

## COMMUNITY LIAISON COMMITTEE

Minutes of a meeting held on 29<sup>th</sup> January, 2019.

Present: Councillor Mrs. J.E. Charles (Chairman); Councillor Mrs. C.A. Cave (Vice-Chairman); Councillors Ms. J. Aviet, G.D.D. Carroll, S.T. Edwards, Mrs. S.M. Hanks, N.P. Hodges, P.G. King, K.F. McCaffer, M.J.G. Morgan, Mrs. S.D. Perkes, A.R. Robertson and M.R. Wilson.

Representing Town and Community Councils: S. Hodges (Barry Town Council), M. Cuddy (Penarth Town Council), S. Griffiths (Dinas Powys Community Council), H. Baker (Ewenny Community Council), P.A. Carreyett (Llandough Community Council), J. Teague (Llanfair Community Council), G. Smith (Llanmaes Community Council), G. Marks (Michaelston-le-Pit and Leckwith Community Council), S. Parnell (Pendoylan Community Council), C. Howells (Penllyn Community Council), D. Moody-Jones (Peterston-Super-Ely Community Council), G. Rawson (St. Nicholas and Bonvilston Community Council), C. Thomas (Wenvoe Community Council) and C. Hawkins (Wick Community Council),

### 692 APOLOGIES FOR ABSENCE –

These were received from Councillors A. Rees (Llancarfan Community Council), D. Reed (Llangan Community Council), A. Barnaby (St. Athan Community Council), H. Morris (St. Brides Major Community Council) and C. Tatt (Sully and Lavernock Community Council)

### 693 MINUTES –

AGREED – T H A T the minutes of the meeting held on 17<sup>th</sup> October, 2018 be approved as a correct record.

### 694 DECLARATIONS OF INTEREST –

No declarations were received.

### 695 POLICE MATTERS –

Chief Inspector Anthony Williams provided the Committee with an update on police matters in the Vale of Glamorgan as outlined below.

#### Operation Avalanche –

In November 2018, 220 officers along with colleagues from National Crime Agency took part in Operation Avalanche in the Vale of Glamorgan and Bridgend to tackle the supply of Class A Drugs in the area. The enforcement element of the operation

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was the culmination of months of preparatory work by specialist detectives who painstakingly laid the ground work for the operation to come to fruition and remove these dangerous individuals from our communities.

During the three day event, warrants obtained under the Misuse of Drugs Act 1971 were executed at over 30 addresses across the area. A substantial amount of Class A and B Drugs including heroin, crack cocaine and cannabis was seized along with a significant amount of cash and associated assets from criminals.

In total 44 persons were arrested with a number already serving prison sentences for drugs offences with many more currently in transit through the criminal justice system where custodial sentences are inevitable for most. South Wales Police have released a number of videos of the enforcement operation in addition to social media updates and we continue to encourage our communities to come forward with information so we can continue to take action against these gangs that bring misery to some of our streets in the Vale. Further activity to target those who may try to step in to the market had already being discussed.

#### Fraud and Vulnerability in the Vale of Glamorgan –

In November and December 2018 some residents throughout the Vale were again targeted by fraudsters who used a number of different tactics in their efforts to prey on the vulnerable.

A 72 year old lady in the Vale was called by a scammer pretending to be from the company "Talk Talk". The scammer claimed that there had been fraudulent activity on her account and requested that she allow the caller remote access via the computer. Access was given to the caller who went onto steal somewhere in the region of £19,000 from the victim.

The matter remained under investigation by Barry CID with a number of enquiries being followed up. There had also been other attempted frauds largely in the Penarth and Sully areas where the caller claims to be from HMRC and alleged that the person had an outstanding tax bill that needed settlement to avoid arrest and potential imprisonment. Fortunately awareness regarding this type of scam was now generally far greater and most recipients of the contact have realised the contact was fraudulent.

