

21/06/2018

Dear Colleague,

The next meeting of the Conwy/Denbigh Area Committee will be held at the **Pentrefoelas Primary School, Pentrefoelas, Betws y Coed. LL24 0LE** on the **11th of July 2018 to start at 7 o' clock**. I would be grateful if you could let me know if you are not able to attend. A translation service will be provided.

**Jennie Williams, from the North Wales Police Cyber Crime Team will be in attendance to give a presentation on the team's work**

I would be grateful if the Clerk could make sure that this information is conveyed to your Council's representative on the Area Committee as soon as possible. Thank you.

Yours sincerely,



Mr Lyn Cadwallader  
Chief Executive

#### AGENDA FOR THE AGM

1. Welcome from the Chair.
2. Apologies for absence.
3. Minutes of the 2017 AGM (Attached for reference purposes).
4. Election of Chair.
5. Election of Vice Chair.
6. To elect representatives for the National Executive Committee.
7. Election of representatives on other bodies.
8. Timing of future meetings
9. Meeting dates for 2018/19.

#### AGENDA – ORDINARY MEETING

1. Welcome from the Chair
2. Apologies
3. To receive a presentation from Jennie Williams North Wales Police Cyber Crime Team.

4. To approve the minutes of the meeting held on 11 April (attached)
5. Matters Arising
6. Reports from bodies on which the Area Committee is represented including to consider the draft minutes of the NEC held on 8 June 2018 - to be tabled
7. Betsi Cadwaladr University Health Board - Report from the latest Stakeholder Reference Group meeting (attached)
8. Training
9. Best Practice (commendations and requests for information)
10. One Voice Wales – Conferences and Events 2018:-  
29th September 2018 – National Conference and AGM
11. Consultations and Correspondence. (In particular the Green Paper on Strengthening Local Government, Delivering for People) - <https://beta.gov.wales/strengthening-local-government-delivering-people>
12. Developments in Relation to Charters/Asset Transfers/Devolution of Services.
13. Work of the Welsh Government's Task and Finish Group that is undertaking a root and branch review of the community and town council sector – To consider the key points contained in the OVW submission to the Panel (Clerks have been e-mailed a copy of the submission which members may wish to bring to the meeting).
14. Final Annual Report from the Independent Remuneration Panel for Wales 2018 – Issues of concern.
15. General Data Protection Regulations – To receive the latest update and position regarding the appointment of Data Protection Officers.
16. Audit of Accounts – Areas for thematic testing for the 2017/18 round
17. News and Reports from Councils
18. Correspondence
19. Guest Speakers for Future Meetings (To include consideration of inviting AMs to attend a future meeting).
20. Any other relevant business at the discretion of the Chairman
21. Date and Venue of Next Meeting

## **ONE VOICE WALES**

### **Minutes of the Annual General Meeting of Conwy / Denbigh Area Committee at Canolfan Eirionfa, Denbigh on the 5<sup>th</sup> July 2017**

**Chair:** Philip Williams (Llanrhaeadr yng Nghinmeirch)

#### **Present:**

Joan Barker, Bodelwyddan; Tanya Bowyer, Bodfari; Ieuan Jones, Cerrigydrudion; Cheow-Lay Wee, Cyffyllog; Duncan Stewart, Henllan; Rod Elms, Llanarmon yn Ial; Celfyn Williams, Llansannan; Myfanwy Baines, Penmaenmawr; Edmund Rees, Pentrefoelas; Mike Kermode, Rhuddlan; Ifor Thomas, Bro Garmon; John Emlyn Jones, Eglwys Bach.

#### **Apologies:**

Hefina Roberts (Clerk), Llandrillo; Eira Lewis, Llandrillo; Martin Barlow, Cefn Meiriadog; Gwyneth Griffiths, Llanefydd; Diane Roberts, Llangernyw; Elen Edwards, Llangernyw; Berwyn Evans, Llansannan; Rod Elms, Llanarmon yn Ial; Wendy Williams, Llanddulas & Rhydyfoel; Ann Griffiths, Llanddulas & Rhydyfoel.

#### **1. Chair's Welcome**

#### **2. Apologies**

See above.

#### **3. Minutes of the 2016 AGM and matters arising**

There were no matters arising.

#### **4. Declarations of Interest**

There were no declarations of interest.

#### **5. Election of Chair**

Councillor Philip Williams, Llanrhaeadr yng Nghinmeirch Council was elected Chair for the coming year.

## **6. Election of Vice Chair**

Councillor Bob Barton, Llandegla and Llanferres Council was elected Vice Chair for the coming year.

