



**Gwasanaeth Democraidd**  
**Democracy Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Cyfarfod / Meeting

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD**  
**DEMOCRATIC SERVICE COMMITTEE**

Dyddiad ac Amser / Date and Time

**10.00 a.m. DYDD MAWRTH, 19 MAWRTH, 2013**

**10.00 a.m. TUESDAY, 19 MARCH, 2013**

Lleoliad / Location

**SIAMBR DAFYDD ORWIG,**  
**SWYDDFEYDD Y CYNGOR**  
**CAERNARFON**

Pwynt Cyswllt / Contact Point

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Dosbarthwyd/Distributed 12.03.13

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD  
DEMOCRATIC SERVICES COMMITTEE**

**AELODAETH / MEMBERSHIP (15)**

**Plaid Cymru (7)**

Y Cynghorwyr / Councillors

Selwyn Griffiths  
Dyfrig Jones  
Dilwyn Morgan

Charles Wyn Jones  
Linda Ann Wyn Jones  
Gareth Thomas

Mandy Williams-Davies

**Annibynnol / Independent (4)**

Y Cynghorwyr / Councillors

Lesley Day	Tom Ellis
Anne Lloyd-Jones	Jean Forsyth

**Llais Gwynedd (3)**

Endaf Cooke

Jason Humphreys

Anwen Davies

**Llafur / Labour (1)**

Y Cynghorydd / Councillor Sion Wyn Jones

**Aelodau Ex-officio / Ex-officio Members**

Is-Gadeirydd y Cyngor / Vice-Chairman of the Council  
Y Cynghorydd / Councillor Huw Edwards

## **AGENDA**

### **1. CHAIRMAN**

To confirm the decision of the Council on 28 February 2013 to elect Councillor Lesley Day as Chairman of this Committee for the remainder of 2012/13.

### **2. APOLOGIES**

To receive any apologies for absence.

### **3. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest.

### **4. URGENT BUSINESS**

To note any items that are a matter of urgency in the view of the Chairman for consideration.

### **5. MINUTES**

The Chairman shall propose that the minutes of the last meeting of this committee held on 11 December, 2012 be signed as a true record (copy herewith – **white** paper).

### **6. MEMBERS' SUPPORT**

To consider the report of the Chair of the Committee and the Head of Democratic Services (copy herewith- **pink** paper).

### **7. MEMBERS' REPORTS**

To consider the report of the Chair of the Committee and the Head of Democratic Services (copy herewith – **cream** paper).

### **8. MEMBERS TRAINING**

To consider the report of the Chair of the Committee and the Head of Democratic Services and the Head of Customer Care (copy herewith- **lilac** paper).

### **9. WEB CASTING AND REMOTE ATTENDANCE**

To consider the report of the Chair of the Committee and the Head of Democratic Services (copy herewith – **yellow** paper)

### **10. DISCUSSION ON THE VOTING SYSTEM**

Verbal report by the Head of Democratic Services

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## DEMOCRATIC SERVICES COMMITTEE, 11.12.12

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**Present:** Councillor Dewi Owen (Chair);  
Councillor Anne Lloyd Jones (Vice-chair).

**Councillors:** Lesley Day, Tom Ellis, Selwyn Griffiths, Jason Humphreys, Linda A.W.Jones, Charles Wyn Jones, Sion Wyn Jones, Dilwyn Morgan, Michael Sol Owen, Gareth Thomas,

**Cabinet Members:** Councillor Ioan Thomas (Cabinet Member – Customer Care).

**Officers:** Geraint George (Head of Strategic and Improvement Department), Gareth James (Members' Support and Scrutiny Manager), Carey Cartwright (Learning and Development Manager) and Ioan Hughes (Members' Support and Scrutiny Officer).

**Apologies:** Councillors Anwen Davies and Mandy Williams-Davies. In addition, apologies were received from the Democratic Services Manager.

**Welcome:** Geraint George (Head of Strategic and Improvement Department) was welcomed following his recent illness.

### 1. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any member present.

### 2. MINUTES

The Chairman signed the minutes of the previous meeting of this committee held on 11 September 2012 as a true record.

### 3. MEMBERS' TRAINING

i) Submitted – the report of the Chairman of the Training Sub-group, Councillor Dilwyn Morgan.

ii) In light of work undertaken by this Sub-group, a list of criteria and potential action steps to be taken was provided to assess and ensure fairness when considering members' applications to attend 'additional courses' that were outside that of the members' development framework.

iii) The Committee members expressed their opinion and it was noted:-

a) that the Standing Orders should be the priority of the training programme;

b) that some outside bodies provided their own training and that a training arrangement on behalf of the Council was not required in such instances;

c) that there was a need to consider holding courses that the Council was responsible for, in central locations, such as Penrhynduedraeth;

ch) on the other hand, it was noted that some faced travelling difficulties and that Penrhynduedraeth was not convenient for them;

d) that it was possible to receive much training on-line or through other alternative methods.

**RESOLVED:**

**a) To adopt the following criteria:**

Elected members should hold a job or responsibility in the field on behalf of the Council, and should be able to demonstrate that attending the “additional course” will enable them to undertake their work better.

The post or responsibility can be as:-

- Scrutiny Chair or Vice-chair
- Cabinet Member
- Champion
- Member of the Pensions Committee
- Chair or Vice-chair of any other committee
- Representative of Gwynedd as a member on an outside body
- An individual elected member who is part of a Scrutiny Investigation, where attending the course would add considerable value to the Scrutiny Investigation.

