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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Richard Parry Jones, BA, MA.
Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING	
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE	
DYDD MERCHER, 24 EBRILL, 2013 am 10.00 o'r gloch	WEDNESDAY, 24 APRIL 2013 at 10.00 am	
SIAMBR Y CYNGOR, SWYDDFEYDD Y CYNGOR, LLANGFNI	COUNCIL CHAMBER, COUNCIL OFFICES, LLANGFNI	
Swyddog Pwyllgor	Mrs. Mairwen Hughes 01248 752516	Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Annibynnol Gwreiddiol / Original Independent

A M Jones, Eric Roberts, G W Roberts OBE, E Schofield and Ieuan Williams

Llafur / Labour

C LI Everett

Llais i Fôn

S Williams

Plaid Cymru / The Party of Wales

Mrs Fflur Hughes and W I Hughes

Heb Ymaelodi / Unaffiliated

H E Jones

A G E N D A

1 DECLARATION OF INTEREST

To receive any declaration of interest from any Member or Officer in respect of any item of business.

2 MINUTES (Pages 1 - 4)

To submit, for confirmation, the minutes of the meeting held on 4 February, 2013.

3 ANNUAL REPORT 2012/13 (Pages 5 - 8)

To submit a report by the Head of Democratic Services in relation to the above.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 4 February, 2013

- PRESENT:** Councillor H. Eifion Jones – Chair
- Councillors Mrs. Fflur M. Hughes, Eric Roberts, G.W. Roberts OBE, Elwyn Schofield, Ieuan Williams.
- IN ATTENDANCE:** Chief Executive,
Deputy Chief Executive,
Interim Head of Democratic Services,
ICT Services Manager (BE),
Senior HR Development Officer (MW),
Committee Officer (MEH).
- APOLOGIES:** Councillors W.I. Hughes, Selwyn Williams.
- ALSO PRESENT:** Councillors W.J. Chorlton, G.O. Parry MBE – Group Leaders
(Invitees).
-

1 DECLARATION OF INTEREST

No declaration of interest was received.

2 MINUTES

The minutes of the meeting held on 17 December, 2012 were confirmed.

ARISING THEREON

Questions were raised at the last meeting in respect of the following matters :-

- **Expenditure for the Training of Members**

The Senior HR Development Officer stated that as explained at the last meeting, expenditure in respect of training for Elected Members was minimal due to the WLGA not charging for their services. Ms. Sarah Titcombe from the WLGA has further clarified the issue of training costs and highlighted that 'training is funded from Welsh Government grant for improving activities in local authorities not funded by Members subscription' this is why the WLGA is not charging for their service.

The Officer further stated that some internal training had been provided to Members by staff and as previously reported to the Standards Committee a very broad calculation of costs in this respect would amount to just over £1000 per session. The overall approximate costs for the training delivered to Elected Members for 2012/2013 was around £9,000.

- **Electoral Registration/County Council Election**

The Chief Executive outlined his role as Returning Officer for the forthcoming County Council Election and stressed that he had to deal with prospective candidates and current elected members on the same level. He noted that the Electoral Commission has sole responsibility for electoral matters and as Returning Officer he was bound to their regulations. He further noted that since the other 21 local authorities in Wales had their County Council elections last May, the Isle of Anglesey will be the only authority with an election this year.

He stated that it is intended to report to the Executive Committee in February on the new Committee structure of the authority. With the decrease in the number of elected

members from 40 to 30. It was noted that the allocation of Chairs for the Committees will be through the normal procedure of election of Chair being made by the individual Committees.

3 IMPLICATIONS TO DEMOCRATIC SERVICES IN RELATION TO BUDGET PROPOSALS FOR 2013/14

Submitted – a report by the Interim Head of Democratic Services in relation to the above.

It was reported that savings proposals in relation to Democratic Services are included within the Consultation Document under the Deputy Chief Executive service. These aspects have already been scrutinised by the Corporate Scrutiny Committee at its meeting held on 28 January, 2013. The main savings identified relating to Democratic Services are proposals to end the use of pre-paid envelopes across the Authority. Pre-paid envelopes have been provided to Members since 1996, on request, to fulfil their duties. During 2011/12 only 6 Members requested pre-paid envelopes with a cost of £185. The report also referred to guidance issued by the Independent Remuneration Panel for Wales in their Annual Report on supporting the work of local authority Members.

At present the Council provides, without charge, the following support to Members :-

- ICT equipment – ipads (pilot scheme for Executive Members), laptops, printers and consumables;
- Broadband and Telephone lines;
- Stationery on request;
- Postal Services.

