

LLANTWIT MAJOR TOWN COUNCIL

**Report of Town Hall Working Group meeting
held on 22nd May 2018
Heritage Centre**

PRESENT: Councillors; Mr D Foster – Chairman
Mrs J Norman
Mrs S Hanks
Mr G Morgan

Mrs Ruth Quinn – Town Clerk

1) Apologies were tendered on behalf of;

Councillor Mr G Thomas
Councillor Mr D Ellis
Councillor Mr J Evans

2) To receive report of meeting held on 20th March 2018

Working Group members had previously been circulated with a copy of the Report for the Working Group meeting held 20th March 2018. Noted.

3) Matters Arising

No matters arising.

4) To note update on GDPR and Data Protection Bill from One Voice Wales

Working Group members had previously been circulated with a copy of an email received from One Voice Wales in relation to GDPR and the proposed tabled amendment to the Data Protection Bill exempting all Town and Community Council from appointing a Data Protection Officer. Noted.

5) To note Data Protection Fees in relation to GDPR from NALC

Working Group members had previously been circulated with a copy of an extract from a newsletter received from National Association of Local Council (NALC) regarding Data Protection Fees. Members noted that the fees for the Town Council would be £40 per annum.

6) To note GDPR, ICO Checklist from SLCC

Working Group members had previously been circulated with a copy of a document received from Society of Local Council Clerks (SLCC) showing a checklist of steps to take to ensure you are GDPR ready. Noted.

7) To adopt the following Policies and Procedures in relation to GDPR

Working Group members had previously been circulated with copies of the following documents;

- a) Data Audit
- b) General Data Protection Regulation Policy
- c) Management of Record Policy
- d) Model Publication Scheme
- e) Retention and Disposal of Data Policy and Procedure
- f) Subject Access Request (SAR) Procedure
- g) Subject Access Request (SAR) Policy
- h) Subject Access Request (SAR) Form
- i) Subject Access Request (SAR) sample letters
- j) Management of Transferable Data Policy
- k) Data Security Breach Plan
- l) Notification of Data Breach Form

- m) Privacy Statement
- n) General Privacy Notice
- o) Staff and Councillor Privacy Notice
- p) Procedure for Processing Data
- q) Data Holding Form
- r) Data Check Sheet

Councillor Foster informed members that he and the Town Clerk had met with Councillor Dr Ellis yesterday and gone through all the above documents. A couple of points had been raised with regards accessing data and the Town Clerk will look into these and make any amendments required. Members noted that all these documents would be available in the Town Council office should Town Councillors wish to view them.

RECOMMENDED: That all the above documents be adopted by the Full Town Council.

Further

RECOMMENDED: That all Town Councillors be encourage to look further into having Councillor email addresses eg cllx.xxx@gmail.com/[hotmail.com](mailto:cllx.xxx@hotmail.com)/[yahoo.co.uk](mailto:cllx.xxx@yahoo.co.uk), password protected and only accessible by themselves. The Town Council continue to look into its IT provisions.

8) To discuss quotation received with regards Provision of IT Services and Website

Working Group members had previously been circulated with a copy of a proposal and quotation for IT Support Services from CloudyIT. Members discussed the requirement to update the councils IT services as it is generally felt the level of service provided by the Vale of Glamorgan Council was not adequate. The Town Clerk reported that the Deputy Town Clerk was still having difficulty in accessing and uploading to our website despite assurances from the Vale this would be looked into and improved. It was also noted that the service would provide a 'cloud' accessible by those Town Councillors who wished to go 'paper free', as well as provide individual council email addresses.

RECOMMENDED: That a representative from Cloudy IT, Vision ICT and if possible a local IT firm be invited to meet with representative from the Full Town Council, not just Working Group members, to discuss further.

9) To discuss Service Proposal from Ellis Whittam re Job Evaluations

Working Group members had previously been circulated with a Service Proposal from Ellis Whittam with regards conducting Job Evaluations in the sum of £1,720 + vat.

RECOMMENDED: That the Town Council do not consider the proposal at this time.

10) To note receipt of General Risk Assessment Report from Ellis Whittam

Working Group members had previously been circulated with a copy of the General Risk Assessment undertaken by Ellis Whittam as part of our agreement with them. The Town Clerk informed members that she was working her way through the recommendations and had in fact completed a number of them. A couple of the recommendations she had asked to be included in the Report. Noted.

PART II

THE PUBLIC AND PRESS MAY BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT, 1972

Councillor G Morgan declared an interest.

Due to Councillor Morgan declaring an interest the meeting was not quorate and all PART II items were not discussed. It was agreed that the Agenda Item, National Salary Awards 2018/19 be taken to Full Town Council, further agenda items be deferred until a future Working Group meeting.