

21 March, 2018

LLANELLI RURAL COUNCIL

Minute Nos: 475 – 487

At a Meeting of the **POLICY AND RESOURCES COMMITTEE** of the Llanelli Rural Council held at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, on Wednesday, 21 March, 2018, at 4.45 p.m.

Present: F. Akhtar (Chairman)

Cllrs.

T. Devichand	S. N. Lewis
S. M. Donoghue	A. G. Morgan
P. M. Edwards	J. S. Phillips
H. J. Evans	E. Simmons
W. V. Thomas	

475. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. A. J. Rogers (Cllr. S. N. Lewis deputising) and I. G. Wooldridge.

476. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

**477. DATA PROTECTION ACT AND
GENERAL DATA PROTECTION REGULATION**

Cllr. A. G. Morgan enquired about the Council's preparations in readiness for the new General Data Protection Regulation (GDPR) that was being enacted in the UK on 25 May, 2018.

The Clerk thereupon provided a detailed update on the work and progress achieved thus far as well as informing Members about a new Data Protection Bill being introduced alongside GDPR.

The Clerk stated that there was still an element of work that had yet to be signed off associated with the implementation of GDPR along with the new Data Protection Bill. There were issues around interpretation with some of the provisions contained in the GDPR and it was hoped the new Bill might provide definitive clarification about some of the provisions set out in the GDPR and whether they ought to be applied to the community and town council sector.

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The Clerk proceeded to update Members by referring to the Information Commissioner's guidance document 'Preparing for the General Data Protection Regulation' (GDPR) 12 steps to take now' and compared the Council's progress against the steps.

The Clerk also stated that the Information Commissioner's Office had devised a toolkit to help organisations comply with GDPR. This document had been utilised to track the Council's progress against the key tasks and as at the date of today's meeting the Council's status in terms of its readiness was set at 'amber' as there were some actions that had yet to be fully completed.

The Clerk then gave Members an overview about the Council's security measures to protect data and what changes had taken place in regard to the physical controls for securing paper based an electronic information as well as the development of a number of new procedures and revisions to the Council's data protection policy and procedures.

During discussion, Members thanked the Clerk for the comprehensive update and suggested that the Clerk re-presents the Information Commissioner's toolkit to the committee once all outstanding activities had been completed. Members could then formally sign off the toolkit document in support of the Council's corporate governance arrangements and it was

RESOLVED that the GDPR toolkit be re-presented for Members consideration at the earliest opportunity and prior to the enactment of the regulation on 25 May, 2018.

478. EXPANSION OF STREET/VILLAGE BUDDIES PROGRAMME

Members received the report of the Community Development Officer informing of plans to develop a Street Buddies project for the Council.

The Street Buddies project was one of the interventions outlined within the Whole Place Plan where it states... "Investing in creating a network of local contacts designed to improve informal advice and support and signposting to support programmes learning from the pilot approach linked to the Time Credits Programme."

'Street Buddies' was a term locally adopted in Carmarthenshire to describe a group of community members committed to making positive changes in the local community. Its origins go back to 2014 when Spice Time Credits and Carmarthenshire Housing offered community development training to their tenants in order to improve community spirit and opportunities where they lived. At this training the Street Buddy name was coined by the participants.

In January 2018 a Steering Group of interested organisations agreed to meet in order to re-establish the project which had gone quiet in recent years. At this meeting a series of actions were set, one of which was to hold a focus group of past and interested street buddies. It was agreed to have a more formal approach with a better support network this time with everyone committed to making this a worthwhile experience for the volunteers.

If successful the project would potentially cross over and positively impact other interventions such as Time Credits, Flood Wardens, Bus Champions, Caring Communities and Promoting Green Lifestyles. The Council would need to embrace good practice by adopting its own volunteering policy. A draft policy was circulated with the covering report which had been adapted from guidance set by the Wales Council for Voluntary Action. The

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Community Development Officer proceeded to guide Members through the draft policy and various changes and suggestions were applied to it which required further committee endorsement.

