Complete Agenda

Meeting
DEMOCRATIC SERVICES COMMITTEE

Date and Time
10.30 am, TUESDAY, 29TH SEPTEMBER, 2015

Location
Siambr Hywel Dda - Council Offices, Caernarfon

Contact Point
Eirian Roberts
01286 679018
(DISTRIBUTED Monday, 21 September 2015)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels	Gweno Glyn
E. Selwyn Griffiths	Sian Gwenllian
Annwen Hughes	Charles Wyn Jones
Dilwyn Morgan	Michael Sol Owen

Independent (4)

Councillors

Lesley Day	Thomas G. Ellis
Jean Forsyth	Anne Lloyd Jones

Llais Gwynedd (2)

Councillors

Anwen J. Davies	Jason Humphreys

Labour (1)

Councillor   Sion W. Jones

Aelodau Ex-officio / Ex-officio Members
Chairman and Vice-Chairman of the Council

A G E N D A

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT ITEMS

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

4. MINUTES   1 - 6

The Chairman shall propose that the minutes of the last meeting of this committee held on 9 June, 2015 be signed as a true record (attached).

5. CONSULTATION TO THE DRAFT DIRECTIONS BY THE WELSH   7 - 19
GOVERNMENT TO THE REVIEW BY THE BOUNDARY COMMISSION WALES

To receive the report of the Head of Democratic Services (attached).

6. TECHNOLOGY UPDATE   20 - 25

To receive the report of the Senior Corporate Commissioning Manager and the Democratic Services Manager (attached).

7. DIVERSITY SUB-GROUP   26 - 29

To receive the report of the Democratic Services Manager (attached).

8. MEMBER RENUMERATION   30 - 31

To receive the report of the Head of Democratic Services (attached).

9. MEMBERS ANNUAL REPORTS 2014/15   32 - 37

To receive the report of the Head of Democratic Services (attached).

10. DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME   38 - 40

To consider the committee's work programme (attached).

DEMOCRATIC SERVICES COMMITTEE, 09.06.15

Present: Councillor Tom Ellis (Chair)

Councillors: Annwen Davies, Lesley Day, Jean Forsyth, E. Selwyn Griffiths, Sian Gwenllian, Annwen Hughes, Jason Humphreys, Anne Lloyd Jones, Siôn Wyn Jones, Dilwyn Morgan, and Michael Sol Owen.

Officers: Geraint Owen (Head of Democratic Services), Arwel Ellis Jones (Senior Manager – Democracy and Delivery), Vera Jones (Democratic Services Manager), and Glynda O'Brien (Members' Support and Scrutiny Officer).

1. **ELECTION OF CHAIR**

    It was resolved to confirm the Council's resolution at its meeting on 14 May 2015, to elect Councillor Tom Ellis as Chair of this Committee for 2015/16.

    The Chair thanked Councillor Lesley Day for her work and commitment as Chair to this Committee over the last two years.

2. **ELECTION OF VICE-CHAIR**

    It was resolved to elect Councillor Anne Lloyd Jones as Vice-chair of this Committee for 2015/16.

3. **WELCOME**

    A welcome was extended to Mr Geraint Owen, who had recently been appointed to the post of Head of Democratic Services and best wishes were given to him in his new post.

4. **DECLARATION OF PERSONAL INTEREST**

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

5. **MINUTES**

    The Chair signed the minutes of the previous meeting of this committee held on 10 March 2015, as a true record.

6. **ANNUAL REPORTS BY MEMBERS**

    (a)   A report was submitted by the Senior Manager – Democracy and Delivery and the Democratic Services Manager regarding producing annual reports to include factual information of activities, if Members so wished.

    (b)   It was noted that there was a suggestion in the white paper on changing the status of annual reports to be statutory with statistics of members' attendance in meetings / training to be included as public information rather than only in the annual reports. Reference was made to the template in Appendix 1 to be sent to Members, in accordance with the procedure implemented last year, with some information already prepared for them

to submit their reports by the end of June. The Committee's comments/views on the proposals were requested.

(c)   The following points were highlighted by individual Members:

(i)   That some members did not see that producing an annual report was beneficial and if support was received from the Council then producing a circular to include work undertaken by elected Members in their wards would be much more effective.

(ii)   It was disappointing that only 26 Members had produced an annual report last year and more Members should be encouraged to produce them via discussions with the Political Groups. «

(iii)   It was pleasing that there was an increase in the numbers compared to the previous year (8) and it was a very useful tool for Members and there was evidence that a great deal of individuals read the annual reports.

(iv)   That members had less opportunity than others to serve the county as they wished as they had not been chosen to sit on external bodies.

(v)   It was suggested, where reference was made to absences in attending committees, that it would be useful to create an additional box for Members to be able to give the reasons why they could not attend as usually they had other commitments on behalf of the Council e.g. in the role of Champions.

(ch) The above observations were welcomed and it was stressed that the annual reports were seen as a minimum requirement and that anything Members produce above this was to be welcomed, but unfortunately it would not be possible for the Council to agree and commit to support anything further in the current financial climate.

Resolved: To accept and note the contents of the report and approve the format of the template subject to having an additional box to state the reasons for absence from committees.

7.   **MEMBERS' ATTENDANCE AND ALLOWANCES**

(a) A report was submitted by the Senior Manager - Democracy and Delivery and the Democratic Services Manager updating Members on the requirements to publish and report on attendance and allowances.

(b) It was noted that it was necessary for the Council to publish information about the salaries proposed to be paid to Members for 2015/16 together with information about salaries and expenses paid to them during 2014/15. This year it was proposed to publish the information on the Council's website as well as in 'Newyddion Gwynedd'.

(c) During the ensuing discussion the following points were highlighted:

(i)   In terms of care allowance, that clarification should be included on members' rights to care allowance be that child care or a dependent as members had been criticised for receiving this in the past.

(ii)   It should be noted that the Chair / Vice-chair of this Committee do not receive an allowance for the office, in order to give the public the full picture.

(iii)   That some Members had the role of a Champion for special areas which entailed a great deal of additional travelling and in order to give a full picture that there should be an explanation to explain the miles travelled for the additional work compared to other members.

(iv)   That various Members served on the Council's behalf on other external bodies such as the National Park, Fire Service, Cartrefi Cymunedol Gwynedd and they attended many meetings that meant a great deal of travelling hours.