## **7. Election of Representatives on the NEC**

Councillor Philip Williams was re-elected to represent Denbigh on the NEC, and Councillor Berwyn Evans was elected to represent Conwy.

Information about NEC meetings will be sent direct to the representatives.

## **8. Election of representatives on other bodies**

The Area Committee has no formal representation on any other bodies.

The Development Officer was asked to confirm the situation in terms of representation on the AHNE Partnership. She will do so at the next ordinary meeting.

## **9. Dates of meetings for 2017 / 18**

The next Ordinary Meeting will be held on 11 October. Members accepted the offer to hold the next meeting at Penmaenmawr Museum. The Development Officer will strive to set the other meeting dates for 2017 / 2018 that are similar to those for last year and will seek to avoid setting dates that fall in the same week every time.

## **ONE VOICE WALES**

### **Minutes of the Meeting of Conwy and Denbigh Area Committee held at Canolfan Eirianfa, Denbigh on 11 April 2018.**

**Chair:** Philip Williams, Llanrhaeadr yng Nghinmeirch

**Present:**

Helen Williams	Aberchwiler
Heather Burton	Aberchwiler
Richard Waters	Abergele
Joan Baker	Bodelwyddan
Ifor Thomas	Bro Garmon
Alun Hughes	Bro Garmon
Cheow-Lay Wee	Cyffylliog
Rodney Elms	Llanarmon yn Ial
Gwyneth Dillon	Llandegla (and Clerk for Llanferres)
Bob Barton	Llandegla a Llanferres
Eira Lewis	Llandrillo
Gaenor Richards (Clerk)	Llandrillo
Bryn Davies	Llandyrnog
John MacLennan (Clerk)	Llanfairtalhaiarn
Diane Roberts	Llangernyw
Ross Morgan (Clerk)	Llanrwst
Claire Roberts	Machno
Sian Annwyl Jones	Machno
Peter McGlory	Mochdre
Myfanwy Baines	Penmaenmawr
Mel ab Owain (Clerk)	Penmaenmawr
Eirian Roberts (Clerk)	Ysbyty Ifan
Jane Roberts	Ysbyty Ifan

**Apologies:**

Gordon Hughes	Corwen
John Emlyn Jones	Eglwysbach
John Lloyd Williams	Eglwysbach
Elen Haf Edwards	Llangernyw
Bryan Jones	Llangynhafal
Gwyneth Griffith	Llanefydd
Charles Roberts	Llanefydd
Edmund Rees	Pentrefoelas

**1. Chair's Welcome**

**2. Apologies**

See above.

**3. Presentation by David Allen, North Wales Police**

Here is a summary of the presentation given by David Allen from the Rural Crime Team:

The team deals with a wide range of offences, including the following:

- thefts from farms (primarily machinery and livestock)
- wildlife offences (poaching, badgers, bats, poisoning birds, CITES, gathering bird eggs, destroying habitats etc)
- sheep rustling
- offroad driving
- environmental offences

PC Dave Allen explained that the team works closely and regularly with agencies such as Natural Resources Wales, Defra and the Food Standards Agency.

Most of the work emanates from farms, from where millions of pounds' worth of goods are stolen every year. Thieves tend to steal quad bikes, livestock and other farm machinery that they are able to get hold of on the farmyard.

They keep a database of information about the offences reported to the Police. The team employs data analysts who interpret the data in order to gain a better understanding of what is happening and where, and to identify any patterns of criminal behaviour. Such patterns can lead to reducing levels of crime and sometimes to catching criminals.

One of the patterns that has become apparent is seasonal rural crimes. There are particular types of crimes during specific periods, e.g. sheep thefts during the Autumn, poaching and farm thefts tend to occur during the Spring.

PC Allen reported on various examples of cases he and the team have dealt with. He reported also on the importance of protecting property, and the way in which stolen goods can be identified through research and also by using tracking technology.

He explained that rural crimes are generally more difficult to solve due to the types of locations in which they take place, i.e. places such as farmyards are going to be very difficult places in which to gather evidence due to the accumulation of dirt and other elements.

The team deals regularly with wildlife crimes. This includes offences against badgers, sheep rustling, stealing rare birds' eggs. Crimes against badgers are unfortunately becoming more and more commonplace. PC Allen reported on the methods used by criminals when engaged in this cruel tradition. He explained that prosecutions are not sufficiently effective in reducing the scale of the problem with offences such as these.