*(NB: Any visits by a number of members as part of a Scrutiny Investigation will be considered as part of the investigation's work and not a “course”)*

- The ‘additional course’ should not be available within the Elected Members’ Training Programme or that it could be arranged in another way internally for a number of elected members to reduce costs.
- It should be considered whether or not a course offers value for money, i.e. the cost of the course should be a criteria.
- Travel should be avoided by arranging, if possible, to participate or listen to the “additional course” by means of alternative methods e.g. webinar / video conferencing.
- Aim for a maximum of 2 “additional courses” per member in each year
- The relevance of the course to the elected member’s personal development programme must be considered.

**b) To adopt the following actions to implement the criteria:**

- All members should submit written information (by letter or e-mail) outlining how they meet the criteria
- It should be ensured that the member has a seconder for the request, e.g. Chair or Vice-chair of a specific committee to support the individual member by virtue of their role.

- The application should be submitted at least a fortnight beforehand to the Head of the Democratic Services Department, who will consult with the Chair of the Democratic Services Committee, before deciding whether to approve or reject the application,
- The above-mentioned will assess the application against the criteria and will inform the member of the outcome. It should also be ensured that arrangements for reporting back and summarising/sharing the additional information are made clear (this will vary according to each application/field).

**c) To note that training for chairs and vice-chairs is part of the Core Programme and it is intended to review the Core Programme on an annual basis.**

**ch) That an item is added to the agenda of the next meeting of this Committee to provide information regarding the 'Champions'.**

Following the discussion, the Learning and Development Manager submitted information regarding:

i) A plan to develop an e-learning site for all local authority members in Wales. He noted that this could benefit the Council and that Gwynedd could lead on the work relating to Welsh language materials. The Committee agreed that Gwynedd Council should support the national scheme.

ii) MSc training on Public Service Management which was being run nationally through the University of Glamorgan. At present, he wished to raise awareness of the advanced level training being arranged.

It was agreed that the scheme should be supported and due to the costs and the limited number of spaces, there was a need to consider a method for nominating members.

#### **4. MEMBERS' REPORTS**

**a) Submitted – the report of the Democratic Services Manager by the Members' Support and Scrutiny Manager.**

b) He expanded on the Welsh Local Government Measure (2011) which noted the need for all local authorities to make arrangements and create opportunities for each member to produce an annual report about the individual's activities as a member of the authority.

c) Submitted – an example of a template used by the Bridgend authority following extensive research.

ch) It was explained that the purpose of the Measure was to enable members of the public to receive information on the activities of their councillors.

It was added that factual information would be included in the annual reports and that these would be monitored with support available to members in accordance with the guidelines.

d) Members expressed various views in considering potential methods of producing an acceptable template and fair reports.

(dd) In response to an enquiry, it was noted that the role of this Committee was to work in order to be more comfortable with the principle and to then provide a procedure for implementation that could be recommended to the full Council.

**RESOLVED:**

**a) That a number of members, including the Chairman of this Committee, the Chairman of the Council and the Cabinet Member for Customer Care should convene in order to produce a draft template that could be used for the annual reports in Gwynedd;**

**b) That the initial template is submitted to the next meeting of this Committee for further consideration.**

**5. INFORMATION TECHNOLOGY**

a) Submitted – the report of the Chairman of the Democratic Services Committee and he referred to the number of members who had now received personal electronic IT equipment.

b) Members expressed their views, noting:

- That detailed information was needed regarding the size of a message, namely a maximum of 2MB, as there were difficulties in some areas and because of the time it took to send messages.
- Support could be offered to obtain the necessary equipment for some to overcome the abovementioned problem;
- Some wished to receive further training and additional software to make best use of the equipment;
- Those members choosing not to receive the new equipment should not be named;
- Councillors should be able to obtain easy access to their e-mail messages and avoid any difficulties when messages were transferred to the 'archive';
- The Council had now reached a point where there was a need to make use of the scheme and ensure that paper and postage costs were reduced.

c) Some members noted their willingness to operate on a paper-free basis and that this could be a starting point for securing savings. In light of this, it was suggested that officers should number paragraphs, rather than pages, when producing reports.

The Cabinet Member for Customer Care noted that the demand for training was obvious and that members should note what kind of training would benefit them. He further noted that it would be beneficial for officers to receive full training.

**RESOLVED that the Democratic Services Committee approves:**

- **That all correspondence (where possible) and all meeting requests will be sent to members by electronic means only, with the remainder receiving hard copies;**
- **That a note is to be sent to officers within the Council regarding the above and in accordance with the following:**
  - 1. Electronic provision for 66 members;**
  - 2. Paper provision for nine members;**
  - 3. A reminder to ensure that correspondence is required to be in pdf format;**
  - 4. A reminder that messages must be no larger than 2MB**
  - 5. In arranging meetings, to ensure that a Wi-Fi connection is available, or a reminder for members to open documents prior to a meeting where there is no Wi-Fi provision.**

The meeting commenced at 10am and concluded at 11.45am.



<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>19 March 2013</b>
<b>SUBJECT</b>	<b>Support for Members</b>
<b>PURPOSE</b>	<b>To submit an update to members regarding the support available and developments realised and those in progress.</b>
<b>Authors</b>	<b>Councillor Lesley Day, Chair - Democratic Services Committee</b>
	<b>Geraint George Head of Democratic Services</b>

1. The aim of Gwynedd Council is to seek the “best for the people of Gwynedd now and in the future”. Everyone has a particular role in order to ensure this, especially the Council’s elected members. Ensuring that there is an understanding of the support available to enable everyone to fulfil his/her role is vital.
2. Under the new Local Government 2011 measure, the Democratic Services Committee is responsible for ensuring sufficient and appropriate support to all Council members to fulfil their role. The committee has identified areas which need to be changed and improved and areas where work is already ongoing.
3. On 4 October 2012, a report was submitted to the full Council outlining the support available, and the support which was being developed, in particular as a result of the following changes:
  - Transition to the Cabinet regime as a result of the new Measure
  - Several new members following the May 2012 elections
4. The following table outlines what was reported to the Council on 4 October 2012 and includes an update of the current situation in the context of the developments. The report submitted to the Council also contained a piece about the support for Cabinet members. We have not included that part in this report as the main responsibility of the Committee is the support given to those members outside the Cabinet.

