

## RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

**A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE WILL BE HELD AT THE COUNTY BOROUGH COUNCIL HEADQUARTERS, THE PAVILIONS, CAMBRIAN PARK, CLYDACH VALE (BLOCK F) ON MONDAY, 12<sup>TH</sup> FEBRUARY, 2018 AT 5 P.M.**

**Contact: Karyl May, Head of Democratic Services (01443-424045)**

### LIST OF ITEMS FOR CONSIDERATION

**1. Declaration of Interest:**

To receive disclosures of personal interests from Members in accordance with the Code of Conduct.

1. Members are requested to identify the item number and subject that their interest relates to and signify the nature of the personal interest; and
2. Where Members withdraw from a meeting as a consequence of the disclosure of a prejudicial interest they **must** notify the Chairperson when they leave.

**2. Minutes**

To approve as a correct record the minutes of the meeting of the Democratic Services Committee held on the 11<sup>th</sup> September, 2017 **(Pages 1 – 6)**

**3. Update on Training – Presentation**

To receive a presentation from the Head of Organisational Development

**4. Updated Internet & Email Acceptable Use Policy**

To consider the report of the Head of ICT and in conjunction therewith to receive an overview of Data Protection by way of a presentation from the Principal Information & Data Protection Officer. **(Pages 7 - 24)**

**5. Update on Members' IT Provision**

To receive an update from the Head of ICT.

**6. Document Management Proposals**

To consider the report of the Director, Cabinet & Public Relations **(Pages 25 – 35)**

**Circulation:**

Members of the Committee:

County Borough Councillors G.R.Davies (Chair) and M.Webber (Vice-Chair),  
L.M.Adams, J.Bonetto, A.Davies-Jones, E.George, K.Morgan, S.Powderhill,  
E.Stephens, W.Treeby and L.Walker

Mr.C.B.Jones – Director, Legal & Democratic Services

Mr.C.Hanagan – Director, Cabinet & Public Relations

Mr.J.Vale – Cabinet Office

Mr.T.Jones – Head of ICT

Ms.Louise Evans – ICT

**5<sup>th</sup> February, 2018**