The same situation also applies in cases of dogs attacking sheep. Because it is not an intentional act committed by humans, and that the dogs often escape without the owners' knowledge, there is no reduction in the number of offences even when prosecutions take place in any given area. Education is the most effective weapon in such cases. PC Allen and his colleagues are also seeking a change in the law in order to help to reduce the number of cases such as sheep rustling, which would mean that the police could seize the dogs involved in such crimes rather than having to wait for the courts to determine the dogs' fate.

#### **4. Declarations of Interest**

There were no declarations of interest.

#### **5. Minutes of the meeting held on 24 January 2018 and matters arising (attached)**

The minutes were confirmed.

There were no matters arising, other than those appearing under items on the agenda.

#### **6. Report from NEC Representatives**

Councillor Philip Williams reported on some of the matters discussed at the last NEC meeting that might be of interest to members, including information about the new model Welsh Language Scheme.

#### **7. Betsi Cadwaladr Health Board – latest report from the Stakeholder Reference Group (attached)**

The Development Officer reminded members that they had been sent a copy of the latest report with the papers for the meeting.

#### **8. Community and Town Council Sector Review – process update and discussion**

The Development Officer reported on the latest situation as follows:

The work of the Panel is ongoing. Welsh Government workshops have been held to support the work of the Panel, and one workshop was held in Caernarfon. Due to staffing circumstances, it was not possible for Lyn Cadwallader to prepare a response for the panel within the original timescale. The response has now been sent to all councils, and it is a very comprehensive document that gives consideration to the implications of some 26 other documents that are relevant to the sector, with a view to painting an ideal view of how he would wish to see the sector developing.

A member of the Panel was present at the meeting of the NEC and reported on the fact that they are now clear that they will not be able to create one set of recommendations for all councils. As a result of the diversity in the nature and aspirations of councils, it will be necessary to produce different recommendations for different types of councils. It was reported that one element of commonality shared by all councils is their sense of identity as representatives of their communities. The closing date for responses to the panel was 6 April, but they are still willing to receive submissions if necessary. There is some uncertainty as to whether there will be a consultation on the Panel's recommendations that are due to be published in the Autumn.

#### **9. Independent Remuneration Panel for Wales – update and discussion**

The Development Officer reported on the latest situation. The final report has been published. There is one major difference, namely that councils whose



income or turnover is below £30,000 will not have to offer the allowances to councillors. It will continue to be a decision for full council, with the discussion to be minuted.

However, councils are obliged to pay a care allowance if a member/s make a valid application for such an allowance, together with supporting invoices. The care allowance payable is up to £403 per month.

Councils whose turnover is over £30,000 will still have to pay the allowance. Members are not obliged to accept it. However, if they refuse it they must send a letter to the clerk to that effect.

The Development Officer reported also that although differing interpretations are being made by various organisations, our current understanding is that the allowances are taxable and that they should be taxed through the PAYE system, and this has been confirmed by the Wales Audit Office. This entails considerable additional work for the Clerk and is causing concern to many people.

It will be necessary to publish the names of the recipients of the allowance by displaying them in a public place in the community and the information will also have to be sent to the Independent Panel.

The Panel will be holding consultation events aimed exclusively at clerks to hear their views about the way forward. The event in north Wales will be held in Llandudno on 9 May. Invitations have already been sent to the clerks of all councils since 6 March. She encouraged members to draw clerks' attention to the event if they wished to express their views about members' allowances.

## **10. General Data Protection Regulations – update and discussion**

The Development Officer reminded members that changes were in the offing to data protection legislation, and that this would affect all councils unless changes were made to the "draft" legislation currently making its way through Parliament in Westminster.

She reminded members also that the legislation will not be finalised until May and that some MPs are campaigning on behalf of organisations and small businesses to obtain exemptions from the act. This makes it very difficult at present to give clear and definitive advice. It is also a highly specialised and complex field, and as a result One Voice Wales is dependent on the legal expertise provided by NALC.

A toolkit has been produced to guide everyone through the process. She explained that One Voice Wales had received numerous complaints about its length together with requests for summaries. Unfortunately, it is the nature of the legislation and the subject matter that means that the toolkit is as long as it is. The nearest thing to a summary that could be provided is the checklist on pages 12 and 13 of the toolkit. This lists the steps that councils should be taking.

