



RHONDDA CYNON TAF COUNCIL

Minutes of the meeting of the Overview and Scrutiny Committee meeting held on Monday, 10 February 2020 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 H Boggis Councillor J Brencher
Councillor L Walker Councillor G Caple
Councillor M Griffiths Councillor W Jones
Councillor A Cox

Officers in attendance

Mr C Hanagan, Service Director of Democratic Services & Communication
Mr J Bailey, Head of Planning
Mr O Jones, Development Services Manager (Planning Policy)
Ms L Evans, Principal Information Management & Data Protection Officer

44 Apology

An apology of absence was received from County Borough Councillors J Harries, P Jarman, S Morgans and E Stephens.

45 Declaration of Interest

In accordance with the Council's Code of Conduct, the following declaration of personal interest was received:-

In relation to Agenda Item 4 , Local Development Plan (LDP) County Borough Councillor G Caple - "I am Vice Chair of Planning & Development Committee"

46 Minutes

It was **RESOLVED** to approve the minutes of the special Overview & Scrutiny Committee held on the 13th January 2020 as an accurate reflection of the meeting.

47 Consultation Links

Members **RESOLVED** to acknowledge the information provided through the consultation links in respect of open consultations, Welsh Government consultations and those matters being consulted upon by the local authority.

48 Rhondda Cynon Taf Local Development Plan (LDP) Review

The Service Director Democratic Services & Communications outlined the purpose of the joint report which sought Committee's endorsement to establish a cross party Steering Group to play a formal role in the preparation of the Revised

LDP as agreed in the Delivery Agreement by Full Council on the 27th November 2019.

Members were advised that the proposed steering group would engage members in the process but would not function as a traditional Scrutiny Working Group i.e. members would not scrutinise the LDP proposals or have a decision making role in the final documents associated with the Plan. The steering group would meet to guide and assist in the preparation and formulation of the Revised LDP and act as a discussion forum. It was suggested that Members who have a clear interest in the issues, vision and aims of the plan would be welcome.

It was proposed that the Steering Group is composed of 11 Members, in keeping with the remit of the Planning & Development Committee and for there to be a fair geographical representation from across the County Borough. It was further proposed that nominations would be sought from the Group Leaders and that a Chair would be appointed at the inaugural meeting. In conclusion, the Service Director reminded Committee that should any members have any clear conflicts of interest such as ownership of land then it would be advisable to refrain from sitting on the steering group.

The Development Services Manager (Planning Policy) outlined the background report for the benefit of Members and explained the LDP revision process. The Planning Manager added that the LDP review would take into consideration new legislation, issues such as climate change and housing allocation, the Wellbeing of Future Generations Act and the process would involve consultation with a number of organisations such as Cadw, Community Councils, Natural Resources Wales and the Health Board.

Members of the Committee welcomed the proposal to establish a Steering Group to oversee the LDP revision process and emphasised the importance of broadening the engagement and providing members of the public with information at each stage of the review.

Following further discussions it was **RESOLVED** that:-

1. The Overview & Scrutiny Committee endorse the establishment of a cross party, geographically representative Steering Group to oversee the review process as set out within the delivery agreement (formerly agreed by Full Council on the 27th November 2019); and
2. The Overview & Scrutiny Committee instruct the Service Director Democratic Services and Communications to seek appropriate nominations from the Group Leaders to establish the steering group and to communicate details of the meetings in due course.

49 GDPR Handbook for Elected Members

The Data Protection & Improvement Officer provided a verbal progress update in respect of the Members GDPR Handbook which had been requested by members of the Overview and Scrutiny Committee at their initial meeting on the [8th April 2019](#). At that meeting and following the presentation, members of the Overview and Scrutiny Committee requested that a GDPR handbook for Elected Members be compiled and published as guidance to support and assist Elected Members in complying with data protection legislation.

The Data Protection & Improvement Officer outlined how she had identified the key topics for inclusion in the handbook to date, from discussions with Members in respect of their casework, with Democratic Services Officers and desktop research. She advised of some of the headings within the content as follows:-

- Roles of the Elected Member / how the law applies;
- Segregation of duties;
- Being open, honest and transparent with individuals;
- Housekeeping, data storage and retention

The Data Protection & Improvement Officer welcomed further contributions from Members to the handbook before a final draft version is presented to the subsequent Overview & Scrutiny Committee on the 16th March 2020. Subject to any comments at that meeting, Members would be asked to endorse the Elected Members' GDPR handbook to the Democratic Services Committee in April 2020 for its agreement and publication. The Chair suggested that the final version could be reviewed regularly to ensure it is fit for purpose.

Following further discussion in relation to the key concerns of Members for inclusion in the handbook such as information rights, it was **RESOLVED**:-

1. To acknowledge the progress to date in respect of the Elected Members GDPR handbook;
2. That Members continue to contribute to the content of the draft handbook by contacting the Data Protection & Improvement Officer; and
3. To receive the final draft GDPR handbook at the next Overview & Scrutiny Committee on the 16th March 2020 and subject to any further comments, endorse the final version to the Democratic Services Committee in April 2020.

50 Chair's Review and Close

The Chair thanked Members of the Scrutiny Committee and Officers for the discussions and recommendations to be taken forward. Members were reminded that the next meeting would be held on the 16th March 2020 when the Committee would sit as the Council's designated Crime and Disorder Committee to review the following topics:-

'County Lines & Protection of Vulnerable People' and Violence against Women, Domestic Abuse and Sexual Violence'

The Chair also advised that the Committee would receive the final draft of the GDPR Handbook for Members' agreement and the Welsh Language Compliance report.

This meeting closed at 5.45 pm

**Cllr M Adams
Chairman**