**A. What is the support available to ensure effective communication?**

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
<b>Information Strategy for Members</b>					
1	<u>Surgeries</u> - One-to-one meetings with Cabinet Member so that members are given the opportunity to raise questions and receive updates.	It is intended to hold a pilot to assess whether the idea of surgeries will improve communication between Members of the Cabinet and non-executive members.	The Cabinet Team will be responsible for arranging the surgeries and appointments. The Cabinet Member will be responsible for recording any action issues arising from the meeting.	The pilot to be run shortly. Frequency of surgeries to be determined following the pilot.	Some Cabinet members have held surgeries, some in the areas, but work of assessing their success has not yet been undertaken. This will be programmed to happen over the next few months.
2	<u>Information /Consultative workshops</u> on specific subjects for members with an interest in the field.	An opportunity to submit information and/or engage with elected members on specific subjects.	The Cabinet – Cabinet Member with assistance from the Heads of Service.	As required	Several workshops have been held when preparing the Strategic Plan and also the Financial Strategy. The informal feedback from members who attended the workshops was favourable and we will be incorporating further similar opportunities into the programme over the coming year.
3	<u>Champions</u> – there is a job	The Cabinet has received a	A Cabinet Member to	Some have been implemented –	Five champions have now been appointed -

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
	description for champions.	standard job-description for the role of a Champion and has appointed three and the remainder will be appointed before the end of September.	appoint a non-executive member.	others to receive further attention shortly	<p>Older People – Gareth Thomas  Carers – Eryl Jones-Williams  Disability – Peter Read  Autism – Elin Walker Jones  Vice of Children and Young People – Mair Rowlands</p> <p>The Cabinet will consider two others on 20 March.</p>
3b	<u>Area Assemblies</u>				<p>A unanimous decision was made in the Council that four area assemblies would be established to start work in May. In the meantime, the relevant Cabinet Member (Ioan Thomas) along with the cross-party working group and officers, will address the details of how the assemblies will take place (what sort of support will be provided, guidelines on the form and procedure of meetings etc.) in order for them to start their work immediately after the annual Council meeting. Having said that, and as was clearly noted in the report to the Council, these will be guidelines only and it will be a matter for the assemblies themselves to decide on their systems for implementation, bearing in mind that they will not be formal committees and that the procedural rules</p>

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
					will not be relevant to them.
4	<p><u>Electronic information for elected members</u> Ensure that elected members are able to easily receive information electronically by means of a portable tablet.</p>	<p>a) Pilot of a portable provision – tablet – to be held for a period by Cabinet members. Members will be able to receive e-mails, access to their calendar and access to public documents on the internet. Access to confidential documents via e-mail.</p>	<p>Responsibility of the Democratic Services Committee. Input on the technical side by the Senior IT and Business Transformation Manager. Input in terms of needs and information to be coordinated by the Strategic and Improvement Department.</p>	<p>The pilot to be completed by the end of September and to implement on the result of the pilot by the end of October.</p>	<p>It was managed to ensure that every elected member had been offered and given the opportunity if they so wished to receive electronic equipment (iPad) and basic training on how to use it. By now, a substantial number of members use their iPads as their main method of communication and report that they receive information in a much easier and more timely manner through the new technology.</p> <p>By the date of the Democratic Services Committee, over 70 of the 75 current elected member will have received an iPad in order to receive their correspondence and documents via electronic methods where possible.</p> <p>In addition, dates for further training sessions – an opportunity to ask questions and receive guidance on how to make better use of the equipment - have been identified, to be reported orally to the committee.</p> <p>It should be noted that the development has not been as fast and problem-free as</p>

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
					<p>first anticipated as the timetable has slipped and we have had to continue to distribute information electronically and in hard copy format for some time. Electronic copies only will be distributed from now on, with the exception of those elected members who do not have iPads.</p> <p>It should also be noted that there have been some problems with a few accounts and <u>it is the elected members' responsibility in such circumstances to contact the IT helpdesk in order to resolve the problem.</u> (01286 679014).</p>
		<p>b) The work of developing the information portal that would be a place to 'capture' all the relevant information has to be amended as a consequence of recent</p>		<p>The Council resolved that the developments of the information portal would not continue as originally intended, with the IT service investigating alternative methods of fulfilling the members' requirements.</p>	

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
		difficulties.			
5	Information Bulletins by Cabinet Members – short bulletins. The focus will be on developmental work.	<p>a) Information bulletins by the Cabinet as a body on a monthly basis to provide an update for all members on what the Cabinet has achieved.</p> <p>b) Information Bulletins by individual Cabinet Members summarising what has happened in a particular field as required.</p>	<p>a) The Cabinet Team will assist in terms of information and administration.</p> <p>b) Responsibility of the individual member with administrative assistance and assistance in terms of information from the Head of Service.</p>	<p>a) To be confirmed – presumed on a monthly basis.</p> <p>(b) Occasionally</p>	<p>A lengthy discussion was held, with members and officers, to agree on the format of the bulletin and it is now intended to address four headings, namely:</p> <ul style="list-style-type: none"> <li>➤ Information about what the Cabinet or individual members of the Cabinet do</li> <li>➤ Information about member support matters (training etc.)</li> <li>➤ Information about what is happening within the Council in a broader sense (latest news/press releases)</li> <li>➤ Information about matters within wards (road works/disposal of properties etc.)</li> </ul> <p>The information bulletin is seen as one valuable tool to address the members' need for information and for the Council to act in an inclusive manner and the value of the bulletin to the members will be assessed during the year.</p> <p>An e-mail was sent to all member on 15 March to present the bulletin and, in order to ensure that we address the information needs, an electronic questionnaire will be</p>

