



## **RHONDDA CYNON TAF COUNCIL**

Minutes of the meeting of the Overview and Scrutiny Committee meeting held on Monday, 8 April 2019 at 5.00 pm at the Council Chamber, The Pavilions, Cambrian Park. Clydach Vale, Tonypany, CF40 2XX.

### **County Borough Councillors - Overview and Scrutiny Committee Members in attendance:-**

Councillor M Adams (Chair)

Councillor S Evans	Councillor J Bonetto
Councillor P Jarman	Councillor E George
Councillor J Harries	Councillor H Boggis
Councillor J Brencher	Councillor D Macey
Councillor M Griffiths	Councillor S Morgans

### **Officers in attendance**

Mr C Hanagan, Director of Democratic Services & Communications  
Mr C Evans, Programme & Support Manager  
Ms L Evans, Data Protection & Improvement Officer

### **Non Committee/ Education Co-Opted Members in Attendance**

Councillor R Yeo, Chair, Health & Wellbeing Scrutiny Committee  
Mr J Fish, Education Co-opted Member

#### **41 Apologies**

An apology of absence was received from County Borough Councillors G Caple, A Cox, E Stephens and L Walker.

#### **42 Declaration of Interest**

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

#### **43 Minutes**

It was **RESOLVED** to approve the minutes of the 5<sup>th</sup> February 2019 as an accurate reflection of the meeting.

#### **44 Information Management Report**

The Data Protection & Improvement Officer presented an update report on the Council's Information Management arrangements at Scrutiny's request and following up on an earlier report to the Overview & Scrutiny Committee on the 14<sup>th</sup> November 2017. At that time members were satisfied with the adequacy of the Information management function and governance arrangements in place but requested they receive a further update in due course.

The Data Protection & Improvement Officer highlighted some of the key

developments since the previous update such as the change to the role of the Senior Information Risk Owner (SIRO) which has been designated to the Director of Finance & Digital in March 2019 as well as key changes to the requirements of the GDPR such as the development of the Data Protection Register and the creation of Corporate Privacy Notices ( the latter providing a layered approach to the provision of privacy information).

Scrutiny was apprised of the process to manage potential data breaches via well-established incident management procedures for reporting and investigating information, security incidents and events. In conclusion, information was shared as to how the Council has implemented its robust and well established procedures for the handling of subject access requests.

Scrutiny Members were asked to consider the recommendations set out at 2.1 of the report following discussion of the key issues.

In response to a query regarding the number of breaches the Council has received the Data Protection & Improvement Officer reported on 124 minor breaches received (minor breaches describe events such as a lost device). It was reported that the Information Commissioner's Office (ICO) is satisfied with arrangements the Council has in place to mitigate risk.

It was agreed that following Scrutiny's request for a simple guide that would incorporate 'top tips' for Members on how to deal with their data and information, a small working group of Members could meet and discuss their day to day requirements with the Data Protection & Improvement Officer to produce a fit for purpose handbook. Options also included one-to-one sessions or an e-learning guide. The Director, Democratic Services and Communications advised that the Members' portal would also serve as a tool to advise and inform Members with regard to these issues.

A query was raised in respect of the SLA packages for Schools specifically how schools are complying and how the Council is able to evaluate them. The Data Protection & Improvement Officer reported that the implementation of the SLA's since 1<sup>st</sup> April now account for a self-assessment which demonstrates how information is being managed in schools. She described the compliance journey over the first 3 years with built in additional resources to support and work alongside schools to ensure compliance. In the second year, there is opportunity to report the annual self-assessment to the School's Governing Body.

A number of queries were raised in respect of how Members manage their council emails and correspondence with constituents via social media particularly when dealing with sensitive information or defamatory comments. The Data Protection & Improvement Officer confirmed that these queries would be addressed by means of the aforementioned handbook but advised that social media correspondence is approached in the same way as emails. The Programme & Support Manager also advised that the same principles are applied to social media and emails as letters and/or fax. The Director, Democratic Services and Communications stated that the Council has a strict policy on comments of an inappropriate nature on the Council's feed or social media apps which are automatically and instantly blocked by the Council's firewall.

In conclusion, Scrutiny was advised that in the event of Brexit the EU GDPR will incorporate into the UK's GDPR with nominal changes.

Following consideration of the report it was **RESOLVED** to:-

1. Acknowledge the change to Council's information governance structure in relation to the role of Senior Information Risk Owner (SIRO);
2. Acknowledge the changes to the legal framework that governs the use of personal data and associated risks with non-compliance;
3. Agree that the fundamental requirements of the General Data Protection Regulation have been met; and
4. Instruct the Data Protection & Improvement Officer to produce a handbook for Members of the Council to include advice and tips on information and data management.

## **45 Overview & Scrutiny Annual Report**

The Director Democratic Services and Communications presented the Overview & Scrutiny Annual Report 2018/19 and asked Members to consider whether it represented a balanced summary of the work undertaken by the Council's Overview & Scrutiny Committees for the period 2018/19. He advised Scrutiny that the purpose of the Annual Report is to deliver an overview of the work undertaken against the forward Work Programmes and in alignment with the individual Scrutiny Terms of Reference. Following the latest Wales Audit Report (WAO) issued in respect of the Council's Scrutiny arrangements, the Director alluded to the change in the format of reporting the successes and achievements of the work of Scrutiny over the past twelve months as demonstrated in the Executive Summary. He referred Members to the completed and ongoing reviews undertaken by the Scrutiny Committees and the recommendations achieved and accepted by the Executive. In conclusion, the Director highlighted the recommendation set out at 2.3 of the report which would provide him with the opportunity to consult with the Chairs prior to its presentation to the Council AGM.

In advance of Scrutiny commenting on the Annual Report they wished to send their best wishes to Councillor S. Bradwick, Chair of the Public Service Delivery, Communities and Prosperity Scrutiny Committee who had recently been taken into hospital.

The Chair referred to the volume of work undertaken by Scrutiny this year and acknowledged the Executive Summary which he confirmed reflected the work undertaken by the Overview & Scrutiny Committee. He introduced the Chair of the Health & Wellbeing Scrutiny who presented his comments on the Scrutiny annual report and thanked officers for their support throughout the municipal year.

It was agreed that there should be reference to the Education Co-opted Members within the report and the support that they bring to the Council's Scrutiny process. It was also acknowledged that the recent Call-in would be included within the annual report which had precluded the publishing of the report to this meeting.

At this point, a Member reflected on the proceedings of the Council Call-in process and raised concern at the 'adversarial' feel of the recent meeting, referring to the number of Officers and Cabinet Members present and their seating arrangements. The Director of Democratic Services and

Communications stated that in future the Council would seek to reflect upon the recent procedures and would take on board these comments. The Chair also acknowledged the views of the Member.

**RESOLVED to:-**

1. Endorse the Overview & Scrutiny Annual Report 2018/19 to the Annual General Meeting (AGM) on the 15<sup>th</sup> May 2019 subject to inclusion of the following items:-
  - Reference to the involvement of the Education Co-opted Members in the Council's Scrutiny process; and
  - Inclusion of the Special Overview & Scrutiny Committee (Call-In) held on the 8<sup>th</sup> April 2019; and
2. Authorise the Director of Democratic Services and Communications to consult with the Chairs of the respective Scrutiny Committees prior to presentation to the Council AGM..

**This meeting closed at 5.50 pm**

**Cllr M Adams  
Chairman**