

<b>CYFARFOD</b>	Democratic Services Committee
<b>DYDDIAD</b>	12 April 2018
<b>PWNC</b>	Elected Members' Annual Reports
<b>PWRPAS</b>	Information in relation to publishing Elected Members' Annual Reports for 2017/18.
<b>AWDUR</b>	Vera Jones Democratic Service Manager

## 1. BACKGROUND

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

A local authority must make arrangements for:

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

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

1.3 One important factor to bear in mind is the link between the annual reports and the white paper.

1.4 To remind Members, the original guidance for producing annual reports is attached in **Appendix A**.

## 2. ANNUAL REPORTS DURING THE PAST YEARS

2.1 It is noted below the number of Members who chose to produce an annual report in past years:

2012/13	8 reports (pilot)
2013/14	26 reports (using the template for the first time)
2014/15	39 reports
2015/16	29 reports

2.2 The annual reports can be viewed through the following link:  
<https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/How-the-Council-works/Annual-Reports.aspx>

2.3 A sample of a template is enclosed for consideration in order to produce the annual reports - **Appendix B**.

#### 2.4 TIMETABLE AND THE NEXT STEPS

It is intended to follow the following timetable for publishing the Annual Reports for 2017/18:

- **By the end of April** - Officer from the Democratic Service will correspond with all Council Members to remind them of the guidance as well as circulate a template for producing the annual report.
- **By the end of May** - Members are requested to submit draft reports in one language to the Democratic Service for checking. Following agreement on the final version, the Service will arrange a translation of the annual report.
- **By the end of July** – Completion and publish the annual reports on the Council's website.

#### 3. RECOMMENDATION:

The Democratic Services Committee is requested to:

- (i) Consider the above and comment on the procedure
- (ii) Adopt the template in Appendix B (in accordance with any suggestions / amendments made to the content during the meeting)
- (iii) Approve the timetable as set out in 2.4 above.