

MEETING	Democratic Services Committee
DATE	20th September, 2016
SUBJECT	Annual Reports by Members (2015/16)
PURPOSE	Update Members on the reports published in 2015/16 and discuss some of the obstacles faced in order to overcome them prior to 2016/17 reports
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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 in order 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 previously by the committee. 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. Members will be aware that we are currently awaiting further guidance from the New Minister during the next few weeks.
- 1.3.1 To remind Members, the original guidance for producing annual reports is attached in **Appendix A**.

2. 2015/16 REPORTS

- 2.1 Over the years, the number of Members choosing to produce an annual report increased slowly, however, the number decreased for the 2015/16 period.

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 As Members wrote their reports, a few comments were received which have been summarised below.
- Template for the reports.
Some Members still feel that the template currently used (see **appendix B**) is too restrictive, leading to them producing a less colourful report than what they would instinctively produce themselves eg no photos. **Appendix C** includes

an example of an Annual Report produced within the guidelines, but with a different format to the current template. .

- Report editing.
Some alterations were done to a few reports following discussions with the relevant members, with all members happy with the content prior to publishing.
- Attendance in committees.
Members expressed frustration that the data for attendance was not consistent with their own personal account.
- Data/information included with regards to training
Members again expressed frustration that the data included for training was not consistent with their own personal account. In addition, a number of Members questioned the value in publishing the number of hours spent on training?
- Modern.gov .
Unfortunately, we were not able to ensure that Modern.gov was able to produce the above statistics for us automatically this year. The side effect of this was that the template was sent out to members without the statistics in the first place, with the relevant statistics included following the reports being returned. This may have possibly affected the number of reports returned and therefore published.

Note that the Democratic Services Team has been working to rectify the situation with regards to attendance. By now, attendance at area forums, scrutiny preparatory meetings and scrutiny investigation meetings are also included and published through Modern.gov therefore published on the Council's website.

- Timescale.
It was noted that the timescale for producing an annual report this year was short, especially considering the Holiday season.
- General Matters
There are some lessons to be learnt by the team for the future, and work is already in progress to change a few things.

2.4 We are currently awaiting further guidance for producing annual reports in 2017 by the Minister Mark Drakeford. Note that the period for producing annual reports will be the same period as the Local Government elections. The previous guidance given was that elected members would delay publishing their reports until following the elections, publishing in June/July 2017 following re-election.

3.0 RECOMMENDATION

3.1 The Democratic Services Committee is asked to consider the comments above and make observations whilst the process is still fresh in our minds.

Appendix A – Original Guidance

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.

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 Template

ANNUAL REPORT- 2015/16

Councillor: 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.	Group: Role and responsibilities:																																			
The following constituency activities were held:																																				
The following initiatives and activities were held: <i>Eg Chair of Community Council.</i>																																				
I attended the following Committees:																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">COMMITTEE</th> <th style="width: 15%;">Number of meetings *</th> <th style="width: 15%;">Present</th> <th style="width: 15%;">Apology</th> <th style="width: 15%;">Absent</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		COMMITTEE	Number of meetings *	Present	Apology	Absent																														
COMMITTEE	Number of meetings *	Present	Apology	Absent																																
Number of committee meetings during 2015/16 Percentage of Attendance: 100%																																				
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: <i>Eg Scrutiny Forum Post-16 Education Transport Scrutiny Investigation Strategic Plan Workshop Savings Workshop</i>																																				
I represented Gwynedd Council on the following outside bodies or meetings :																																				
I attended the following Learning and Development training sessions:																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"> </th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>			Date																																	
	Date																																			
Total Number of hours: hours																																				

Appendix C – Example of an Annual Report not produced on the current
Template



ADRODDIAD BLYNYDDOL - 2015/16

Cynghorydd
Dafydd
Meurig



Ward
Arllechwedd



Pwrpas yr adroddiad yma
yw i gynorthwyo etholwyr
i wybod mwy am waith a
gweithgareddau eu
haelodau etholedig yn
ystod y flwyddyn.

Rwyf yn aelod o'r Cabinet
ers Ionawr 2015, gyda
chyfrifoldeb dros Eiddo,
Trafnidiaeth, Cynllunio, a
Gwarchod y Cyhoedd