Following general discussion of the concept, where concern was expressed that the initiative should not blur or duplicate the roles of Members or local voluntary organisations it was

RESOLVED that:

1. The initiative be supported in principle.
2. A working group consisting of two Members from each political group from the membership of the Policy and Resources Committee be established to help guide and oversee the intervention and to help further develop the draft volunteering policy.

479. WHOLE PLACE PLAN

Members considered the report of the Community Development Officer on plans to carry out a review of the Council's Whole Place Plan.

The Whole Place Plan had a fifteen year lifespan. The purpose of the review was to ensure that the actions set out in the plan were carried out and remained relevant throughout the lifespan of the plan.

Members were informed that it was intended to carry out fresh community engagement, about the plan. The community engagement period would be during April and May and would be achieved by holding public meetings, attending community groups and any appropriate community events.

The community would be invited to attend one of three public meetings to review the work carried out to date. The meetings would be held in three different venues across the rural area during April. It was proposed that these would be held in Five Roads, Furnace and Dafen areas. There would be a presentation on the work accomplished thus far with the interventions and local priorities set out in the Whole Place Plan which would be followed by a group discussion. Information at these events would be recorded at the sessions and would then inform the updated version of the plan.

The Community Development Officer also suggested that in a similar vein to the setting up of a working group as described in Minute No. 478 above; a working group could also be established to help oversee the work and interventions identified in the Whole Place Plan. This was particularly important given the links in the plan to 'The Well Being of Future Generations (Wales) Act 2015 and moreover to support Council work connected to the plan and which supported the Carmarthenshire Public Services Board's Local Well Being Plan and the four local well-being objectives set out in that plan.

Thereupon, Members discussed the merits of setting up another working group or whether it would be prudent to combine the two work strands together under the same umbrella and it was

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RESOLVED that the two work strands be combined and supported by one working group as specified in Minute No. 478 above.

480. SOCIAL PRESCRIBING CYMRU

Members received correspondence from the Welsh Clinical Leadership Fellow, Social Prescribing Cymru requiring the Council's support for the Welsh Government's social prescribing in mental health bid. It was suggested by the writer that an email indicating the Council's support for the initiative would suffice and it was

RESOLVED that an email of support be forwarded to Social Prescribing Cymru.

During discussion of the above, Cllr. P. M. Edwards left the meeting.

481. CREATING A PARLIAMENT FOR WALES

A consultation document was received from Elin Jones AM, National Assembly for Wales.

On 1 April, 2018, devolution in Wales would enter a new phase as many of the provisions of the Wales Act 2017 would come into force.

Part of the Wales Act 2017, gave the Assembly itself for the first time powers to amend parts of the Government of Wales Act 2006 which set out the Assembly's electoral, organisational and internal arrangements. Previously the powers rested with the UK Parliament.

Following discussion, it was

RESOLVED that the consultation document be noted and that individual Members be encouraged to complete the document expressing their personal views if so desired.

**482. INDEPENDENT REMUNERATION PANEL FOR WALES
ANNUAL REPORT 2018/19**

Further to Minute No. 277, Members were circulated with the Annual Report 2018/19 received from the Chairman, Independent Remuneration Panel for Wales stating the Panel's Annual Report dated February 2018 to be implemented in the financial year 2018/19 had now been published.

Since producing its last annual report (February 2017), the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales.

The discussions confirmed the widely held view that the roles individual Councils undertook varied significantly. The Panel was of the view that in accordance with the wide variation, the responsibilities and accountabilities of Councillors must also vary. Therefore the Panel was proposing to form groups of community and town councils to reflect the differences. The Panel examined a range of measures they could use as the basis for any groupings and it

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considered that three groups based on the level of income or expenditure, whichever was the highest in the previous financial year was most appropriate. Members were informed that the Council was categorised as a Band A Council because its annual income and expenditure was in excess of £200,000.