South Wales Police had released a number of social media articles in an effort to raise awareness and prevent members of the community becoming victims to such unscrupulous offenders. The Force was no longer seeing the patterns of frauds whereby fake police officers were collecting vast sums of money from victims and the volume of incidents had reduced significantly since the summer where it had peaked.

During December the Vale of Glamorgan saw two males cold calling at a number of addresses in the Llantwit Major, Aberthin and Colwinston areas respectively. The males from the North East of England were purporting to be participating in a scheme to rehabilitate offenders and were selling household cleaning goods to

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elderly residents at vastly inflated prices. They had also been seen in the Llanishen and Lisvane areas of Cardiff. Fortunately the males were unsuccessful in their efforts and left the area upon seeing police activity.

#### Policing over Christmas –

As expected the Christmas period placed many additional demands on policing in the Vale of Glamorgan. Officers in Barry ran a retail operation during December 2018 as it was recognised that the festive period inevitably attracted shoplifters to the town. Neighbourhood Officers put together “Operation Advent” to combat this crime. The operation consisted of a far greater uniformed presence in the town, crime prevention advice and surveys for retail premises and a number of known prolific offenders being targeted. Working closely with the business community with initiatives such as the store net radio facility resulted in a 50% decrease in recorded crime on last year and I am hopeful of a sustained and effective collaboration between the Police and partners to continue into 2019 in order to make a real impact on this crime type.

During the operation, two prolific offenders were charged with over 20 crimes and received custodial sentences.

A further local male was also charged this month with a number of burglaries and received a custodial sentence of 4 years and 8 months for his crimes.

Policing the night time economy in Barry over Christmas is always a busy time for local officers and this year was no different, although it was largely good natured with only a comparatively small number of violent crimes and a few disturbances. Operation Raven again brought some additional officers in to town to support the events and minimise the opportunity for crime and disorder.

Between 21st December, 2018 and 19th January, 2019 officers had investigated almost 100 missing person reports in the Vale of Glamorgan and the force was working closely with partners to try to ensure vulnerable children and adults were safeguarded effectively.

As had been anticipated, New Year’s Eve was a busy night, particularly in Barry where 15 violent crimes were recorded and officers responded to 50 calls for service in 12 hours between 19:00 and 07:00 hours, including two males who were caught drink driving, both being significantly over the legal limit.

#### Previous and Forthcoming Events –

Officers from all over the Vale attended the various Remembrance Day events across the County in November to remember those who made the ultimate sacrifice in what was the 100 year Anniversary of the armistice.

The Neighbourhood policing teams across the Vale were also delighted to be able to police a number of extremely well attended events including the Barry Island

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fireworks display, the Cowbridge Reindeer parade and the New Year's Day swim in Barry Island.

Planning was under way to ensure the forthcoming Six Nations tournament had sufficient resources to ensure rugby supporters across the County could enjoy a safe and memorable competition. This would be supplemented by the "Drink Less Enjoy More" campaign that encouraged responsible drinking.

Details of forthcoming PACT meetings and other police engagement would be available in local newspapers and on social media over the coming weeks.

The Committee was advised that if they would like to discuss any police related issues within their communities to e mail [Anthony.Williams@south-wales.pnn.police.uk](mailto:Anthony.Williams@south-wales.pnn.police.uk).

## 696 INDEPENDENT REMUNERATION PANEL FOR WALES' ANNUAL REPORT 2019 –

Representatives from the Independent Remuneration Panel for Wales (IRPW), Ms. J. May and Ms. S. Willey, were present at the meeting and provided an overview of their report. The link to the full report had been noted on the agenda for Members' information with Section 13 of the document which related to payments to Members of Community and Town Councils being attached to the agenda at Agenda Item No. 5 for consideration.

Ms. Willey commenced by advising that the Panel had been established in 2008, was independent of Central and Local Government and it set the levels of pay for Local Authorities, Town and Community Councils (TCCs), National Parks and Fire and Rescue Service. Each year an Annual Report was produced and consultation had recently just finished on the latest report with the final to be published in February 2019.