Prif Weithgareddau Etholaethol

- Llifogydd:** Yn dilyn llifogydd San Steffan 2015, llwyddais i berswadio Prif Weinidog Cymru i addo ariannu Cynllun Atal Llifogydd Talybont / A55 gwerth £1.9 miliwn. Mae'r gwaith wedi dechrau a bydd wedi ei gwblhau erbyn Awst 2016.
- Economi:** Llwyddiant wrth ddwyn pwysau ar Lywodraeth Cymru i drafod gyda datblygwyr sydd â diddordeb mewn sefydlu busnesau ar ystâd Parc Bryn Cegin.
- Llinellau Ffôn:** Llwyddiant wrth gael gadarnhad gan BT eu bod am wella'r ddarpariaeth rhwng Llanllechid ac Abergwyngregyn.
- Foel Ogwen:** Wedi cael addewid gan Cartrefi Cymunedol Gwynedd y byddant yn dymchwel garejis Foel Ogwen, er mwyn ehangu'r cae chwarae. Yn dal i bwysu arnynt i symud ymlaen i wneud y gwaith o fewn y flwyddyn nesaf.
- Cynllunio:** Cynrychioli etholwyr gyda materion cynllunio yn Abergwyngregyn, Llanllechid a Phorth Penrhyn.
- Cymorthfeydd:** Cynnal cymorthfeydd rheolaidd gydag Alun Ffred Jones AC a Hywel Williams AS yn Abergwyngregyn, Llandygái a Thalybont.
- Cyffrediniol:** Rhoi cymorth i nifer o etholwyr gyda materion megis digartrefedd, tipio slei bach, torri coed, clirio afonydd, biniau baw ci, caeau chwarae, a gwlaw cocos Aber Ogwen.

Prif Weithgareddau Cymunedol

- Partneriaeth Ogwen:** Cadeirydd y cwmni cymunedol sydd wedi dod a gwasanaethau yn ôl i ardal Dyffryn Ogwen. Bellach mae'r cwmni'n cyflogi tri pherson lleol, ac wedi agor siop gymunedol ym Methesda - Siop Ogwen - drwy gydweithrediad â Neuadd Ogwen.
- Ynni Ogwen:** Cyfarwyddwr cwmni cymunedol sydd wedi llwyddo i godi bron i hanner miliwn o bunnau'n lleol, i ddatglybu cynllun trydon dŵr cymunedol ar yr Afon Ogwen. Mae'r gwaith adeiladu ar fin dechrau.
- Cwmni Adwy:** Cyfarwyddwr ac Ysgrifennydd y cwmni nid-am-elw sy'n gosod eiddo ar rhent fforddiadwy i fusnesau lleol yn hen ardaloedd chwareli Gwynedd.
- Balchder Bro:** Wedi ymuno gyda'r criw gwirfoddol sy'n tacluso a chasglu ysbwriel o gwmpas yr ardal, a bum yn helpu i osod basgedi crog ar eiddo yn stryd fawr Bethesda.
- Eryrod Eira:** Aelod o'r grŵp cymunedol sy'n clirio palmentydd Dyffryn Ogwen pan fo eira.
- Chwarel y Penrhyn:** Aelod o bwyllgor cyswllt sy'n rhannu gwybodaeth rhwng y Chwarel a'r gymuned.
- Llandygái:** Aelod o bwyllgor Neuadd Talgái. Yn ystod y flwyddyn bum yn helpu gyda chinio Nadolig pensïynwyr fy ward.
- Ysgolion:** Bu i mi wasanaethu ar Gorff Llywodraethu Ysgol Llandygái yn ystod y flwyddyn.

Presenoldeb

Y Cyngor	4 / 5
Y Cabinet	9 / 10
Pwyllgor Craffu Cymunedau	1 / 2
Pwyllgor Craffu Corfforaethol	1 / 1
Pwyllgor Apelau Cyflogaeth	3 / 3
Pwyllgor Polisi Cynllunio ar y Cyd (Cadeirydd)	4 / 4
Panel Polisi Cynllunio ar y Cyd (Cadeirydd)	5 / 5
Fforwm Ardal Bangor-Ogwen	2 / 3
Pwyllgor Rheoli Traeth Lafan (Cadeirydd)	1 / 1
Bwrdd Trafnidiaeth Canolbarth Cymru	2 / 2
Bwrdd Trafnidiaeth Gogledd Cymru	2 / 2
Gweithgor Cae Ceffyl	1 / 1
Canran Presenoldeb	90%

Sesiynau Eraill

Bu i mi gymryd rhan yn y canlynol:

Cynhadledd Cynllunio Cymru, Caerdydd
Gweithdai Her Gwynedd
Sesiwn Strategaeth Pobl Hŷn
Seminar Sefyllfa Ariannol y Cyngor
Sesiynau gwybodath Grid Cenedlaethol
Codi ymwybyddiaeth Deddf Cynllunio Cymru
Seminar Cynllun Datblygu Lleol ar y Cyd
Grŵp Llywio anghenion Ilety Sipsiwn a Theithwyr
Ymchwiliad i gytundebau cynllunio Adran 106
Gweithdy ar y Ddeddf Gwasanaethau Cymdeithasol a Llesiant
Ymgynghori Cynllunio - TAN20

Hyfforddiant

Cyfanswm nifer o oriau

xx