(v)   That the sample diary of a Member's work published last year was very interesting and useful to the public where their duties were noted and how many committees they attended.

(vi)   In terms of the attendance of Members at meetings, some discontent was expressed that some Members did not attend regularly and this was an insult to the Council and their electors and they did not undertake their duties to the utmost.

(vii)   Following on from the above, it was expressed that some Members did not feel that there was any value to attend committees as they could not make resolutions.

(viii)   Percentages were not a fair reflection of attendance for those who serve on fewer committees.

(ix)   In the context of attending courses/training, that is would be useful if the provision could be offered in the evening or on-line in order to facilitate this for those who work from 9 a.m. – 5 p.m.

(x)   It was suggested that it may be beneficial to produce an hours sheet for Members to complete to justify the hours spent in meetings/local work etc.

(ch)   The officers responded to the above comments as follows:

(a) that an explanation could be presented regarding the additional responsibilities of Members who have to travel a great deal more miles compared with other Members, this would be different to last year

(b) in terms of the sample diary, it was suggested that it may be possible to submit an article to 'Newyddion Gwynedd' based on questions and answers to address issues such as allowances, travelling, care allowances and attendance at meetings.

(c) obviously Members were anxious to change the regulations regarding attendance at meetings and it was suggested further that attendance percentages for every quarter could be published in 'Rhaeadr'.

Resolved: **(a)   To accept and note the contents of the report.**

                        (b)   To request that the Democratic Services Manager

(i)   to submit information to 'Newyddion Gwynedd':

- **based on a question and answer article to ensure clarity regarding the duties of Members as outlined in (a) and (b) above.**
- **To address if a Member had produced an Annual Report in the form of ✓ / x**

(ii)   To publish the attendance percentages of Members at committees in 'Rhaeadr'

(iii)   To note the possibility of specifying a minimum attendance level and send an e-mail to Members who fall below the specified level, for further consideration.

8.   **TECHNOLOGICAL DEVELOPMENTS**

(A) Provision of Electronic Tablets

The report of the Senior Manager, Democracy and Delivery and the Democratic Services Manager was submitted updating Members on Information Technology issues.

It was noted that a pilot session had been organised for eight members on 26 June 2015 to improve their skills when using i-Pads. Dependent on the feedback from this session, they would proceed to continue with other small groups.

(a) During the ensuing discussion the following points were highlighted: by individual Members:

(i)   The i-pad software (Apple) was not compatible with the corporate computer system (Microsoft).
(ii)   That further training was a waste of time and having more software on the tablets would be more useful
(iii)   It was disappointing that the training was in Welsh only and some Members found it difficult to follow and every Member was not so computer literate
(iv)   That too much use of the i-pad caused eye problems
(v)   Difficulties to open some appendices

The Senior Information Technology Manager responded to the above observations as follows:

(a) That many of the members were aware of the basic functions of i-pads but were eager to be more confident in their use.   It was further noted that no decision had been made regarding additional software.
(b) That the IT Unit could not support different types of software only the standard i-pad software.
(c) That the use of tablets was more for reading and responding to e-mails and if work was required with spreadsheets, letters etc. then this should be undertaken on a personal computer.
(ch)That training would be useful to justify screen brightness, font size, checking unfortunate incidents when vocabulary was changed.
(d) It was suggested that any Member experiencing difficulties to open appendices should forward this information to the IT Unit in order to further investigate the problem.

Resolved: To approve to proceed with the pilot training programme and report back with the feedback to the next Committee meeting.

(B) Modern Gov

  It was reported for information, by the Senior Manager Democracy and Delivery, regarding the above electronic committee management system that offered more flexibility and was a way of publishing material on the Council's new website.   The system would enable:
  • more effective administration of committees
  • placing agendas more conveniently on members' tablets
  • to merge with the Council's web-casting system
  • a convenient way of collection of data on attendance etc.

It was trusted that the system would be installed in July, with training for Members on 25 November 2015. Further information would be shared in 'Rhaeadr' once the system had been installed.

The Senior IT Manager gave an undertaking to investigate further into the weakness of the tablets to search the new website in accordance with a Member's request.

Resolved: To accept and note the above information.

(D) ≪ *T*own and Community Councils Websites

Members were reminded of the grant provision of £500 made available in 2013/14 for Town and Community Councils to establish a website and 48 councils in Gwynedd had benefited from the grant. The IT Unit invited expressions of interest from suitable companies to design and establish a joint website for Town and Community Councils, however, unfortunately the quotation received was not within £500. It was noted that the grant had by now ended.

In response to enquiries from individual Members, the Senior IT Manager noted as follows:

(i) He would investigate the grant guidance further for Town / Community Councils that had not completed the work of establishing a website by March 2015.

(ii) In terms of the exact information to be provided on the website, Unllais Cymru should be asked for guidance

(iii) It was not possible for the Council's IT Unit to create a website for Town / Community Councils due to the lack of resources, however, information could be shared with them of the companies available on the market.

Resolved: **(a)** **To accept and note the above.**

(b) **To request that the Democratic Services Manager / Senior IT Manager checks the grant guidance regarding declaring interests on the website and forwards a guidance to Committee Members.**

9. **PERSONAL DEVELOPMENT INTERVIEWS**

(a) A report was submitted by the Senior Manager - Democracy and Delivery and the Democratic Services Manager updating the Members on the Council's arrangements regarding personal development interviews.

(b) It was noted that Members had been offered an opportunity to have a discussion regarding their needs in order to feed these into their training programme. «26 members had been part of the process and their views were sought on how they had benefited from being part of this. A response had been received from a small number with varied comments – some saw a huge benefit to the process and other saw none. It was proposed to conduct a series of meetings from September to December and the next steps were expanded upon within the report.

(c) Members were requested for their views regarding continuing with the round of interviews and / or give an opportunity for those who had not previously been interviewed to have an opportunity during September to December.

(ch) In response, the Member noted that training was extremely important and it was not possible to have too much. It was further suggested that implementing a rolling programme of interviews every two years would be beneficial.

