011 Charter to incorporate the principles and wellbeing goals of the Well Being of Future Generations (Wales) Act.

The Service Director advised Members that a revised Charter was circulated to all Community and Town Councils earlier in the year as a platform for discussion. Since then, further amendments have been made to the Charter to strengthen the document. Members were informed that the Service Director, along with the Chair of the Community Liaison Committee, met with Members from each of the Town and Community Councils to discuss strengthening partnership arrangements and support.

The Chair advised Members that the aim going forward would be to establish a single point of contact for all Town and Community Councils. The Chair emphasised the importance of strengthening partnership arrangements.

Discussions ensued and a Member noted that it was the first time for him to see the Charter and that the previous two meetings had been cancelled. The Service Director informed Members that the previous two meetings had been cancelled due to the availability of officers and Members. The Chair emphasised that there is no hidden agenda and that they would welcome meetings with each Town and Community Council to discuss strengthening the partnership arrangements.

Members noted their agreement with the revisions and welcomed a single point of contact for all Town and Community Councils.

Following discussion, Members **RESOLVED**;

1. To note the revisions to the Model Charter, as attached in Appendix 1;
2. To agree in principle to the revisions to the 'Model Charter';
3. To formally agree and adopt the revised Charter at each of the respective Town and Community Council meetings; and,
4. To receive an update on the adoption of the Charter at the next meeting of the Committee.

GDPR REQUIREMENTS FOR COMMUNITY COUNCILLORS (CASEWORK)

Members received a presentation from the Data Protection & Improvement Officer in respect of the GDPR requirements for Community Councillors.

Members were informed that the presentation would focus on two requirements in respect of the GDPR;

1. Documentation/maintaining records of processing activity (accountability principle)
2. Providing privacy information to individuals (Right to be informed)

In respect of Documentation/ maintain records, the Data Protection &

Improvement Officer informed Members that the legislation places a legally binding obligation on the Data Controller to ensure;

- Compliance with the principles of the Regulation
- Demonstrate compliance with the Regulation
- Keep records of processing activities
- Annual notification with the ICO

Members were reminded that a 'Data Controller' is a person or organisation that decides what personal data to collect and how to use it. The Data Protection & Improvement Officer listed three examples of a 'Data Controller';

- Processing personal data when undertaking official duties of the Community or Town Council = the Community or Town Council would be the 'Data Controller'
- Processing of personal data when undertaking casework = Community/Town Councillor is the Data Controller
- Processing of personal data for political campaigning = Political party is the Data Controller.

It was emphasised that all Data Controllers need to document their processing activities. In respect of documentation, Members were advised to always document the following;

- *What* personal data you are processing;
- *Why* you are processing the information/ lawful basis;
- *Whose* personal data you are processing; and,
- *Who* the information is shared with and why etc

The Data Protection & Improvement Officer referred Members to the full list of requirements on the ICO website.

Members were advised to document their processing activity in the form of a Register. The Data Protection & Improvement Officer suggested that Members may wish to use a template (titled 'Record of processing activities') that was recently developed for Council Elected Members as a starting point.

In respect of privacy information (the right to be informed), the Data Protection & Improvement Officer reminded Members that the law requires:-

1. The Data Controller to be open, honest and transparent with people about the use of their personal data; and,
2. Individuals should be clear what personal data we are processing about them and why.

The Data Protection & Improvement Officer emphasised that all Data Controllers are responsible for providing privacy information to individuals.

In respect of the privacy notice, Members were advised that the notice itself must contain certain information:-

- Identity and contact details of the Data Controller
- What personal data you are processing
- Why you are processing it
- The source of the information
- Who the information will be shared with

- How long you intend to keep it
- Existence of the individuals right e.g. right to access

The Data Protection & Improvement Officer referred Members to the ICO Guidance for further information in respect of a privacy notice. It was also suggested that Members may wish to use the Elected Member casework privacy notice as a template for the creation on their own notice.

The Data Protection & Improvement Officer closed the presentation by referring Members to the various website links that provide further information in respect of the GDPR requirements.

Discussions ensued and a number of Members thanked the Data Protection & Improvement Officer for providing such an informative presentation. The Data Protection & Improvement Officer confirmed that the presentation would be circulated to Members following the meeting.

A Member raised a query in respect of casework and using email as a method of communication. The Data Protection & Improvement Officer emphasised that it is important to give residents a choice in respect of the method of communication and to make it clear to them the purpose for which their information will be used. Members were told that in respect of the GDPR requirements, it is important that they are always transparent and that they aim to always be open and honest.

The Chair suggested that Members use one person to relay information to a group of people. It was emphasised that this can sometimes be an easier and quicker method of communication.

Members were advised that The Data Protection & Improvement Officer would be happy to arrange a further in depth session in respect of the GDPR requirements. Members were advised to contact the RCT Council Business Unit if they wanted to partake in a further training session.

Following discussion, it was **RESOLVED**;

1. To acknowledge the GDPR requirements for Community Councillors in relation to casework; and,
2. To contact the Council Business Unit in respect of a further training session with The Data Protection & Improvement Officer

23 Appointment of a Vice Chair

Members were asked to consider the appointment of a Vice Chair to the Committee for the Municipal Year 2019/20.

A Member suggested the appointment of Mr Simon Pritchard, the Leader of Pontypridd Town Council. Members endorsed this proposal.

Following discussion, Members **RESOLVED:-**

1. To agree to the appointment of Mr Simon Pritchard as the new Vice Chair of the Community Liaison Committee for the 2019/20 Municipal Year.

24 ANY OTHER BUSINESS

The Chair wished to place on record her personal thanks to Ms. R. Smith in respect of her commitment and hard work to the Committee and to wish her well in her retirement. Members endorsed the Chair's comments.

This meeting closed at 11.15 am

**Cllr M Webber
Chair**