Currently, the formal advice from NALC is that 'Data Protection Officer' responsibilities should not be given to the clerk, due to the highly specialised nature of the post that calls for a thorough understanding of information legislation. At present, what is happening in practical terms is that councils are appointing a member to take responsibility, with a view to sending him/her on courses. Others are happy to appoint their Clerk to the role because he/she has



sufficient understanding of the field to be able to deal with the very small amount of personal information which the council has to process. The latest information received on the current situation is the following:

“NALC are lobbying MPs and in communication with the ICO and issued the following update on 19 March:-

'This week I wrote to officials in the Department for Digital, Culture, Media and Sport, Information Commissioner's Office and Ministry of Housing, Communities and Local Government in advance of a joint meetings they were having today and Monday on the Data Protection Bill and General Data Protection Regulation. I wanted to ensure they were all clear about our concerns about the Data Protection Officer requirement, the ways they can help mitigate the impact on our sector and our offer to work with them to find a solution. I also wanted to give you an advance look at the interview with the Information Commissioner, Elizabeth Denham, which features in the forthcoming Spring edition of LCR, this is attached; the overall message is don't panic!

My advice therefore is to hold off the appointment of the DPO for the time being and I will be issuing advice to all member councils once things become clearer over the coming weeks.”

A One Voice Wales module on Information Management is currently being modified in response to legislative changes, and it is hoped that sessions on the module will be available in the next few weeks.

#### **11. One Voice Wales training courses – what's on over coming months?**

Members' attention was drawn to the training courses that will be held in the area in the near future:

Module 20: Wellbeing of Future Generations Act / Sustainability – Tuesday 24 April

Module 5: The Council Meeting – Tuesday 15 May

Module 10: Charing Skills – Tuesday 19 June

Module 4: Understanding the Law Tuesday 17 July

#### **12. Learning from others – an opportunity for councils to share experiences**

There were no reports.

#### **13. Frequently Asked Questions – One Voice Wales responses**

The Development Officer explained that one of the enquiries she receives relates to appointing a Clerk, and she was therefore of the view that sharing information about this could be of benefit to members:

- Advertise as soon as possible after receiving notice from the previous clerk
- A council committee to look over all application forms received, but full council to conduct the interviews
- If there is a gap between the departure of the current clerk and the commencement date of the replacement, a member or group of members will have to take responsibility for the duties in the meantime

- It should be borne in mind that it is not lawful for a council member to be employed by the same council or for a period of 12 months after his/her resignation
- It is commonplace for councils to experience recruitment difficulties, especially if they are looking for a clerk with bilingual skills. We would suggest that you should contact One Voice Wales, and we can pass on your job advert to all neighbouring councils. Other than that there is sadly not much more that we can do
- The next step, if no applicants are forthcoming after the initial advert, is to move to readvertise
- When you make an appointment, bear in mind that it is important that he/she is provided with a contract.

She informed members that One Voice Wales had produced a leaflet on the matter, and that members should contact the Clerk or Chair if they wish to receive a copy.

#### **14. Correspondence**

The Development Officer reported on several items of correspondence that have come to her attention that may be of interest to members, and that have already been passed on to councils.

1. Welsh Government grants to the value of £5000 to support councils wishing to enter into clustering arrangements, develop community engagement, increase citizen participation and local engagement and democracy. Closing date 20 April 2018. (the information was sent on 1 March)
2. Abolish burial fees for children – the County Council should be in touch on this if they have not done so already.

#### **15. Any other business (at the discretion of the Chair)**

##### Autism Bill (Wales)

Councillor Bob Barton reported that work was ongoing to develop the Autism Bill (Wales). The aim is to develop legislation that will ensure improved care and support for children and people living with autism. Members were encouraged to go on the Assembly website to get more information on what it is proposed to include in the Bill and to contribute to the development process. If members are unable to find the information they are welcome to contact Councillor Barton who will be very glad to assist.

##### Various staffing matters

The Development Officer reported that Mel ab Owain had now been appointed to the post of Mid and West Wales Development Officer. Councillor Myfanwy Baines was thanked for her assistance in this regard. The Development Officer reported that she will be leaving her post on 18 April, and that her post will be advertised shortly.

#### **16. Future guest speakers.**

It was proposed that a guest speaker on cyber crime should be invited. Eirian Roberts will contact the Development Officer to share contact details of the relevant team within the police force.

**17. Confirm the date and location of the next meeting**

11 July 2018 at Ysgol Gynradd Pentrefoelas

**Hearing Loss Update** - John Day, Head of Audiology Services, outlined the National Plan for Hearing Loss. At risk of sounding alarmist, the core message of the presentation was this:- **HEARING LOSS CAN LEAD TO DEMENTIA.** Evidence indicates that those suffering from mild hearing loss are twice as likely to develop dementia as those who aren't. The reason is related to 'cognitive decline' where the individual begins to lack the same level of understanding and/or recognition that he or she once had. However and as hearing loss tends to be gradual, not everyone realises they may be suffering from it unlike, say, sight deterioration.