Resolved: **(a)** **To accept and note the contents of the report.**

(b) **To approve to offer interviews to those Members who did not have an opportunity in the last round, to be interviewed during the Autumn and to implement a rolling programme of interviews thereafter every two years.**

10. **WORK PROGRAMME**

(a) A draft work programme was submitted for the Committee's consideration in order to forward plan the year's work.

(b) The views of the Committee were requested on the draft programme framework drawing specific attention to the items listed.

(c) The draft work programme was welcomed and especially the opportunity to hold a dialogue with the Chair of the Standards Committee in order to understand the terms of reference of that committee and the relationship between both committees.

(ch) The Head of Democratic Services took the opportunity to address the Committee by stating that the Democratic Services Teams, Members' Support, Cabinet, Political Groups and the Translators ensured support for the democratic process and were experienced in the field.   It was recognised that more on-line training needed to be considered and that a great deal of work occurred via the E-learning field. Whilst accepting that members had different expertise, he stressed the need to work together in order to enable Members to undertake effective scrutiny in committees.

Resolved: To accept, note and approve the draft work programme as a basic framework together with any matters that will arise requiring attention.

The meeting commenced at 10.30 am and concluded at 12.35 pm.

MEETING	Democratic Services Committee
DATE	29th September 2015
REPORT TITLE	Consultation to the draft directions by the Welsh Government to the review by the Boundary Commission Wales.
PURPOSE	Comment on the draft directions in order to respond to the consultation.
RECOMMENDATIONS	Present any comments and encourage fellow members to respond to the consultation.
AUTHOR	Geraint Owen Head of Democratic Services

1.   INTRODUCTION

1.1   As part of its programme of local government reform the Welsh Government will require the Local Democracy and Boundary Commission Wales to conduct reviews of electoral arrangements for proposed new local authority areas.

1.2   The consultation seeks your views on the draft directions (Appendix A), including thoughts on council size and the ratio of electors for each elected member.

1.3   Note that the consultation does not seek views on the map of proposed new local authority areas which was announced by the Minister for Public Services on 17th June, 2015, but it is a basis for the draft directions to the Commission.

1.4   The consultation has been distributed to all Members through Rhaeadr, asking members to present their views directly to the Welsh Government or email to the Democratic Services team to be included in the Council's response gwasanethdemocrataidd@gwynedd.gov.

1.5   It was also decided to consult with the following:

- Business Group (17 September),

- Democratic Services Committee (29 September)

with the Committee's comments to be presented for a discussion in the Full Council meeting on 8th October 2015.

1.6 The consultation closes on 9th November, 2015.

1.7   A second short formal consultation will follow on the draft of the directions, and once the final directions are published the Commission will begin work to identify the most appropriate electoral arrangements for the proposed new local authorities in Wales.

1.8 The Commission's deadline for making the last report will be 31 July 2018

2.   THE CONSULTATION

2.1   It is important to note that the consultation is for the period following the reorganisation of Local Government. It is likely that arrangement will not be operational until approximately 2019. (To remind members, the local elections to be held in Gwynedd in May 2017 will lead to a reduction in elected members from 75 to 66).

2.2 Prior to commenting on the questions asked, it is important to note that the Minister for Public Services has announced that the cap of 75 members per local authority will be removed following the reorganisation. Directions do not specify a maximum or minimum number of elected members.

2.3 There are three main streams to the consultation.

a) *"the number of councillors for a local authority should be no smaller than the number produced by a councillor to elector ratio of one councillor to every 4,000 electors."*

The table below included the minimum number of Councillors for the two options proposed for North Wales. (See questions 1 – 5)

Merging Authorities	Total electors (2015 local government electorate figures)	Total Electors for Proposed new Council	Minimum Number of Councillors for Proposed new Council (based on ration of 1:4,000)	Current Councillor Numbers
OPTION 1				
Gwynedd	81,672			
Isle of Anglesey	50,352	132,024	33	105
OPTION 2				
Gwynedd	81,672			
Isle of Anglesey	50,352			
Conwy	93,051	225,075	56	164

b) *"The Draft Directions specify that the Commission must consider the particular characteristics of a proposed local authority area …. Particular characteristics may include density of population in an area, the mixture of Welsh and English speaking communities and the geography of an area or issues such as poverty. "*

c) "It is expected that commonly used and locally accepted Welsh language names will be used. Where there is no commonly used Welsh language name for a ward, the Commission must also propose an English language equivalent.".

There are specific matters relating to Gwynedd to be considered – rural area and the Welsh Language. (see questions 6-7)

3. CONSULTATION QUESTIONS

Question 1: Do you think the suggested ratio provides for effective and convenient local government?

Question 2: Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority? If so, what is it and why?

Question 3: Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?

Question 4: Do you think that there should be a cap on the maximum number of elected members per local authority? If so, what do you think the maximum number should be and why?

Question 5: Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?

Question 6: What effect should the particular characteristics of an area have on the number of councillors needed to represent the population?

Question 7: Do you agree that commonly used Welsh language names for wards do not also need an English language equivalent? If not, do you think that each ward should have an English and Welsh name?

4.   RECOMMENDATION

4.1   The Democratic Services Committee is asked to comment on the draft directions during the Committee so that the comments can be presented to the Full Council meeting on 8th October, and encourage members from their political parties to respond to the consultation.

Llywodraeth Cymru
Welsh Government

www.gov.wales

Welsh Government

Consultation Document

Draft Directions to the Local Democracy and Boundary Commission for Wales

Overview

We are seeking your views on the Draft Directions to the Local Democracy and Boundary Commission Wales.

As part of its programme of local government reform, the Welsh Government will require the Local Democracy and Boundary Commission Wales to conduct reviews of electoral arrangements for proposed new local authority areas.

This consultation seeks your views on the detail of the Draft Directions, including thoughts on council size and the ratio of electors for each elected member.

How to respond

Please respond using the form at the end of the document and either send in hard copy to the address below or by email to: RLGProgramme@wales.gsi.gov.uk.

If you are sending your response by email, please mark the subject of your e-mail: Directions to the LDBCW Consultation

Further information and related documents

Large print, Braille and alternative language versions of this document are available on request.

Contact details

For further information:
Reforming Local Government Programme
Welsh Government
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ
email: RLGProgramme@wales.gsi.gov.uk
telephone: 029 2082 6202

Data protection

How the views and information you give us will be used

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Government staff to help them plan future consultations.

The Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Government. This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

Introduction

The purpose of this consultation is to seek views on the Draft Directions to the Local Democracy and Boundary Commission for Wales ("the Commission").

The Local Government (Wales) Bill 2015 is currently being considered by the National Assembly for Wales. The provisions of the Bill allow for preparatory work to enable a programme of local government mergers and reform. This includes giving the Welsh Ministers powers to direct the Commission to conduct initial reviews of the electoral arrangements for the proposed new local authority areas.

The map of proposed new local authority areas, including the two options for North Wales, was published by the Minister for Public Services on 17 June and it forms the basis of the Draft Directions to the Commission. We are not, in this consultation, seeking views about the map. That opportunity will arise during a consultation on a Draft Local Government Bill planned for the autumn.

Directions to the Commission

Following this period of consultation and the enactment of the Bill, the Minister for Public Services will issue a further draft of the Directions for a short formal consultation. Once final Directions are issued, the Commission will be able to start work to identify the most appropriate electoral arrangements for the proposed new local authorities in Wales.

As outlined in section 18 of the Bill, the Commission "must seek to ensure effective and convenient local government in Wales". It must propose wards that are coherent and strike a balance between building an effective and capable body of elected members while maintaining a close connection between local communities and those who represent them.

The Welsh Government recognises the specialised nature of the Commission's work and its expertise in conducting electoral reviews. The Commission will need to use its own judgement to take account of the particular characteristics of an area and the impact these may have on the elected member for each ward. There is also no intention to specify to the Commission the order in which it should conduct its reviews, although the deadline for making the last report will be 31 July 2018.

Powys

Powys is not included in the programme of electoral reviews because the Welsh Government's proposals do not envisage it merging with another local authority - it is proposed that it will remain as a "continuing authority".

The electoral arrangements in Powys were most recently reviewed in 2011; however, the recommendations from that review have not yet been

implemented. The Welsh Government, therefore, intends to implement the recommended arrangements in time for the local elections in 2017.

These Draft Directions allow the Commission to recommend a lesser number of elected members for a new local authority area than there will be in Powys in 2017 following the recommendations of the Commission's review in 2011. Following the programme of local government reform, the Commission will recommence its routine of 10 year cycles of electoral reviews for local authorities and will begin this new round with Powys.

Directions

We would welcome views from a wide range of our stakeholders on the Draft Directions and, in particular, on the following issues.

Note: The General Directions include provisions to which the Commission must have regard. They are not to be interpreted as rules and should be read in conjunction with sections 16 to 18 of the Local Government (Wales) Bill 2015.

Number of elected members per local authority area

In recognising the increase in size of local authorities when merged together, the Minister for Public Services has announced that the cap of the maximum number of 75 elected members per local authority will be removed. The Directions do not specify a maximum or minimum number of elected members but they specify that the number of councillors for a local authority should be no smaller than the number produced by a councillor to elector ratio of one councillor to every 4,000 electors.

- **Question 1: Do you think the suggested ratio provides for effective and convenient local government?**

- **Question 2: Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority? If so, what is it and why?**

- **Question 3: Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?**

- **Question 4: Do you think that there should be a cap on the maximum number of elected members per local authority? If so, what do you think the maximum number should be and why?**

- **Question 5: Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?**

Particular characteristics of a ward

The Draft Directions specify that the Commission must consider the particular characteristics of a proposed local authority area when reviewing the warding arrangements. Particular characteristics may include density of population in an area, the mixture of Welsh and English speaking communities and the geography of an area or issues such as poverty.

- **Question 6: What effect should the particular characteristics of an area have on the number of councillors needed to represent the population?**

Naming of wards

The Commission is tasked with proposing names for each ward. It is expected that commonly used and locally accepted Welsh language names will be used. Where there is no commonly used Welsh language name for a ward, the Commission must also propose an English language equivalent.

- **Question 7: Do you agree that commonly used Welsh language names for wards do not also need an English language equivalent? If not, do you think that each ward should have an English and Welsh name?**

Consultation Response Form

Name:

Email:

Telephone:

Address:

Postcode:

Organisation
(if applicable)

Returning this form

The closing date for replies is **9 November 2015**

Please send this completed form to us by email to:

RLGProgramme@wales.gsi.gov.uk

Or by post to:

Reforming Local Government Programme
Welsh Government
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

If you are sending your response by email, please mark the subject of your
e-mail: **Directions to the LDBCW Consultation**

Question 1. Do you think the suggested ratio provides for effective and convenient local government?

Yes ☐
No ☐

If no, please explain:

Question 2. Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority?

Yes ☐
No ☐

If yes, what is it and why?

Question 3. Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?

Yes ☐
No ☐

Give reasons for your response:

☐

Question 4. Do you think that there should be a cap on the maximum number of elected members per local authority?

Yes ☐
No ☐

If yes, what do you think the maximum number should be and why?

☐

Question 5. Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?

Yes ☐
No ☐

Give reasons for your response:

Question 6. What effect should the particular characteristics of an area have on the number of councillors needed to represent the population?

Question 7. Do you agree that commonly used Welsh language names for wards do not also need an English language equivalent?

Yes
No

If no, do you think that each ward should have an English and Welsh name?

Yes
No

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tick here:

MEETING	Democratic Services Committee
DATE	29 September 2015
SUBJECT	Technology Update
PURPOSE	Update Members on Information Technology matters
AUTHOR	Arwel Ellis Jones Senior Corporate Commissioning Manager Vera Jones Democratic Services Manager

Information Technology provision

1.   Background

1.1   The Committee will remember that it discussed the changes to the Council's electronic systems at it's last meeting. It was noted that changes would be made at the end of August 2015. The changes were to ensure the safety of IT users, which were essential and compulsory to implement.

1.2   It was confirmed that the changes would not affect elected member's use of the ipad. All correspondence from the Council is still received electronically on member's ipads through their official email address as in the past "CynghoryddXXXXX@gwynedd.gov.uk".

1.3   However, it does mean that members have access to their emails only through the ipad.

1.4   The implications of the change were discussed by the Committee, and it decided that members must try and make the best possible use of the ipad. See below for further information with regards to the pilot of the further training session that was held.

1.5   In addition, the Committee also decided to keep an eye on the situation to assess if the change creates problems for members and to discuss this further should this be required.