Both the representatives stated that they hoped the Framework was clear and understandable and that, in their view, Councillors should not be out of pocket for undertaking their role.

Ms. May highlighted aspects of the Report that were to take effect from April 2019, making reference made to Determination number 37, page 46 of the document, "*All community and town councils 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.*" Ms. May advised that it was important to note that the payment of £150 was mandated for every Member unless they advised the appropriate officer (i.e. the Clerk) in writing that they did not want to take it.

With regard to Determination number 44 – "*Community and town councils can provide a Civic Head payment to the mayor / chair of the council up to a maximum of £1,500*". It was noted that the payment to a Civic Head was payment for the position and not the budget for that role. The payment was to the individual and they would not be expected to use any of that money to discharge the Mayoral / Chairman

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function. Following a query regarding Civic budgets, Members were informed that this was a matter for individual TCC's to determine.

The representatives also took the opportunity to remind TCC Councillors that each TCC had to publish and send to the IRPW details of all payments made to their Members by 30<sup>th</sup> September, 2019

Following the presentation of the Report, a question and answer session then ensued.

<b>Question</b>	<b>Response</b>
Can an individual receive the money and decide to spend it as they see fit? .	The payment to an individual is for their time, a separate budget should cover everything else e.g. clothing. It is entirely up to the relevant Council as to the budget set for the civic function.
Are the payments taxable?	HMRC are clear the payments are taxable, although IRPW reps had spoken directly with the HMRC to see whether any allowances could be regarded as working from home, but the response was no. The IRPW have since gone back to them and are now awaiting a further response as they would prefer an exemption to be considered.  A Member commented on the reimbursement for costs of care, thanking the Panel for their deliberations in regard to this matter.
A Member considered that if only one Member on a Council was in receipt of the payment, if this was published, this may cause embarrassment to the individual Member.	It is a Member's individual decision to accept the payment and yes, it has to be published. The IRPW panel rep considered it was important for Members to accept payments for the role they were undertaking but it was a matter for the Member.
A Member considered that the payment of £150 could be a burden for smaller Authorities.	In acknowledging that this could be a burden for some TCCs, nevertheless it was still the view of the IRPW that £150 be made available to be claimed if a Member wished to do so.
Did you receive all returns from the TCCs?	The records were missing approximately a third of returns, however those that had been received had been published.

Having considered the presentation, it was subsequently

**AGREED – T H A T** the representatives be thanked for a comprehensive report to the Committee.

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Reason for recommendation

Having regard to the report and the explanations provided at the meeting.

697 VALE PUBLIC SERVICES BOARD UPDATE (CLC PSBR) –

Councillor M. Cuddy, the Community Liaison Committee's representative on the Public Services Board, presented the report which provided an update on the work of the Vale Public Services Board (PSB) in delivering the Vale of Glamorgan's Well-being Plan, published in May 2018. A copy of the full progress report in respect of the plan had been e-mailed to Members that day and tabled at the meeting for consideration.

The Well-being of Future Generations Act 2015 formally established PSBs in each Local Authority area in Wales. "Our Vale" was the Vale PSB and in accordance with the Act must contribute to the achievement of the national well-being goals as set out in the legislation and the PSB must do this by:

- Assessing the state of economic, social, environmental and cultural well-being in the local area;
- Setting local objectives that were designed to maximise the PSB's contribution within the area to achieving the national well-being goals;
- Taking all reasonable steps to meet these objectives i.e. through a Well-being Plan which must be informed by the Well-being Assessment.

There were four statutory members of the PSB and each had agreed to lead on one of the well-being objectives:

- To enable people to get involved, participate in their local communities and shape local services – South Wales Fire and Rescue Service;
- To reduce poverty and tackle inequalities linked to deprivation – Cardiff and Vale UHB;
- To give children the best start in life – Vale of Glamorgan Council;
- To protect, enhance and value our environment – Natural Resources Wales.