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
					<p>sent to them on 22 March.</p> <p>The first issue will be published on 15 April and on a monthly basis thereafter.</p>
6	<u>Cabinet Members' Reports to the Council</u>	Three Cabinet members reporting at every meeting of the Council.	Cabinet Members with the assistance of the Delivery Managers.	March 2013	<p>A procedure has started of having a Cabinet member reporting on an element of his/her work in every Council meeting, with an opportunity for members to ask questions. The following presentations have already been made:</p> <p>December Council meeting – Cllr Sian Gwenllian (challenges in the education field)</p> <p>January Council meeting – Cllr Brian Jones (changes to the welfare system)</p> <p>February Council meeting – Cllr R H Wyn Williams (developments in the care field)</p> <p>It is intended to continue with this procedure for the next few meetings and then assess the value.</p>
7	<u>Meetings between Scrutiny Chairs and the Cabinet</u>	Protocol on the nature of the relationship in order to discuss and facilitate	Meetings between Scrutiny Chairs and the Cabinet	Commencing October 2012 and subsequently every 6 months.	Initial meeting between the Scrutiny Chairs' Forum and the Cabinet was held at the end of September 2012 and was of benefit to all members in order to establish a protocol on the nature of the relationship and ensuring respect and

Ref	What to expect?	How?	By whom?	Frequency/When?	Update March 2013
		networking is being discussed. Meetings will be held bi-annually between members of the Scrutiny Chairs Forum and the Cabinet.			<p>collaboration in order to do the best for the residents of Gwynedd.</p> <p>A second meeting has been organised to have an open and constructive discussion to assess progress to date and share lessons learned by the Scrutinisers and Cabinet. The meeting will be held on 17 April 2013, in order to allow us to move on to the future.</p>

**B. What is the specific support available for elected members to undertake their specific duties?**

Support for Local Members to fulfil their roles					
Ref	What to expect?	How?	By whom?	By when?	UPDATE MARCH 2013
8	<u>Timely information on developments or consultations on developments in the local area of elected members.</u>	Cabinet Member or Heads of Service to try to identify when specific work or developments are in the pipeline in any	Cabinet Member, Head of Service or any specific Project Leader.	Regularly	See comments above about the Information Bulletin.



		field in the wards of the local members and contact elected members in a timely manner to inform them.			
9	<u>Responding to enquiries or complaints by Local Members.</u>	Local Member to contact the specific service first of all to seek an answer to the enquiry. If the answer provided is not adequate, the matter should be referred to the attention of the relevant Cabinet Member to ensure an answer is given.	Responsibility on the local member to follow the correct steps to ensure a response.	Regularly	This procedure is already in place but there is no detailed information regarding how often it is implemented. There have been some examples of members expressing their complaints in the press before following this procedure and there was a discussion on that in the Business Group on 18 February. Members are urged to use the appropriate systems in the first place as it is more likely to lead to a resolution to the enquiry.
10	<u>Individual Members' Right in Cabinet meetings</u>	Cabinet meetings are public meetings and,	Cabinet team's responsibility to identify local members for	Regularly	Update not needed – report has already been given.

		therefore, individual members are entitled to be present. The Local Member is invited to be present in relation to local matters. Cabinet agendas are distributed via a link to all members.	local items and local members' responsibility to ensure that he/she is aware of the content of the Cabinet agenda.		
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Support for Scrutiny Members and to various other committees					
Ref	What to expect?	How?	By whom?	By when?	
11	<u>Independent advice and guidance</u> for Chairs and members of Scrutiny Committees.	Advise Scrutiny Committees on their work programmes, hold preparatory meetings and provide advice on the live work programme	Head of Democracy Services, Senior Corporate Commissioning Service Manager and the team within	Now	The three Scrutiny Committees have received training on their role and have been receiving independent advice and guidance continually during the months since their establishment. As the role of the committee has changed, they have taken some time to establish.  It should be noted that the Wales Audit

		including challenging progress and hold the Cabinet to account and ensure that scrutiny adds value.	the Strategic and Improvement Department.		<p>Office recently facilitated a peer investigation to improve Scrutiny in Wales. As part of the work, a team from Conwy observed two Scrutiny Committees in Gwynedd and they gave positive initial observations on the running of those scrutiny committees. A full report by the observation team will follow.</p> <p>Additionally, the Scrutiny Chairs and Vice-chairs Forum has been formalised and established, with invitations also extended to the Chairs and Vice-chairs of the Audit Committee and Democratic Services Committee to attend. The forum is considering the work programme and priority fields across all Committees.</p>
12	<u>Administrate and take the minutes at meetings</u> (scrutiny and others) and publish the minutes	Brief minutes of the recommendations of the Scrutiny Committee on the issue in question to be submitted to the relevant Portfolio Leader. Brief minutes of other committees also.	Members of the relevant Scrutiny Committee with support from the Strategic and Improvement Department.	Now – adapting to the new type of minutes.	<p>Administering and taking minutes of meetings has been undertaken successfully over the last year, with the minutes published on the Council website.</p> <p>It should be noted that work to modernise Dafydd Orwig Chamber has been undertaken, and work is still ongoing in Hywel Dda Chamber. The sound and translation systems have improved greatly at Dafydd Orwig Chamber, and the new voting system is easier to use. The modernisation work prepares us further for the future requirements regarding</p>