2.   Developments

2.1   Since the change was implemented, 11 elected members have contacted the Democratic Services to enquire further or to comment on the situation. In addition, Cabinet Members have also been in touch, and due to the additional responsibilities within their roles, licences have been arranged for them.

2.2   After speaking to the Members who have been in contact to try and understand matters from their perspective, we have been able to advise and lead to a solution

in some cases, and promised to report the mater to this committee in other circumstances.

2.3 The table below summarises the comments made so far.

COMMENTS	NUMBER	FURTHER COMMENTS
Personal choice / more convenient eg for work	7	• Used to using the laptop, computer or phone, • More convenient being able to access emails from work • 3G on phone, but not on ipad, and therefore used to getting access from different locations through 3G
Password problems	2	• Forwarded to the IT helpdesk for a quick solution to the situation
Require further training on the use of the ipad	3	• Generally did not understand the ipad sufficiently • For others, a specific problem with the 'settings', as members could only see emails for the last two weeks. An explanation of how to adjust the settings was given therefore the situation was resolved.
Health issues	1	• Following medical evidence, a licence has been arranged.

2.4 The Council's Information Technology service had reported that only 24 members had made use of the service to access emails from home/other devices prior to the change (in the period December 2014 – August 2015).

2.5 Of the 24, 11 have already contacted us (see above), 8 are Cabinet Members (alternative arrangements have been made for them in accordance with their job requirements eg writing reports etc), leaving a reminder of 5 who have previously used the service but have not contacted following the change. Interestingly, two of them were on the pilot for the further training.

2.6 The Democratic Services Committee is asked for further guidance on the matter.

3.   Making the best use of the ipad

3.1 As reported to the previous meeting, it was decided to hold a pilot further training session on the ipad with an external expert in order to maximise the Members' use of the provision available.

3.2 After arranging a date, the first part of the session was held on 26th June, 2015 and the second session held on 8th September, 2015. Two 2 hour sessions were held, with 5 elected members present (6 in the first session).

3.3   The purpose of the session was to:

a)   Present 'hints a tips' on making the best use of the ipad and its potential (using the camera, understanding 'settings' eg how to change language, make the screen larger/smaller, ^ - to bach, change the 'display' for emails, use the map, download useful apps and a number of other things) and

b)   Use the 'pages' app for word processing eg letters and filing the documents etc.

3.4   We contacted the members who were part of the pilot course to ask for their views on the training sessions held. The comments received were positive. However, their comments are summarised as follows:

- All Members noted that they had benefited from the session and had learnt a lot
- A number noted that they had learnt a lot in the 'hints and tips' session and had used the tips with the ipad since. However, they did feel that some elements of the training, such as mentioning the 'drop box' etc was too developmental at this stage.
- The explanations give working through the settings was very good and handy
- It was suggested that the training be simplified a little, going back to basics, and concentrating on the basic elements such as filing in the inbox, filing in adobe, as well as looking at more developmental areas such as pages
- Some felt that it would be beneficial to have hard copies of step by step directions in order to refer back to them.
- Members felt that they should be able to use only their ipad in their Council work following the additional knowledge that they had gained.
- The felt that all members must be willing to 'play' with their ipad in order to learn, and that it was essential that members supported each other in order to learn more – there is a wealth of knowledge from the members – learning and sharing from each other would be beneficial.
- Similar sessions were suggested, but a little bit more basic, approximately 2 hours in length, for up to 12 members

3.5 In addition to the comments above, it is important that elected members are aware that there are a number of ways to teach yourself how to use the ipad and make better use of it. There is a wealth of information on the web, with a number of videos available on youtube or similar sites, which are an easy way of learning.

The expert undertaking the Training also stressed that constant use of the ipad is beneficial – playing on the device is the best way of learning, and not being afraid to try different things. He also noted that we should ask each other for hints and tips. He suggested that all members on the course should teach at least one thing from the course to another elected memebr – creating a simple learning chain.

4.   Comments

The Committee is asked to comment on the best way to develop the Training, with options including:-
•   offering another formal course to other members
•   develop a team of members who could offer guidance and train other members
•   consider offering 'pages' to members who have seen the app and are confident that they would make use of pages

5.   Moderngov

5.1   It has already been reported to the committee that we are installing a new system to look after the democratic elements of the Council's web-site and also improving the information available to the public. There is also another element to the system to facilitate access to committee agenda through the tablets.

5.2   The work of installing is underway and the web-site will be changing gradually over the next few weeks. We will not be introducing the change in terms of the link with the tablet until after a training session to which members have been invited that will take place on 25th November.

SOME ISSUES WHERE A FEW GUIDELINES MAY BE BENEFICIAL

CREATE FFOLDERS IN INBOX

- In Mailboxes (top left), press "Edit"
- Press "New Mainbox" at the bottom of the screen
- Type the file name into the box and press "save"
- The new folder will appear in the inbox

MOVE AN EMAIL FROM THE INBOX TO A FOLDER

- Open the email wich is to be filed, and press the small 'folder' icon on the top of the message (next door to the flag!) – the message will become a little bit smaller
- Press on the folder in the inbox to which it is to be filed (do not drag!!)
- The mesage will 'fly' to the folder

CHANGING THE TIME LIMIT OF EMAILS TO APPEAR IN THE INBOX

- Go to 'settings' and select the envelope symbol "mail, contacts, calendars"
- Under the 'accounts' heading, choose "Cyngor Gwynedd – mail, contacts, calendars, reminders, notes" and press
- Choose "mail days to sync" and press
- Choose the length you wish to see eg 1 month or no limit

OPEN A PDF MESSAGE FROM EMAIL IN ADOBE

- Open the pdj document
- Press the top of the screen where you will see a box with an arrow pointing out of it
- Choose the icon 'open in adobe'
- It will open in adobe

CREATE FOLDERS IN ADOBE

- Open adobe (a list of documents will appear if you use adobe often)
- On top of the screen press the word 'recent' and change to "local"
- On the top right hand side of the screen a folder 'icon' gan be seen (in the middle), press the folder
- Name the folder and press "create ffolder"
- It will appear under the first letter of the name of the folder

MOVE DOCUMENTS TO FOLDER IN ADOBE

When opening Adobe, a "Getting Started" document is available which lists a number of useful hints & tips in Adobe

- To create a new folder – Press the Adobe App on the Desktop
- On the top right of the screen a small folder can be seen
- Press the folder and "Enter a name for the folder" will appear
- Type the anme of your folder in the boxs and press 'Create Folder'
- Remember to press the tic on the top right side of the I-pad
- To move and Adobe document to the folder, go to My Documents, all your folders will be listed there.
- Click on the relevant file, and click on the square with the arrow, move the file by clicking on the folder created – press tick at the end.