Actions in the Plan included:

- Research best practice in engagement and community participation to develop new approaches;
- Support and promote volunteering opportunities for staff and residents;
- Produce an engagement toolkit;
- Work with the local community to identify and develop a co-production project;
- Work together to promote healthy behaviour messages;
- Work with local residents to identify and deliver an environmental project;
- Develop a co-ordinated approach to tackling fuel poverty;

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- Work together as local employers to develop new opportunities for work experience and apprenticeships;
- Improve parenting skills;
- Review multi-agency arrangements for the delivery of preventative and statutory services for children and young people;
- Promote active travel and more sustainable travel;
- Deliver on a joint commitment to 'green' our estates .e.g. reduce energy use and minimise pollution.

Work was progressing across all the objectives and where possible a joined up approach was being undertaken recognising the many linkages across the Plan. At each PSB meeting there was a progress report regarding the delivery of the Plan and the following progress was reported to the PSB in December.

Councillor Cuddy referred to his involvement in the PSB over the last 23 years, and advised that recently the main focus had been the activity around the well-being assessment, in particular looking at the demographics of the area and the Well-being Plan. Councillor Cuddy also referred to the Well-being of Future Generations (Wales) Act which placed a duty on some Community and Town Councils to report under the legislation. Members of the Committee were requested to consider how frequently they would like to receive updates on the work of the PSB to ensure that they have timely progress reports on its work and to provide any feedback through their representative.

Members requested having a further opportunity to consider the report with it being agreed that any comments be forwarded to the Democratic Services Officer who would feed the same to the representative. It was subsequently being

AGREED –

(1) T H A T the progress made by the Vale Public Services Board in delivering the Vale of Glamorgan Council's Well-being Plan be noted.

(2) T H A T the Committee receives further updates on the work of the Vale Public Services Board at future meetings.

(3) T H A T any comments on the Full Progress Report be referred to the Democratic and Scrutiny Services Officer for collating and forwarding to the TCC's Public Services Board Representative.

#### Reasons for recommendations

(1) To enable the Committee to consider the work being undertaken by the Vale Public Services Board.

(2) To ensure that there are regular opportunities for the Community Liaison Committee Public Services Board Representative to feedback and discuss the work of the Public Services Board with the Committee and allow Committee Members to comment on the work of the Public Services Board.

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(2) To ensure that Members' feedback is forwarded appropriately.

698 TOWN AND COMMUNITY COUNCILS CHARTER (MD) –

The Committee was provided with an update on the discussions of the working group who had reviewed the Town and Community Council Charter with the Vale of Glamorgan.

The Head of Performance and Development, in presenting the report, advised that at the Community Liaison Committee meeting of 3<sup>rd</sup> July, 2018, it had been agreed that a working group would be established to review the current Charter and propose any updates, reflecting the changing environment and way in which the organisations were now working. The working group had thus met on two occasions to discuss the development of a revised draft. The Committee was being recommended to consider the draft of the revised Charter (attached at Appendix A to the report) and to provide feedback to inform the development of a final draft of the Charter.

It was intended that following comments from the Committee meeting, the draft Charter would be distributed to all Town and Community Councils' (TCCs) clerks, inviting any further feedback by 28<sup>th</sup> February, 2019. In the interim, the working group would be reconvened to develop a draft Action Plan to progress the commitments and principles contained in the Charter for the next year. Once feedback was received from TCCs and the Action Plan had been developed, the Charter would be finalised and reported to the Council's Cabinet for endorsement. The Charter would then be cascaded to all TCCs and promoted within the Vale of Glamorgan Council.

As had been reported to this Committee in October 2018, there were a number of proposed changes to the Charter which had been reflected in Appendix A. It was intended that the final draft would contain an introduction as well as information relating to the way in which the Charter would be delivered, monitored and reviewed, including an Action Plan.