					webcasting.
13	<u>Scrutiny Investigations</u> to examine the impact of policies at grass roots level (an in-depth examination of a specific subject) Start and finish investigation.	A series of meetings within a specific period with members of the investigation to programme and undertake the detailed investigation (by means of research and visits) and to submit specific recommendations to the Cabinet Member.	Members of the Scrutiny Committees supported by the Democratic Service Unit and the Performance and Efficiency Unit within the Strategic and Improvement Department.	In accordance with the agreed work programmes, each Scrutiny Committee will undertake one investigation at a time.	<p>Two 'start and finish' scrutiny investigations have already reported to the Scrutiny Committees with the recommendations submitted to the relevant Cabinet Member. The two investigations which have already reported are:</p> <ul style="list-style-type: none"> <li>• Systems Thinking (Corporate Scrutiny Committee)</li> <li>• Housing Scrutiny Investigation (Communities Scrutiny Committee)</li> </ul> <p>Members and officers have also held a session to learn lessons after these two investigations in order to try to improve for the future.</p> <p>Other fields have been identified for the next investigations by the Scrutinisers, namely the rural agenda, Bangor Pride and Procurement by the Council.</p> <p>In addition, an investigation commissioned by the relevant Cabinet Member is also currently ongoing into the education quality field and it is expected to report to the cabinet member shortly.</p>

<b>Support for all members – administrative, practical and developmental</b>					
<b>Ref</b>	<b>What</b>	<b>to</b>	<b>How?</b>	<b>By whom?</b>	<b>By when?</b>
					<b>UPDATE MARCH 2013</b>

	expect?				
14	<u>Administrative support for political groups</u> , such as arranging meetings, taking minutes, a service for typing letters, photocopying and coordinating response of the supported party.	Political Assistants are available to the three main parties for specified hours per week in accordance with the decision of the Full Council on 17/05/2012.	Political Assistants and further support from the Strategic and Improvement Department (by arrangement with Gareth James, Members' Manager – Support and Scrutiny.	Now	Administrative support to the political groups has been implemented in accordance with what was decided by the full Council in May 2012.
15	<u>Administrative, process and pay salaries and travelling expenses</u> of all members in a timely manner.	Travelling expenses claim forms already distributed. New clear and simple guidelines have now been developed.	Strategic and Improvement Department coordinating the work.	Now	<p>Arrangements for administering, processing and paying salaries and travelling expenses are ongoing in a timely manner and in compliance with the guidelines of the Independent Remuneration Panel for Wales on Financial Recognition. Guidelines on claiming are on-line.</p> <p>It should be noted that an independent report had been received from Internal Audit to confirm that the new, current arrangements are correct but that there is room to remind members to submit their application on a monthly basis in accordance with the guidance.</p>

16	<u>Annual Reports</u> by elected members	Section 5 of the Local Government Measure (2011) noting the need to submit annual reports. Awaiting further guidelines on the need for members to be producing annual reports, but it is currently understood that it is necessary for the Council to ensure that support is in place to assist members to produce annual reports.	All members (awaiting confirmation) with the assistance of officers from the Strategic and Improvement Department. It is recommended that members keep a record of what they currently do.	March 2012. (Again awaiting guidelines to confirm the exact requirements).	See additional report about annual reports of elected members to the Democratic Services Committee.
17	Training – a comprehensive programme of	A series of programmed training	Developments of the Cabinet under the	Now	See additional report about annual reports of elected members to the Democratic Services Committee.

	<p>training – a general programme available to all and a more specialist and developmental programme available depending on a member’s post.</p>	<p>sessions provided in-house or externally. Continuous adaptation of the programme in accordance with requirements of the members.</p>	<p>guidance of the Cabinet Member.</p> <p>Democracy Services Committee to consider the developments of a training programme to the remainder of the members.</p> <p>A questionnaire to be sent out to members in order to have further consideration of the nature and order of the training programme – to be discussed by the sub-group established by the Democratic Services Committee.</p>		
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<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>19 March 2013</b>
<b>SUBJECT</b>	<b>Members' Report</b>
<b>PURPOSE</b>	<b>To submit the requirements, schedule and risks to the Committee in order to decide on a direction for the remainder of the members.</b>
<b>Authors</b>	<b>Councillor Lesley Day, Chair - Democratic Services Committee</b>
	<b>Geraint George Head of Democratic Services</b>

1. The Democratic Services Committee is already aware that the Wales Local Government Measure (2011) notes that:

1. A local authority must **make arrangements** -

- *for every person who is a member of the authority to draw-up an annual report regarding the activities of the person as a member of the authority during the year in which the report is involved,*
- *for every person who is a member of the executive of the authority to draw-up an annual report regarding the activities of the person as a member of the executive during the year in which the report is involved,*
- *for the authority to publish every annual report drawn-up by its members and by members of its executive.*

2. *The arrangements may include conditions with respect to the contents of the report that must be satisfied by the person drawing up the report.*

3. *A local authority must provide publicity for its arrangements.*

4. *When exercising its functions under this section a local authority must consider the guidelines given by the Welsh Ministers.*

## **2. Background:**

The purpose of the Annual Report by Elected Members is to improve communication between Elected Members and the public. The Minister for Local Government notes that the reports will be a means of improving the public's understanding of what local members do and the important role which they have. He has also noted that every local authority will be free to choose its own format for the reports.

The main purpose of the reports is to enable the public to find information about the activity of their local councillor. Local authorities can place their own restrictions on the contents of the reports. Annual reports should only include factual information. Which



suggests that information about meetings, events, conferences etc. attended by the councillor should mostly be included, along with any training and development activities. Although it could be acceptable to include information that a member “has made observations on behalf of the campaign to save the local hospital in the following ways”, it would not be acceptable to say that a member “has successfully saved the local hospital following his efforts on behalf of his electors.”