MEETING	Democratic Services Committee
DATE	29 September, 2015
SUBBJECT	Diversity sub-group
PURPOSE	Update the members on the work of the diversity sub-group and present the work programme.
AUTHOR/ OFFICER	Vera Jones Democratic Services Manager

BACKGROUND

1.1   The Diversity sub-group was established in February 2015 to respond to a National report and the guidance provided in the Local Government Act (2012) to try and increase diversity in Local Government.

1.2   The aim of the sub-group was to look at the curent situation in Gwynedd and compare the profile of elected members in Gwynedd with the profile of the County to see if they were comparable. The Group looked at statistics with regards to age, gender, ethnic background, and disability.

1.3   Following analysing the curent situation, undertaking some research into the subject, a work programme has been formed in order to try and make a difference for the 2017 elections.

THE WORK SO FAR

2.1   The sub-group has met a few times over the last few months and have analised the data and statistics provided for the four elements. It was decided as follows:

Ethnic background: a small inconsistency between the Council and the County profile, and therefore not a priority for action by the Group. Promoting people from different ethnic backgrounds should feed to other projects should the chance arise, but no specific plan has been developed by the Group.

Disability: It is hard to analyse as data in this field is very hard to get. Gwynedd Disability Champion has noted that work is currently undergoing in this field. No specific plan for this Group, but as above, should feed to toher projects should the chance arise.

Gender: Inconsistency in the Council and County's profile - see appendix B. Work programme has been drafted (see below)

Age: Inconsistency in the Council and County's profile – see appendix B below. Work is ongoing through the Children and Young People's

Partnership to raise awareness and understanding of the role of elected members and the role of the Council with young people. The subg-group were keen to avoid duplication, therefore it was decided that the Group would feed any ideas for promoting democracy for Young people through the Cabinet Member for the Partnership to implement if possible.

2.2   The Group has further work to undertake, looking at information with regards to the barriers preventing individuals standing for election, looking at research which has information from former members from accross Wales about the barriers and opportunities to improve, along with consideration to the new National Programme which has just been launched. The programme was launched on 17th September, and the Group will look for opportunities arrising from the National work programme which can be co-ordianted with our local work programme.

2.3   The Group will meet again on the 12th October to consider the elements noted in 2.2 above and form a work programme.

NEXT STEPS

3.1   Following the next meeting of the sub-group, a copy of their work programme will be presented to the Democratic Services Committee to consider and support. If the Committee is supportive of the work plan, it will be essential to ensure that more members are willing to help implememtn the work programme than only the members of the sub-group.

2.5   In addition, preparing fot the next Council elections, to be held in May 2017, is crucial. The sub-group will need to consider, in the future, the best way to present any review or proposals in sufficient time to prepare for the next elections.

APPENDIX A

Current sub-group membership

Councillors	Role
Tom Ellis	Democratic Services Committee
Sian Gwenllian	Democratic Services Committee
Sion Jones	Democratic Services Committee
Peter Read	Disability Champion
Gwen Griffiths	Diversity Champion
Mair Rowlands	Children and Young People's Champion

APPENDIX B

The graph below shows information, per age Group, about the profile of Gwynedd and the profile of Gwynedd elected Members for male and female. It is presented as background information to the Democratic Services Committee.
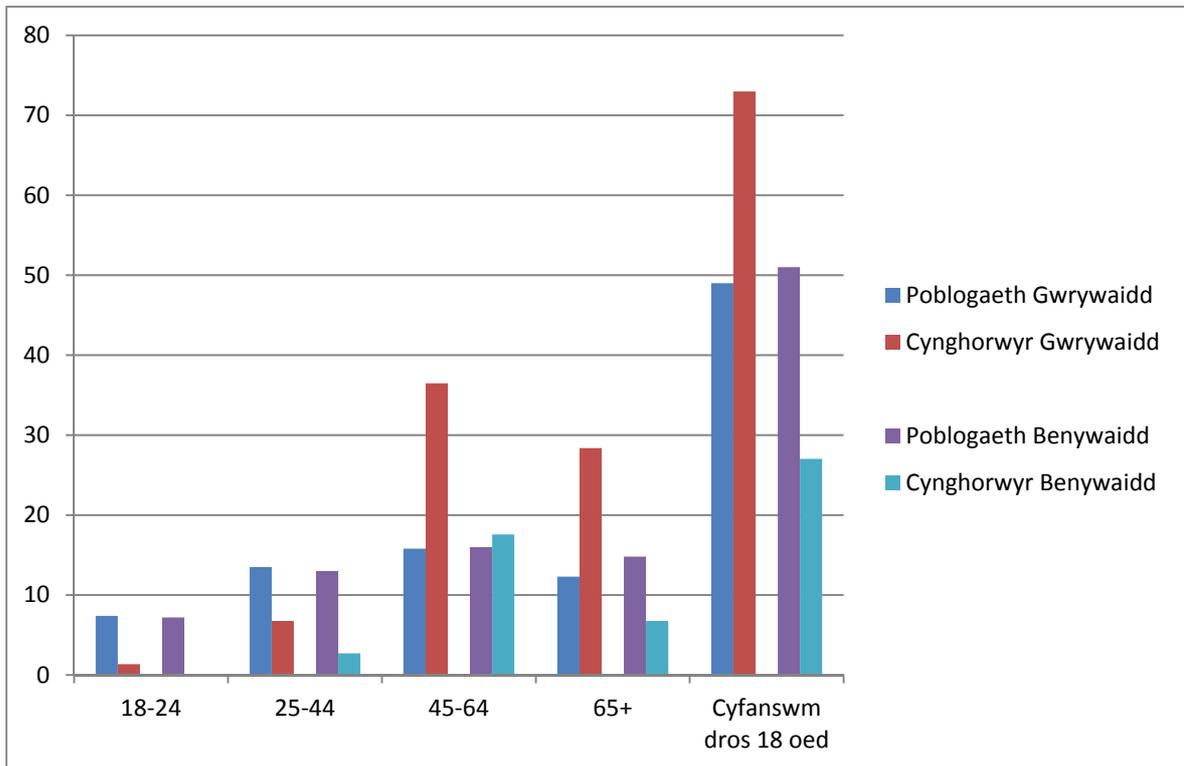
Data correct at February 2015