Under the new procedure, individuals will be able to refer themselves directly to an audiology clinic instead of requiring a referral from their GP. The hope is that by not having to go see the doctor, more people will have regular hearing assessments which may well result in fewer individuals suffering from dementia in later life. We did raise the possibilities of rudimentary hearing tests being carried out by pharmacists and district nurses such that an individual may be referred on to an audiology clinician for treatment.

The message is quite simple; even if you don't think your hearing has deteriorated over the years, which it probably has, it would be a good idea to get it checked out. A fairly simple assessment could lead to a much better quality of life in later years.

A copy of John's Powerpoint presentation is attached to this report, on the final page of which are links to the Welsh Government's Report on Audiology.

**Patient Advice and Support Service (PASS)** - presented by Maggie Pearce, the Patient Experience Manager for Ysbyty Glan Clwyd, this is a relatively new initiative designed to engage with and support patients during their period of hospitalisation. The service is currently operating at Glan Clwyd only but there is every likelihood that there will be similar units based at Ysbyty Gwynedd and the Maelor within the near future.

The staff themselves are employees of the Health Trust but they endeavour to be 'on the side of' the patient rather than the Trust in resolving causes for complaint. So far, the service appears to be having considerable success although there remains an issue surrounding how open and honest patients might be particularly in cases involving long term and/or multiple treatments.

**Three Year Plan 2018 - 2021** - Geoff Lang, Executive Director of Strategy, presented the draft Three Year Plan for the Board and a copy (English only) is attached to this report. Not surprisingly, there is nothing which is significantly new within the draft. The main focus is on improving upon that which already exists.

**SRG Annual Report 2017 - 2018** - the Group also discussed a draft copy of the as yet confidential Annual Report of the work it has undertaken during the last twelve months. Much of what is contained within that report has been covered in my bulletins to you following each meeting. However, it also contains a member attendance schedule. Ever since the Stakeholder Reference Group was established, concerns have been expressed about the varying levels of attendance of some members and organisations. By way of example, each of the six Unitary Authorities across North Wales is entitled to send a full member representative to each of the six meetings within the annual cycle. The members from Flintshire and Gwynedd Councils have not attended any in 2017/2018. Apart from the member for Denbighshire, the other three representatives haven't managed more than two meetings.

It has to be said that this paucity of attendance is not restricted to Local Authority members. In any event, details are likely to be circulated with my next report following the May meeting which is scheduled to take place on 14th May.

Regards for now,  
Mike Harriman

## North Wales Training Schedule June - July 2018

19/06/2018	Tuesday	Abergele Town Council, Council Offices, Llanddulas Road, Abergele. LL22 7BT	Module 10 - Chairing Skills
20/06/2018	Wednesday	Llangefni Town Council, Shire Hall, Llangefni. LL77 7TW	Module 10 - Chairing Skills
26/06/2018	Tuesday	Plas Pentwyn, Castle Road, Coedpoeth, Wrexham. LL11 3NU	Module 14 - Equality & Diversity
26/06/2018	Tuesday	Jubilee Room, Town Hall, Earl Road, Mold. CH7 1AB	Module 12 - Community/Place Planning
28/06/2018	Thursday	Gresford Trust, Memorial Hall, Off High Street, Gresford, Wrexham. LL12 8PS	Module 21 - Local Government Finance - ADVANCED
04/07/2018	Wednesday	Llangefni Town Council, Shire Hall, Llangefni. LL77 7TW	Module 6 - Local Government Finance
05/07/2018	Thursday	Gresford Trust, Memorial Hall, Off High Street, Gresford, Wrexham. LL12 8PS	Module 10 - Chairing Skills
12/07/2018	Thursday	Jubilee Room, Town Hall, Earl Road, Mold. CH7 1AB	Module 19 - Devolution of Services/Community Asset Transfer
17/07/2018	Tuesday	Abergele Town Council, Council Offices, Llanddulas Road, Abergele. LL22 7BT	Module 4 - Understanding the Law
19/07/2018	Thursday	Gresford Trust, Memorial Hall, Off High Street, Gresford, Wrexham. LL12 8PS	Module 20 - Wellbeing of Future Generations Act 2015 / Sustainability
24/07/2018	Tuesday	Plas Pentwyn, Castle Road, Coedpoeth, Wrexham. LL11 3NU	Module 16 - Use of IT, Website and Social Media



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