Similarly, including information in reports about activities undertaken by the member that are outside his role as a councillor should be avoided. Therefore, although it would be acceptable to include information about a speech given by a member in a conference he attended as part of his role in the council, it would not be acceptable to refer to a speech given by a member in a political party conference for example, as he was there as a representative of the local branch of his party.

It should also be ensured that the report does not include information that could be interpreted as a criticism of another member. For example, it would not be acceptable for a member to compare his presence or his activities with another member or other members.

### **3. Points to be Considered:**

All of the elected members are required to be able to draw-up an annual report on their activities as a Council member in the year gone by, namely 2012/13.

A member does not have to draw-up an annual report.

### **4. Suggested Direction**

It is suggested that the following standard items should be included:

- Role and responsibilities – including the membership details of committees and external bodies, attendance records of these committees and the full council.
- Local activity – details of any surgeries held and the observations made on behalf of the electors along with the outcomes.
- Large projects – details of any local, county or regional initiatives or projects that the member was part of.
- Learning and development – details of training and development events attended or followed, and conferences and seminars attended.

### **5. Risks and Considerations**

When making a decision the committee should consider the following matters:

Some members doing this and others not (compare with the member for the nearest ward)

- Tight schedule, especially in terms of support that would be required for 75 x 2 versions.
- Risk that members could include something that is not factual / of a political sense and not be happy to change it
- The need to establish who would be advising / editing if the above were to happen

- Risk that the member could take this as their only method of communication and overlook personal surgeries etc.
- Risk that some reports would not follow the guidelines
- Risk that not many people would read them after all the work

## 6. **Implementation Recommendations**

That there is an opportunity for any member to draw-up a report but we recommend -

For 2012/13:-

That a Cabinet member and a member of this Committee draw-up an annual report for 2012/13 to set out a direction and provide guidance, and the rest of the Council members to draw-up reports for 2013/14 onwards.

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>19 March 2013</b>
<b>SUBJECT</b>	<b>Member Training</b>
<b>PURPOSE</b>	<b>To submit the requirements, schedule and risks to the Committee in order to decide on a direction for the rest of the members.</b>
<b>Authors</b>	<b>Councillor, Chairman of the Member Training Sub-group (of the Democratic Services Committee)</b>
	<b>Geraint George Head of Democratic Services</b>

## 1. Background

A comprehensive programme of training has been conducted for elected members since May 2012. The titles for the current programme (2012 -13) were identified by Departments and Services and by members.

The statistics for attending the training are very good, and have improved on previous years.

## 2. Further developments for elected members in relation to the training programme.

Following concerns raised by the Democratic Services Committee, and through observations from elected members at various meetings made in relation to the training programme, the Democratic Services Committee resolved to establish a training sub-group to delve further into the situation.

The training sub-group decided that it would be useful to hold a facilitated session with a focus group made up of elected members. The sub-group was adamant that there was a need to secure membership from all political parties, as well as a combination of new members and more experienced members. The purpose of the focus group was:

- To provide an opportunity for elected members to have a direct input into its development programme and to have ownership of it.
- To identify the aspirations and development needs of elected members.
- To provide guidance to the Learning and Development team on the contents of a suitable development programme, and on the priorities and suitable methods for providing the training.

The session was held on 18 February 2013. A record of the decisions made at the session is included in **Appendix 1**. Point 3 reports specifically on additional fields on which the members wish to receive training. The Learning and Development Service will now be able to act on the wishes of the focus group and incorporate the observations within the next training programme.

Also, a report is provided on the main general points, as follows:

- The need to be able to offer a personal programme by identifying individual needs (see Appendix 1 below)
- The need to work together in partnership to ensure this.
- It is important to acknowledge and record any developments (not limited to courses)
  - Notify the contact within the Learning and Development Service.
- Individuals have a responsibility for their own development. <<
- When invitations are sent out for development sessions, there is a need to note the difference between a training session and an information sharing session.

### 3. Developments with the Cabinet

A facilitated session was held with Cabinet Members to identify their development needs. A draft programme was submitted for the Cabinet's consideration, and it was prioritised in October 2012. A programme has commenced to provide the identified titles.

### 4. Requirements of the Local Government (Wales) Measure 2011

Section 7 stipulates that local authorities are required to ensure that reasonable training and development opportunities are provided to their members. Also, it must be ensured that all members are afforded the opportunity to receive an annual review of their training and development needs. However, it should be noted that these provisions are not relevant to the leader of the authority's executive which operates as a leader and cabinet executive.

Should a member decide to receive an annual review of their training and development needs, the authority must ensure that the review includes an opportunity for the member to be interviewed by a person the authority considers to be suitably qualified to provide advice on that member's training and development needs.

Additionally, it is suggested in the guidelines that accompany the measure" *that the agreed training and development opportunities can be included within a published development strategy. Local Authorities can use the Welsh Local Government Association's Charter for Member Support and Development ("the charter") as a guide in developing their strategies".*

The main considerations for being awarded the Charter are as follows:

- Assessments must be held every three years
- There are three levels in all
  - Level 1 (foundation) – more elements are now included in the new requirements as opposed to that which existed previously,

- Level 2 (advanced) is a follow up of level 1. In order to gain level 2 evidence must be submitted that the elements introduced in level 1 are in operation and are working.
- 'Innovation award' – a higher level than both of the above which is awarded for good practice. These awards will be very limited.
- New final criteria in order to be awarded levels 1 and 2 of the charter have now been drawn up.
- The above requirements in relation to the Measure and specific additional requirements have been included in the Charter.
- Gwynedd Council needs to organise its action – it is required for all Councils to aim towards being awarded the Charter, and despite there being a period in 2012/13 for authorities to settle following the elections and the introduction of new requirements, there is still a need to act in 13-14.
- Gwynedd was awarded part 1 in 2009.