Agenda Item 8

MEETING	Democratic Services Committee
DATE	29th September 2015
REPORT TITLE	Member Remuneration
PURPOSE	Update members on the decisions to publish the remuneration table for the 2014/15 period
RECOMMENDATIONS	Note the contents of the report
AUTHOR	Geraint Owen Head of Democratic Services

1.   INTRODUCTION

1.1   As reported to the last meeting of the Democratic Services Committee held on the Business Group meeting on the 9th June 2015, the Independent Remuneration Panel for Wales places responsibilities on the Council to publish member's salaries annually. These requirements are in two phases:

> a) Publish information on the salaries to be paid for the current financial year by 31 July annually
> b) Publish information on the salaries and expenses paid to members in 2014/15 by 30 September annually.

1.2   It was reported in June that the information for remuneration for 2015/16 has already been published on the website, and is reviewed when any changes arise.

2.   PUBLISHING REMUNERATION DETAILS FOR 2014/15

2.1   The Democratic Services Committee discussed and recommended the intention to publish the information (as noted below) for 2014/15 on the Council's website and in the September issue of Newyddion Gwynedd.

- A section (question and answer style) explaining maters that should be explained to the members of the public

- A table detailing information about members' costs with an additional column noting if a member has published an annual report (noted by √ or ×).

3.   UPDATE

3.1   As the September issue of Newyddion Gwynedd was being bought together, it became apparent that there was more material than space available, and that material to be published would have to be prioritised. Maters were prioritised by what was most important to be communicated to the people of Gwynedd.

3.2   As a result, it was decided that the majority of the space should be designated to Gwynedd Challenge, as it is such an important issue and vital that the information be explained fully to the people of Gwynedd.

3.3   However, Newyddion Gwynedd did include information about member remuneration and the availability of the remuneration table on the Council's website (with coverage on the website's home page), and raising awareness further through twitter so that anyone interested in the information would know that it was published.

3.4   We can confirm that the information has been published on the Council's website as
        follows:

        www.gwynedd.gov.uk/allowances

4.   RECOMMENDATION

4.1   The Democratic Services Committee is asked to note the contents of the report.

Agenda Item 9

MEETING	Democratic Services Committee
DATE	29th September 2015
TITLE OF THE REPORT	Members' Annual Reports (2014/15)
PURPOSE	Update Members on the reports published in 2014/15 and present a chance for an early discussion about the opportunities and obstacles for 2015/16
RECOMMENDATION	Note the contents of the report
AUTHOR	Geraint Owen Head of Democratic Services

1. INTRODUCTION

1.1 The committee will be aware of the expectation on the Council to make arrangements for members to be able to produce an annual report if they so wish. The purpose of the report is to support communication between elected members and the public by presenting factual information of activities.

1.2 One important factor in the link between the annual reports and the white paper which was discussed recently. The White Paper consulted on changing the status of the annual reports to statutory. The Committee will recall that it agreed that the production of such reports should be mandatory for all members; the Cabinet agreed with that view and that is now the public view of the Council on that issue, a view that has been communicated to the Welsh Government.

1.3 To remind Members, the original guidelines received have been included in **Appendix A**.

2. 2014/15 REPORTS

2.1 Over the last years the number of elected members who have chosen to publish an annual report has risen:

    2012/13   8 reports (pilot undertaken)
    2013/14   26 reports (using the template developed)
    2014/15   39 reports

2.2 The reports have been published on the Council's website.

2.3 As Members presented their reports, a few comments were made which have been summarised below.

- Templates for the reports.
  Some Members felt that the template was too restrictive, and meant that they had to produce something less colourful than what they would have produced of their own accord eg more colourful and containing pictures. It was also noted that some

members were uncomfortable with the editing work that was sometimes made on reports, but the Council has a duty to edit in accordance to the guidelines.

- <u>Template for the number of Committees attended</u>.
Some Members believed that the current template did not offer enough information for the reader, as it only includes the number of committees and % attendance. Some have suggested that the template should include the number present, number absent/apologies, total and the percentage.

- <u>Data in the table of committees attended</u>.
There was some frustration that the data received was incorrect. The Committee will remember that it decided to include information about the preparatory meetings as well as the area forums in the table. The decision was taken after the original tables were sent out to Members. In the future, we hope that Modern Gov will be able to facilitate the reporting of this information.

- <u>Timetable</u>.
A number of Members reported that they found it difficult to remember what had happened during the previous year and to report it in June/ July. One possibility is for Members to keep a diary, and present their reports in May of each year. In addition, if the template is approved earlier, it would be possible to share the template with Members allowing them to record events as they rose during the year. Attendance data could be added at a later date.

3.0 RECOMMENDATION

3.1 The Democratic Services Committee is asked to consider the comments above and present any further comments they may have fresh from the process, in order to make things easier for next year, 2015/16.

ANNUAL REPORTS BY MEMBERS OF A LOCAL AUTHORITY
Introduction

Part 1 of the Local Government (Wales) Measure 2011 ("the Measure") contains provisions intended to strengthen local democracy. Chapter 1 of that Part concerns the support provided to members of a local authority and section 5 within that chapter provides for the production of annual reports for these members.

This statutory guidance is issued under section 5(4) of the Measure. The guidance relates to local authorities making arrangements for the production of annual reports.

What the Measure requires.

Section 5 requires county and county borough councils (local authorities) to ensure that all their elected members are able to make an annual report on their council activities during the previous year. This includes enabling any member of the council's executive to be able to report on their executive activities also. Any reports produced by members of a county or county borough council must be published by that council.

A local authority is free to set conditions/limits on what is included in a report. A local authority must publicise what arrangements it has for publishing annual reports and in drawing up these arrangements must have regard to this guidance in so doing.