Members' attention was then drawn to section 13 of the report wherein it stated the payments to members of community and town councils. Members were informed that some minor changes had been made to the final report since the previous draft determinations were approved in November 2017, and it was

RESOLVED that the following determinations be adopted by the Council:

1. Determination 44: Community and town Councils in Band A must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
2. Determination 45: shall not be adopted as it was not applicable to Band A councils.
3. Determinations 46: Community and town Councils in Band A must make available an annual payment of £500 each to a minimum of one and a maximum of five members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses. In regard to this determination only one payment of £500 shall be made to the Leader of Council.
4. Determination 47: shall not be adopted as it was not applicable to Band A Councils.
5. Determination 48 - Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:
 - 45p per mile up to 10,000 miles in the year.
 - 25p per mile over 10,000 miles.
 - 5p per passenger per mile carried on Council business.
 - 24p per mile for private motor cycles.
 - 20p per mile for bicycles.
6. Determination 49: If community and town councils resolve that a particular duty requires overnight stay, it may authorise reimbursement of subsistence expenses to its Members at the maximum rates set out below on the basis of receipted claims:
 - £28 per 24 hour period allowance for meals, including breakfast where not provided.
 - £200 – London overnight.
 - £95 – elsewhere overnight.
 - £30 – staying with friends and/or family overnight.
7. Determination 50: Community and town councils are authorised to pay a Financial Loss Allowance to each of their members where such loss has actually occurred, for attending approved duties as follows:
 - Up to £34.00 for a period not exceeding 4 hours.
 - Up to £68.00 for a period exceeding 4 hours but not exceeding 24 hours.
8. Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of independent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by Members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
9. Determination 52: Community and town Councils are authorised to provide a Civic Head payment to the Chairman of Council up to a maximum of £1,500 to undertake the function of

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that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed. In regard to this determination a payment of £500 shall be made to the Chairman of Council.

10. Determination 53: Community and town Councils are authorised to provide a Deputy Civic Head payment to the Vice Chairman of the Council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payments for costs and expenses and the £500 senior salary if these are claimed. In regard to this determination a payment of £250 shall be made to the Vice Chairman.

FURTHER RESOLVED that:

1. It shall be noted that Members in receipt of a Band 1 or 2 senior salary from a principal council cannot receive any payment from any community or town council other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.
2. In all cases, any individual Member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the Deputy Clerk at the appropriate time.

**483. WALES AUDIT OFFICE SURVEY FOR ALL
WELSH TOWN AND COMMUNITY COUNCILS**

Members considered a consultation questionnaire from the Wales Audit Office in connection with a review of how local government bodies deliver services in rural communities in Wales.

Members were informed the Wales Audit Office undertook an annual programme of local government performance audit studies and this year one of the studies focused on how local government bodies deliver services to rural communities.

The Wales Audit Office was particularly interested in the following:

- Relations and dealings with your local authority;
- Services or amenities delivered by your town and community council; and
- Any assets that had been transferred from local authorities to town and community councils.

Following discussion, it was

RESOLVED that the Clerk responds to the consultation questionnaire highlighting views and observations based on the Council's experience of community asset transfers with Carmarthenshire County Council.

484. ESTYN INSPECTION

Members received a report from Estyn, Her Majesty's Inspectorate for Education and Training in Wales regarding the inspection that was undertaken in the Training Department in January 2018. An overall good judgement was given by the assessor.

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RESOLVED that the report be noted with pleasure and congratulations be conveyed to the Training Department staff.

485. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960

RESOLVED that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings Act, 1960) be exercised.

486. SICKNESS REPORTING

RESOLVED that at the request of Cllr. A. G. Morgan (being the Member putting forward the agenda item) the matter be deferred to the next Policy and Resources Committee meeting to be held on 18 April, 2018.

487. STAFFING MATTERS

Members considered the report of the Deputy Clerk informing of staffing matters.

RESOLVED that the report referenced 03:2018 be accepted.

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The meeting concluded at 6.30 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 10 April, 2018, adopted by the Council.