

MEETING OF	Democratic Services Committee
DATE	12 December 2013
SUBJECT	Annual Reports by Elected Members
PURPOSE	To learn lessons from the members' experience of producing Annual Reports this year
AUTHOR	Geraint George, Head of Democratic Services

1. BACKGROUND

- 1.1 The Democratic Services Committee is already aware that the Local Government Bill (Wales) 2011 notes that:

A local authority must make arrangements for:

- each person who is a member of the authority to make an annual report about the person's activities as a member of the authority during the year to which the report relates,
- each person who is a member of the authority's executive to make an annual report about the person's activities as a member of the executive during the year to which the report relates, and
- the authority to publish all annual reports produced by its members and by the members of its executive.

- 1.2 The purpose of the Annual Reports by Elected Members is to improve communication between Elected Members and the public. The Minister for Local Government said that the reports will be a means of improving the public's understanding of what local members do and the important role that they have and will enable the public to discover information about the activity of their local councillor.

2. GWYNEDD ANNUAL REPORTS 2012/13

- 2.1 In 2012/13, the Council implemented a pilot of the procedure following guidance from this Committee, making it a requirement for the Cabinet Member for Customer Care and the Chair of the Democratic Services Committee only to provide annual reports, although any other member was free to produce annual reports also.
- 2.2 The result of this pilot was that eight elected members provided annual reports, namely one member of the executive and seven frontline members. The annual reports can be found on the Council website by following this link:

http://www.gwynedd.gov.uk/gwy_doc.asp?cat=3313&doc=30269&Language=2&p=1&c=1Xxx

3. 2013/14 ANNUAL REPORTS

- 3.1 In order to pave the way for more elected members to provide annual reports in 2013/14 and in order to assist them to do so, it is suggested that the following should be provided as support:
- a) a standard template for the annual report
 - b) information about the number of committees attended during 2013/14 (for every councillor individually)
 - c) information about the number of training sessions attended during 2013/14 (for every councillor individually)
- 3.2 The remainder of the template (which will be restricted to one side of A4) will be available for every member to provide details on specific aspects of their work as a councillor during 2013/14.
- 3.3 Correspondence has already been sent to members via *Rhaeadr* asking them to confirm their intention of providing annual reports for 2013/14. This information will be of assistance to assess the demand and ensure adequate resources to support the members to create annual reports in 2013/14.

4. RECOMMENDATIONS

- 4.1 It is recommended:
- a) that the proposal of creating a template including data about the number of committees attended and the number of training sessions attended for every councillor individually be accepted as a way of supporting members to provide annual reports in 2013/14.