

<b>MEETING</b>	Democratic Services Committee
<b>DATE</b>	19 November 2019
<b>SUBJECT</b>	Elected Members' Annual Reports
<b>PURPOSE</b>	Presenting information in relation to Elected Members' Annual Reports (2018/19) that were published and the improvements made to our processes
<b>RECOMMENDATION</b>	The Committee is asked to present any comments on further improving the arrangements
<b>AUTHOR</b>	Vera Jones Democracy and Language Service Manager

## 1. BACKGROUND

1.1 As you are aware the Local Government Bill (Wales) 2011 notes:

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 To remind Members, the original guidance received is attached in **Appendix A**.

## 2. ANNUAL REPORTS DURING THE PAST YEARS AND THIS YEAR'S IMPROVEMENTS

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

2012/13	8 reports (pilot of the arrangements)
2013/14	26 reports (using the template for the first time)
2014/15	39 reports
2015/16	29 reports
2016/17	No reports were produced
2017/18	16 reports
2018/19	17 reports

- 2.2 The reports can be viewed through following the link below:  
<https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/How-the-Council-works/Annual-Reports.aspx>
- 2.3 Over the years, Members of the Democratic Services Committee have discussed the annual reports on many occasions, with the continuing aim of producing reports which are visually attractive, trying to simplify the process by which they are produced whilst keeping within the guidelines for the reports.
- 2.4 This year, it was decided to further simplify the process, by asking Elected Members to answer two questions via email format only as follows:
- What were your main electoral and community activities during the period 4 May 2018 to 3 May 2019?
  - Which meetings did you attend during the period 4 May 2018 to 3 May 2019 in addition to those noted on your presence statistics on the website? (The Team will arrange to place a link to your details on the website).
- 2.5 This year's timetable was much tighter than it has been in the past, with the aim of ensuring that reports were published bilingually on the website before the summer. The steps were as follows:
- **By 21 June** members were requested to submit a draft response in one language to the Democracy Service for checking.
  - The date for responding was extended to **4 July**.
  - Following agreement on the final version the Service arranged a translation of the annual report.
  - On **19 July** the work was completed and the annual reports were published on the Council's website

The process was much smoother for the Members and the Officers this year for producing the 2018/19 reports. It is believed that the reasons for this are:

- There was no template to complete, instead two questions needed the attention of the Members
- There was no work in transferring from one computer programme to another
- Many unnecessary steps were deleted from the background processes, steps that did not add value
- The work was given priority by officers so that it could be completed in a timely manner

**3. RECOMMENDATION:**

- (i) The Democratic Services Committee is asked to present any comments on further improving the arrangements.