

18 April, 2018

LLANELLI RURAL COUNCIL

Minute Nos: 515 – 523

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, 18 April, 2018, at 4.45 p.m.

Present:

Cllrs.

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

515. APPOINTMENT OF CHAIRMAN PRO-TEMPORE

RESOLVED that Cllr. W. V. Thomas be appointed Chairman Pro-Tempore.

516. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. F. Akhtar, S. M. Donoghue, C. A. Rees, A. J. Rogers (Cllr. S. N. Lewis deputising), E. Simmons and I. G. Wooldridge.

517. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

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

Further to Minute No. 477, the Clerk updated Members on the Council's preparations for the new General Data Protection Regulation (GDPR) that was being enacted in the UK on 25 May, 2018.

The Clerk identified the following matters for comment and feedback:

- Data Protection Officer (DPO) appointment;
- Information Commissioner's Office (ICO) – overall toolkit rating;
- Society of Local Council Clerks (SLCC) - email correspondence;
- Draft Council general privacy notice.

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In regard to the DPO appointment the Clerk referred to ongoing discussions between the SLCC and the ICO whereby the ICO recognised the role and position of the local council sector in the context of meeting the requirements of GDPR. The ICO had published a statement of reassurance that GDPR was an ongoing journey on which they were keen to travel with the sector.

The Clerk stated the statement aimed to address a proportionate response to implementing GDPR and in view of such felt the Council could elect to appoint himself as the Council's DPO at least for the time being or until advised otherwise by the appropriate bodies.

The Clerk then reviewed the progress made against the ICO toolkit document 'Preparing for the General Data Protection Regulation' highlighting the steps successfully implemented by the Council particularly since the previous Policy and Resources Committee meeting. In particular a data audit had been completed and privacy notices had been created. Members were then asked to approve a draft general privacy notice which the Clerk had drafted for the Council. The intention was to publish the notice on the Council's website. The Chairman also drew Members' attention to the progress made with implementing the measures in the ICO toolkit by comparing the Council's latest version against the initial version presented to committee at the March committee meeting. Since production of the initial version the Council's status had changed from an amber rating to a green rating. This was a positive indication that the Council was well on course with its preparations.

The Clerk commented that GDPR and general data protection awareness training would be arranged for staff and the Leader of Council suggested that Members also be included.

The Clerk also mentioned that a further update would be presented to Members at the next Policy and Resources Committee to be held on 16 May, 2018, where a number of policies would be presented for consideration and adoption.

Following discussion, it was

RESOLVED that:

1. The information provided in respect of the Council's general preparations be noted.
2. The Clerk be designated as the Council's Data Protection Officer for the time being or until such time as a definitive view is provided over the appointment.
3. The draft general privacy notice be approved and published on the Council's website.
4. GDPR and data protection awareness training be organised for Officers and Members.

519. STRENGTHENING LOCAL GOVERNMENT DELIVERING FOR PEOPLE

Members received a consultation document from the Cabinet Secretary for Local Government and Public Services, Welsh Government.

The Welsh Government (WG) believed that it was time to examine creating fewer, larger local authorities. WG had considered other alternatives such as a long-term boundary review, two-tier local authorities, creating combined authorities or taking some services out of local control, as well as continued voluntary regional working. However, in the context of the Williams Commission recommendations to address the risks to governance and delivery within local government, of low capacity, a lack of resilience and unsustainable costs and

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overheads, none of those options addressed the challenges in as rounded and consistent a way as bringing local authorities together.

There were a number of approaches which could be adopted to create fewer larger authorities. These could be:

Option 1 – voluntary mergers

Option 2 – a phased approach with early adopters merging first followed by other authorities

Option 3 – a single comprehensive merger programme

In each of the options the WG thought that it was necessary to have a clear template for the future footprint of local government, which any mergers must be consistent with. It was also important that the WG did not cut across other service boundaries, e.g health board or police boundaries.

During the ensuing discussion, Members generally felt the reconfiguration proposals centred around saving money and not delivering effective local government arrangements. Members believed it was wrong to reorganise during such austere times as the focus would be about finance instead of improving services. There also was uncertainty about the full impact of Brexit. Members also highlighted the following observations:

- the impact on staffing arrangements across the proposed 10 unitary authorities;
- council tax harmonisation;
- local accountability and the lack of effective scrutiny;
- the role of county councillors coupled to large scale reduction in membership;
- the size of electoral wards and electoral parity;
- local government finance and the costs of reorganising; and
- the role of the community and town council sector and the importance of it providing a local voice for local communities.

RESOLVED that the Clerk responds to the consultation document highlighting Members views and observations.

520. 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.

521. SICKNESS REPORTING

Further to Minute No. 486, Cllr. A. G. Morgan enquired what measures were in place when staff reported sick.

The Deputy Clerk by way of response took Members through the Council's sickness absence reporting procedure highlighting how managers and staff were required to implement the various measures. The Clerk confirmed all staff were subject to the sickness absence policy and were required to comply with the required notification arrangements.

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Following discussion, and in the interests of staff welfare it was suggested the Leader of Council be notified in instances where the Clerk may be off sick and for the Deputy Clerk to enact this, it was

RESOLVED that the information be noted.

522. STAFFING MATTERS

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

RESOLVED that the report referenced 04:2018 be accepted.

**523. PURCHASE OF MACHINERY
TOP DRESSER TRAILER**

Members received the retrospective report from the Technical and Burial Services Manager on quotations received and the subsequent purchase of the Pro-Cast 4 Top Spreader.

Extensive research had been carried out with various suppliers and manufacturers of bespoke top dressing machinery, where purchase cost, efficiency, safety, ease of operation, serviceability, cost of ownership and repair/service support capabilities were considered. The preferred model was the Pro-Cast 4 Top Spreader.

The Pro-Cast 4 Top Spreader was specifically designed for the amenity market, sports fields, parks and playing fields. It was robust yet lightweight machine capable of spreading a wide range of materials.

Quotations had been obtained from three suppliers for the provision of a Pro-Cast 4 Top Spreader. The lowest quotation received from Powercut, Oaklands Mansion, Cwmffrwd, Carmarthen, SA31 2ND at a price of £24,950 which included delivery and familiarisation training to staff was accepted following consultation with the Chairman of Committee and the Leader of Council.

RESOLVED that the report be noted.

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The meeting concluded at 5.30 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 8 May, 2018, adopted by the Council.