## 5. Recommendations

5.1 It is recommended, in accordance with points 1 to 3 above, that the Learning and Development Service should proceed with planning and revising the training programme for members based on the work of the training sub-group, and to consult with the Chairman of the sub-group and submit a draft programme for 2013-14 to the next meeting of the Democratic Services Committee to be held on 4 June 2013.

5.2 It is recommended to ask the Committee

- For initial guidance within the context of the Local Government (Wales) Measure 2011 and the delivery requirements in order to be awarded the Wales Local Government Association Charter for Member Support and Development Charter.
- To approve the officers to undertake further research on the work associated with the Measure and the Charter, and to ask the relevant officers to discuss the matter with the Chairman of the Committee and to report back to the next meeting of the Committee in June 2013.

## Appendix 1

### **TRAINING FOCUS GROUP – 18.02.13**

#### **PRESENT**

##### **Members:**

Cllr. Peter Read, Cllr. Dafydd Meurig, Cllr. Dilwyn Morgan, Cllr. Lesley Day, Cllr. June Marshall, Cllr. Mair Rowlands, Cllr. Sion Jones, Cllr. Mandy Williams-Davies, Cllr. Elfed Wyn Williams, Cllr. Eric M Jones, Cllr. Annwen Hughes, Cllr. Angela Ann Russell, Cllr. Gareth Thomas.

##### **Officers:**

Carey Cartwright (Learning and Development), Nicola Payne (Learning and Development), Glynda O'Brien (Strategic and Improvement),

#### **INTRODUCTION**

Carey Cartwright explained that the Focus Group had been arranged following the decision made by the Democratic Services Committee's training Sub-group.

The general aims of the Focus Group meeting was:

- To provide an opportunity for elected members to have a direct input into their development programme (and have ownership of it)
- To identify the aspirations and development needs of Elected Members
- To guide the Learning and Development team on
  - Contents of a suitable development programme
  - Priorities
  - Suitable methods of provision

A cross-section of Members were invited to the Focus Group in order to obtain a balance of political parties, areas and experiences.

The session was held in the form of a workshop facilitated by Carey Cartwright:

- Activities were held in small groups
- Feedback was provided to the entire group
- The points were recorded
- The points were discussed and prioritised by the entire group

### **1. Defining the Purpose of a Learning and Development Programme**

#### **Activity 1:**

**Within the context of your ambition as an Elected Member within the Council, what are the required 'tools' (Skills, Knowledge etc) to achieve this?**

##### **Recorded points:**

- The ability to listen / communication skills
- The ability to gather accurate information
- People Skills
  - Proactive

- Willing to learn
- Patience
- Diplomacy
- Leader and Servant to the Community
- *Uses head not heart to make decisions*
- Chairing skills
- Awareness of the standing orders – Role, conduct etc.
  - Awareness of what is expected of Members - what is acceptable / unacceptable?
- Appropriate knowledge of:
  - Council Structure
    - Procedures and arrangements (“the mechanics”)
    - Understanding the Council hierarchy – to whom different departments are accountable?
    - Statutory Services?
  - Departments
    - Who does what?
      - Being told when key officers leave / are appointed
    - How to contact?
    - Specific arrangements e.g. Planning
  - Statutory Services
    - What must the Council provide
- Being kept informed / in the loop by departments

#### General Points:

- Members to have easy access to up-to-date and accurate information as they need it e.g. a 24 hour electronic information system
- Effective communication (two way) is more than essential
  - Departments to update Members on changes e.g. officers changing
- Individual members have a responsibility to develop their skills and knowledge

#### **Activity 2:**

**What would you like a development programme (training) to achieve?**

- **Individuals**
- **Entire Council**

**How will success look?**

#### Recorded points:

The group acknowledged that ‘development’ includes a wide range of activities and experiences

- The difference between training and information sharing was highlighted.

#### **Success for Individuals:**

- Develop expertise (and the willingness to share it)
- Individuals witnessing and experiencing personal development
  - Develop / refine skills in order to operate more effectively (Ward and Council levels)

- Being able to do something differently (or better) after receiving 'development' elements.
- Being re-elected
- Being able to make better use of time
- Better individual performance

#### **Success for the Council:**

- Members supporting training (by attending / participating)
  - Improved attendance
  - Recognise all types of development (not limited to 'courses' only)
- Members having a better understanding of their role
- Members are more effective in decision making
  - Keeping to the structure within meetings
- Members collaborating better
  - Not interfering beyond their own wards (understanding the protocol)
- Improved performance as a Council

#### **General Success:**

- More effective Councillors = More effective Council
- More effective Ward / Council Work = > **IMPROVED SERVICE FOR THE CUSTOMER**
- Effective management of expectations e.g. public expectations
- Gain public faith and support
- Effective collaboration
- Better use of time, less time to deliver tasks, savings (on both sides)
  - Financial Saving

## **2. What does a development / training programme mean to you?**

### **Activity 3: What development methods are available?**

#### Recorded points:

- 'Traditional' training course
- Short training sessions as part of committee / council meetings
- Learn through technology
  - Distance learning – using computers
  - On-line learning
  - E-learning, interactive modules
  - Use of i-pads and a range of other technologies
- 1 to 1 Sessions
- Shadowing
- Mentoring
- Coaching
- Personal research: Search for information ourselves
  - Reading
  - Need access to data / information
  - Portal on the Council's website – access for councillors only



- Members' Forum – a place to ask questions / receive answers
- Sharing experiences
- Inviting external experts
- Visits to Council departments – in small groups (also useful in order to get to know officers)
- Visits to other establishments

General Points:

- Everyone agreed that a COMBINATION of methods is required.
- Flexibility is needed to TAILOR (dependent upon the individual / the subject)
  - People's needs are different
- There is more to development than traditional 'training'
  - Needs to be acknowledged
- Individuals have some responsibility for their own development