Guidance

Duties of a local authority

A local authority must make the arrangements enabling its members to produce annual reports. This means it must tell its members how and by when to do this. The Measure, at section 8 *et seq*, provides for a Head of Democratic Services (HDS) to carry out democratic services functions as defined in section 9. This includes the provision of support and advice to members to assist them in the carrying out of their functions and organisation of the annual report process would fall within this. The Measure prevents the HDS from providing support and advice to a member of an executive in relation to the carrying out of that member's executive functions, but production of an annual report, even if it made reference to the member's executive activities, is not an executive function in itself.

It is anticipated that the first annual reports would be published no later than the end of June 2013.

Publication of reports

How a local authority decides to publish is a matter for that authority to decide upon. The minimum requirement would be for the authority to include a link to a member's annual report on that part of the authority's website which carries details of individual members. There is no requirement for any publicity beyond this, and authorities should be careful that, if they decide to provide any further publicity for the reports, the same provision is provided for all members. Therefore, should a member request that his/her report is given any greater publicity, that request should be declined unless carried out in respect of all members.

Local authorities should ensure also that their website includes information about the introduction of annual reports and how members of the public can

access them.

Content of reports
The central purpose of the reports is for members of the public to find information about their local councillor's activity.
Local authorities may place their own restrictions on content in reports. Annual reports should include only factual information. In the main that would suggest information on meetings, events and conferences etc. attended, training and development received. While it might be acceptable to record information such as "made representations on behalf of the campaign to save the local hospital in the following ways", it would not be acceptable to say "succeeded in saving local hospital by my efforts on my constituents' behalf".

Similarly, care should be taken to avoid including in reports information concerning activities when the member concerned is not operating in the role of councillor. So, whereas it would be acceptable to include information concerning, for instance, a speech made at a conference where the member was attending because of their council role, it would not be acceptable to refer to a speech made to, for instance, a Party conference, where the member was a delegate from their local party organisation.

Care should also be taken not to include information which could be interpreted as critical of another member. For instance, it would not be acceptable for a member to compare his/her attendance or activities with that of another member or members.

The following areas are proposed as standard items to be included:
• Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
• Local activity – details of surgeries held, representations made on behalf of electors and the results of these
• Major projects – involvement in local, county or regional initiatives or projects.
• Learning and development – details of training and development events attended or undertaken, conferences and seminars attended.

Appendix B – Current Report Templet

ANNUAL REPORT- 2014/15

Councillor:	**Group:**

Ward:

Purpose of the annual report:
The aim of the Annual Report is to assist the electorate to become better informed of the work and activities of their elected local authority member during the year.

Role and responsibilities:

The following constituency activities were held:

The following initiatives and activities were held:

I attended the following Committees:

COMMITTEE	PRESENT

Percentage of Attendance:

I was unable to attend the following Committee(s) due to the following reasons:
-

I participated in the following additional meetings, seminars, investigations and workshops:
e.g. Scrutiny Forum
Scrutiny Investigation
Strategic Plan Workshop
Savings Workshop

I represented Gwynedd Council on the following outside bodies:	**I represented Gwynedd Council in the following meetings:**
e.g. Snowdonia National Park Authority *North Wales Fire and Rescue Service* *Ysgol Hirael (School Governor)*	*e.g. Joint Member Support Officer / Lead* *Member Support* *North Wales Probation Trust*

I attended the following Learning and Development training sessions:

Corporate

Additional

Total Number of hours:

Agenda Item 10

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DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME

Number	Item	What is required of the Committee?	COMMENTS
9th June 2015			
1.	Member's Annual Reports – present the arrangements for the annual reports for 2014/15	Ask the committee's views on the arrangements.	Presented
2.	Members renumeration and attendance – present the requirements and arrangements for members salaries. Discuss the possibility of publishing members attendance.	Raise awareness of the arrangements and discuss the possibility of publishing members attendance.	Presented
3.	Personal development reviews – present arrangements for this year.	Ask the committee's views on the arrangements.	Presented
4.	Town and Community Council websites – present an update of the support offered to the councils.	For information.	Presented
5.	Work programme – present a draft of the work programme for the year.	Discuss the work programme and timetable and come to an agreement.	Presented
29th September 2015			
6.	Member's Annual Reports – report on the reports published for the 2014/15 period.	For information.	Reporting
7.	Members renumeration and attendance – information with regards to members salaries, costs and attendance for the period 2014/15 prior to publishing in Newyddion Gwynedd.	For information.	Reporting
8.	Information report from the diversity sub-group. Present an update to the committee along with the work programme developed.	Discuss the developments made by the Group and seek the committees views on the direction of travel.	Reporting
9.	Members Charter. Present an update on the Members Charter – report if any specific work is still to be finished.	Discuss the way forward if further work is required for the Charter.	To be presented on 8th December 2015

DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME

10.	IT maters. – report back on the 'pages' pilot and the pilot for the further i-pad Training.	Disucss the maters and establish a way forward with regards to IT issues.	Reporting
11.	Modern Gov – report on the development and the work programme.	Discuss the work programme and direction of travel.	Reporting
8th December 2015			
12.	Web-casting. Report on the year to date and disucss the way forward.	Consider the way forward and the cost implications involved.	
13.	Remote attendance. Update on the requirements and any developments in Gwynedd.	Discuss with the committee with regards to the way forward in Gwynedd.	
14.	Personal Development Reviews – report on the interviews hel din the period September – December and the Training fields identified.	Consider the Training programme, and how to promote better attendance in Training session and the Personal development reviews.	
15.	Modern Gov – update on item 11	Consider the way forward.	
16.	Presentation by the Chair of the Standards Committe.	Report on the committee's work field.	
29th March 2015			
17.	Arrangements for elections. Present ideas about the arrangements required in order to prepare for the elections in May 2017.	Discuss the work to be undertaken, and maybe form a sub Group to implement.	
18.	Committee's annual report – present a draft of the report which is to be preseneted to full Council.	Assess the achievements and work still in progress by the Committee.	

Other maters which will need to be discussed where a date is to be set for the discussion:

- Information Technology – likely to be a continuous agenda item

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DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME

- Boundry Commission – report the latest on the commission's work, with the implications to Gwynedd and the timescale for implementation.
- Report on the latest following the 'white paper consultation' on Local Government Reform.
- Identify the requirements for the Training programme for elected members