Following discussion, the working group and the Committee had agreed to rationalise the number of principles contained within the Charter from 14 to 8, through a process of combining (and in some cases, renaming) principles as follows:

<b>Current Principle</b>	<b>Proposed Principle</b>
1 – Recognition	1 – Recognition
2 – Local Governance	2 – Governance (incorporating commitments previously contained in Local Governance and Ethics principles).
3 – Consultation	3 – Involvement, Engagement and Consultation



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4 – Information and Communication	4 – Information and Communication
5 – Joint Working and Engagement	5 – Joint Working and Engagement (incorporating commitments previously contained in Joint Working and Engagement, Practical Support, Capacity, Financial Arrangements and Delegating Responsibility for Service Provision principles).
6 – Land Use Planning	6 – Land Use Planning
7 – Practical Support	
8 – Capacity	
9 – Ethics	
10 – Financial Arrangements	
11 – Community Strategy	
12 – Delegating Responsibility for Service Provision	
13 – Sustainability	7 – Well-being of Future Generations (incorporating commitments previously contained in Sustainability and Community Strategy principles).
14 – Local Elections	8 – Local Elections

The current version of the Charter contained several areas which overlapped and it was intended that the streamlining of the principles and commitments as described above would help to simplify and focus the Charter.

In addition to the 'structural' changes described above, the working group also considered other changes to the Charter as follows:

- Governance: A commitment had been included to reflect the identification and appointment of representatives from the TCC sector on key groups and boards, for example, the Public Services Board;
- Involvement, Engagement and Consultation: This principle had been broadened to reflect the working group's discussion of the need to involve, engage and consult with partners as early as appropriate when developing proposals. The working group recognised that in some instances these arrangements were governed by legislation but that the Charter should set out the ambition as to how this process should operate;
- Information and Communication: A commitment for partners to communicate the contents of the Charter to relevant staff and Elected Members had been included as the working group felt this was a key to ensuring its successful delivery;
- Joint Working and Engagement: Commitments had been included to reflect the establishment of the Reshaping Services Programme and relevant

No.

developments, for example, the protocol for the operation of services and assets by TCCs;

- Well-being of Future Generations: This principle had been created by combining the previous Sustainability and Community Strategy principles. The opportunity had also been taken to update the commitments to reflect the Well-being of Future Generations Act duties, the operation of the Public Services Board and the role of the Well-being Assessment and Well-being Plan.

The working group had discussed the involvement of TCCs in land use planning processes and the Operational Manager (Planning) had met with the group with a series of additions / changes being made to this section of the Charter following the discussion.

Following consideration of this report by the Committee, it was intended to reconvene the working group to discuss the contents of the Action Plan to pursue the commitments contained in the Charter. At the September 2018 meeting of the working group, some initial areas for potential inclusion in the Action Plan were discussed including exploring the sharing of access to services (e.g. Welsh translation) that would be further worked on in due course.

Following a query from a Member regarding the Committee receiving progress update reports in relation to the Council's Reshaping Services programme, the Head of Service advised that in 2018 a protocol for the assumption of services and transfers of assets had been considered. The Community Asset Transfer (CAT) guidance was currently under review and the revised guidance would be communicated to TCCs once it had been completed.

In conclusion having fully considered the report, it was subsequently

AGREED –

- (1) T H A T the contents of the report and appendices be noted.
- (2) T H A T the draft Charter at Appendix A to the report be endorsed and forwarded for consideration to all Town and Community Councils in the Vale of Glamorgan.
- (3) T H A T following feedback from all Town and Community Councils and the development of an action plan, the Charter be finalised and reported to the Council's Cabinet for endorsement.

#### Reasons for recommendations

- (1) To provide the Committee with an opportunity to consider the Town and Community Councils' Charter.
- (2) To ensure relevant consultation is undertaken.

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(3) In order that a final revised Charter and associated action plan can be determined.

699 ANNOUNCEMENT –

The Chairman informed the Committee that the next meeting of the Community Liaison Committee would take place on 26<sup>th</sup> March, 2019 and all Members were advised that the link to the timetable of meetings which had recently been agreed by the Council's Cabinet would be circulated to all Clerks and Members of the Committee for their information.