



CABINET

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 18TH OCTOBER 2017 AT 2.00 P.M.

PRESENT

Councillor Mrs B.A. Jones – Chair (Presiding)

Councillors:

C.J. Cuss (Social Care and Well Being), N. George (Neighbourhood Services), C.J. Gordon (Corporate Services), S. Morgan (Economy, Infrastructure and Sustainability), L. Phipps (Homes and Places) and Mrs E. Stenner (Environment and Public Protection).

Together with:

C. Harrhy (Corporate Director – Communities).

Also in Attendance:

J. Jones (Corporate Information Governance Manager), P. Lewis (Acting Head of IT), M. Headington (Green Spaces and Transport Services Manager), S. Ellis (Lead for Inclusion and ALN), J. Southcombe (Financial Services Manager), K. Cole (Chief Education Officer) S. Harris (Interim Head of Corporate Finance) and C. Evans (Committee Services Officer).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs P.A. Marsden (Education and Achievement) and D.V. Poole (Leader) and C. Burns (Interim Chief Executive), N. Scammell (Acting Director of Corporate Services & S151) and D. Street (Corporate Director – Social Services).

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the beginning or during the course of the meeting..

3. CABINET – 4TH OCTOBER 2017

RESOLVED that the minutes of the meeting held on 4th October 2017 (minute nos. 1 - 6) be approved and signed as a correct record.

MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED

4. DATA PROTECTION REFORM

The report, which was presented to Policy and Resources Scrutiny Committee on 3rd October 2017 provided Cabinet with information on the requirements of the upcoming data protection reform and corporate action to address the requirements.

It was noted that the UK Government recently presented a draft Data Protection Bill to the House of Lords to replace the Data Protection Act 1998 and provide a comprehensive legal framework for data protection in the UK, supplementing the requirements of the General Data Protection Regular (GDPR) which will be directly applicable in the UK from 25th May 2018.

Cabinet were advised of the key impacts of data protection reform as set out in the report. It was noted that the changes would instil a greater requirement for accountability and Privacy by Design, and requirements. There are also greater rights for data subjects, including rights to know what the Council will do with their data, and tighter reporting timescales, including mandatory breach reporting within 72 hours. Members were also referred to the Council's Information Risk Management Policy appended to the report, which has been updated to cover new data protection requirements, and incorporates a number of changes, such as promoting the use of Privacy Impact Assessments when necessary, and frequency of reports on Service Area Information Risk Registers to the Senior Information Risk Owner (SIRO) changing from quarterly to six monthly.

Members thanked the Officers for the detailed report and sought further information on the training programme associated with the new legislation, to mitigate risk of a breach. Officers explained that the volume of training will be relaunched on an annual basis to promote awareness of data protection requirements, to ensure that staff are fully aware of their responsibilities.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report: -

- (i) the requirements of the upcoming data protection reform and corporate action to address these requirements be noted;
- (ii) the revised Information Risk Management Police appended to the report be approved.

5. CHILDREN'S BURIAL FEES

The report sought the views of Cabinet on establishing a Memorandum of Understanding (MoU) between Welsh Government and Local Government across Wales in respect of adopting a consistent approach to children's burial fees.

Members were asked to note that the report is as a result of the recent campaign led by Carol Harris (MP for Swansea East) to abolish charges imposed by Local Authorities for the interment of children.

On 1st February 2017, Cabinet resolved to remove the interment fee of children up to and including the age of 16 years. However, there would still be costs associated with the purchase of the Exclusive Rights of Burial of chosen by the bereaved family.

It was noted that the MoU proposed by Welsh Government suggests that all Councils agree to stop charging fees for the burial or cremation of children and that a common definition of a child being up to and including 18 years of age is adopted.

However, there is still a great deal of work required between officers and Welsh Government to establish which fees should be included and whether there are any conditions or restrictions. A common view is to be established in what is included in/meant by the "removal of charges".

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report: -

- (i) the Authority commits to working closely with Welsh Government on the formation of the Memorandum of Understanding (MoU) in respect of children's burials;
- (ii) once the final MoU is drafted, a further report be presented to Cabinet.

6. THE DEVELOPMENT OF A COMBINED SENSORY AND COMMUNICATION SERVICE (SENCOM)

The report, which was presented to Education for Life Scrutiny Committee on 26th September 2017, sought Cabinet approval for the transfer of the Gwent Visual Impairment Service, currently hosted and managed by Caerphilly County Borough Council (CCBC), on behalf of the five Local Authorities (LAs) in the South East Wales Consortium to Torfaen County Borough Council. Torfaen currently hosts and manages the Hearing Impairment (HI) Service and the Communication Intervention Teams (ComIT) on behalf of the region.

The report detailed all consultation outcomes undertaken between November 2016 and June 2017 in relation to the proposal. It was noted that feedback overall was positive with service staff identifying benefits such as greater flexibility, more efficient use of resources and combined budgets, however, some of the threats identified included the potential loss of IT systems, harmonising job descriptions and terms and conditions. On consultation with third sector colleagues, feedback was positive and it was felt that timescales were sufficient to ensure a smooth transition and continuation of service, providing minimal disruption to Service Users.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report the transfer of the Visual Impairment (VI) Service to Torfaen CBC be agreed.

7. CABINET FORWARD WORK PROGRAMME

The report sought the endorsement of the Cabinet Forward Work Programme for the period October 2017 to January 2018.

The report outlined the proposed Forward Work Programme of future Cabinet reports.

The Cabinet Forward Work Programme is updated on a regular basis to reflect any amendments that are made to it since it was first agreed on 22nd January 2014.

Cabinet were asked to note that, since the publication of the report, there were some changes and additional items added to the Programme, which were highlighted by the presenting Officer.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that, for the reasons outlined in the report, and subject to amendments provided at the meeting, the Cabinet Forward Work Programme be approved and published.

The meeting closed at 2.30 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 1st November 2017.

CHAIR