**Activity 4: What development methods would you like to receive?**

- Everyone agreed that a COMBINATION of methods is required.
- Support to using technology
  - Easy and convenient access to learning from any location

### **3. What elements would you like a development / training programme to include?**

**Activity 5: Identify Headings / titles / specific areas to be included on the programme**

In addition to the current available titles, the following were suggested:

- Assertiveness
- Stress Management
- Time Management / Balance between council, work and home
- How to deal with difficult people / anger management
- Body language skills (individuals and groups)
- Chairing skills
- Running and Organising committees
- Clarification of role
- Standing Orders – understanding the procedures (in committees)
- Information Technology (including i-pads)

General Points:

- Need to be able to offer a **PERSONAL PROGRAMME** by identifying **INDIVIDUAL NEEDS**
- Need to work together in order to ensure this - **PARTNERSHIP**.

- It is important to acknowledge and record ANY DEVELOPMENTS (not limited to courses only)
  - Notify the contact within the Learning and Development Service.
- Individuals have some responsibility for their own development
- When invitations are sent out for development sessions, there is a need to note the difference between training and an information sharing session.

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>19<sup>th</sup> March 2013</b>
<b>SUBJECT</b>	<b>Web casting and remote attendance</b>
<b>PURPOSE</b>	<b>Present the requirements of the Local Government Wales bill and the expectations of the Minister for Local Government and communities with regards to web casting and remote attendance. Update on grant available to enable the above.</b>
<b>AUTHOR</b>	<b>Councillor Les Day, Chair Democratic Services Committee</b>
	<b>Geraint George Head of Democratic Services Gwenan Parry Head of Customer Care</b>

## **1. Background:**

- 1.1 The Local Governemnt (Wales) Bill 2011 aims to promote local democracy and be more inclusive of the public's input and engagement. The Minister for Local Government and Communities, Carl Sargeant, has noted  
*"I want to enable as many people as possible to have access to the proceedings of local government ... members of the public are entitled to feel that they should be able to see how decisions affecting their everyday lives are made"*.
- 1.2 In a similar vein, the Minister notes that principal Council's are best placed to work with their community and town councils to enable the public to have access to information concerning the business of their local council and how to contact them. Provision has been made in the Local Government Bill (Democracy) (Wales) for the above, which is currently under consideration by the Assembly.
- 1.3 In addition, Section 4 of the Local Government (Wales) Measure 2011, requires principal councils to allow for remote attendance at Council meetings, in other words, all members do not have to be present at the principal meeting place in order to participate in the meeting. Further guidance has not been issued thus far on the exact requirements and execution of the Measure. Guidance is expected soon.

## **2. Grant Developments**

- 2.1 At the begining of the year the Minister announced that he would be allocating a grant to assist Councils in Wales in relation to the above areas of work noted in 1 above.

The Minister sent a grant agreement to Gwynedd on the 21st of February with direction to return by the 7th of March. The agreement notes that £72,000 will be

available to Gwynedd Council for the following purpose:

- a. £42,000 for web casting of Council meetings and allowing remote access by elected members;
- b. £30,000 for issuing grants of up to £500 each for the county's community councils to establish their own websites.

2.2 By accepting the grant, Gwynedd Council have agreed to:

<b>Action</b>	<b>Timescale</b>	<b>Evidence</b>
To broadcast all / or some of the Council's meetings	31 March 2014	Web casting on the Council's website.
Provide finance to community councils to assist with the development of their websites.	31 March 2014	Number of Community Councils with websites.
Arrange remote access for elected members.	31 March 2014	Written report noting the number of such meetings held, and an assessment of their success.

2.3 At first glance it seemed that the grant was available for the financial person of 1<sup>st</sup> April 2012 to 31 March 2013, and to be fully claimed by 31 March 2013. However, there is provision to transfer expenditure to 2013/14.

2.4 As the timescale for responding to the grant application was very limited, it was agreed that the grant should be received, with further work to be undertaken within the Council with regards to how to broadcast meetings over the web.

### **3 The current situation in Gwynedd**

#### Web casting.

3.1 Gwynedd is in an advantageous situation as the infrastructure required for webcasting the meetings has been inserted as part of the work in Siambr Dafydd Orwig during the last few weeks and is part of the scheduled work in Siambr Hywel Dda. The Council aims to use part of the grant money to assist with these costs.

3.2 With regards to locations, provisions are in place to enable web casting from Siambr Dafydd Orwig and Hywel Dda, and to enable members remote access and join committees from the video conferencing rooms at Dolgellau and Pwllheli.

- 3.3 In order to broadcast efficiently and bilingually, it appears that we may have to purchase broadcasting/ editing services. There are a few independent companies providing this service, with one prominent company operating the market in Wales. A quotation for £32,000 has been received for an agreement to broadcast meetings for a period of two years. We continue to research the best and most cost effective approach, working with other authorities in Wales and seeking guidance from the Welsh Assembly regarding their requirements. It appears that this sort of service must be procured in order to broadcast bilingually. Whilst the grant monies could be used to fund this work for two years, the Council would then be required to ensure provision should they wish to continue with the service.

Community Councils – website development.

- 3.4 The second element of the grant is the provision of up to £500 for Community Councils to develop their own websites. The requirement would be for Gwynedd to facilitate the grant for the Community Councils within the county. There are discussions currently underway with the Economic development Service with regards to undertaking this work.

**4 Recommendations**

- 4.1 It is recommended that the Democratic Services Committee permit relevant officers to undertake further research with regards to the requirements of the Measure when further guidance becomes available, and the possibilities of using the grant money. The relevant officers to discuss the matter with the Chair of the Committee and report to the next committee meeting in June 2013.