Issue raised by Members :-

- Concerns expressed to possible conflict between Council and private broadband at Members home addresses. The ICT Services Manager responded that no technical conflict should incur as technology has advanced with no need for the separation of the dedicated phone lines;

Following indepth discussions it was **RESOLVED** :-

- **To support the savings proposed in relation to pre-paid envelopes;**
- **That a report be submitted to this Committee after the May 2013 County Council Election on the provision of broadband connections and data security management.**

4 ANNUAL REPORT BY MEMBERS

Submitted – a report by the Interim Head of Democratic Services in relation to the above.

It was reported that the purpose of the Annual Report by Elected Members is to improve communication between Elected Members and the public. In view of the Local Elections in Anglesey in May 2013 confirmation has now been received from Welsh Government that, as far that this Council is concerned, Annual Reports need to be produced by June 2014.

RESOVLED to note the report and that a further report be presented to this Committee after the May 2013 Local Elections setting out a suggested template and protocol for Members to prepare for the Annual Report in 2014.

5 E-DEMOCRACY FOR MEMBERS

Submitted – a report by the ICT Systems Manager in respect of e-Democracy for Members.

It was reported that as part of the Council's modernisation agenda the Council is currently implementing the Modern Gov. Committee Management System which will assist the Council to deliver its democratic duties. The system enables the electronic delivery and management of Committee agendas, papers and decisions and is available to Officers, Elected Members and citizens online. Following the May 2013 Local Elections it is proposed to adopt the Modern Gov. system as standard for all Members. In addition Modern Gov. system will allow Members to complete and update entries online in relation to Registers of Interests. It was further noted that Members of the Executive have received iPads tablet devices and it is intended to roll out iPads to

all Members of the County Council after the May elections. Once fully adopted the Modern Gov. system and iPads will provide significant savings and efficiencies in relation to committee documents, publication of agendas and will reduce the printing and postage costs to the authority.

Members of the Committee supported the Modern Gov. system and noted that all meetings in future should be broadcast 'on-line' on the Councils website.

RESOLVED to accept the report and to endorse the proposal to adopt Modern Gov. as part of modernising working practices and the roll out of iPads to all Members after the May 2013 elections.

**COUNCILLOR H. EIFION JONES
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	23 May 2013
TITLE OF REPORT:	Democratic Services Committee – Annual Report 2012/13
REPORT BY:	Chair of Democratic Services
PURPOSE OF REPORT:	To report on the Work of the Committee during 2012/13

1)	<p>Introduction</p> <p>The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee and to appoint one of its Officers as Head of Democratic Services.</p> <p>At its annual meeting on the 10th May 2012 the County Council resolved to establish such a committee as part of the Council's corporate governance arrangements, and it made appropriate provision within its constitution to ensure that the Committee operates effectively including appointing its Chair Person.</p> <p>The main purpose of the Committee is to review the adequacy of provision within the Authority in terms of staff, accommodation and other resources to fulfill the duties and functions of Democratic Services and report to Council on such matters.</p>
2)	<p>Remit and Work Programme of Committee</p> <p>At its first full meeting on the 18th October 2012 it was reported that the Committee, for the remainder of the Council's current term, could consider some of the following matters:</p> <ul style="list-style-type: none"> a) the development and effectiveness of the Council's website to promote democracy; b) the adequacy of a translation service to support the democratic process; c) the training and development programme for Members including annual performance review based on the job descriptions ; d) presenting an application to the WLGA for the Member Support and Development Charter Status; e) developing a strategy for Member ICT skills development;

- f) to consider the implications to Democratic Services in the Executive Budget Proposals for 2013/14;
- g) to consider the implications of the review of the Council's Constitution to the Democratic functions;
- h) to consider the role and responsibilities of the Head of Democratic Services.

These matters were accepted by the Committee and a further recommendation made and accepted by the County Council in December 2012 as follows:

- "that its extends the remit of the Committee to undertake responsibilities for the Member Training and Development Programme, including their IT skills and support;
- that the Committee holds three general meetings in addition to its annual meeting each municipal year with the right to arrange further meetings as required";

The Committee also endorsed the appointment of the Head of Policy as Interim Head of Democratic Services until the matter is reviewed by the new Council following May 2013 elections.

3) Summary of Issues Discussed and Current Status

In addition, to the first full meeting of the Committee in October 2012 the Committee has met on three other occasions. A summary of issues considered and current status is provided below:

Date of Committee	Subject	Current Status
17/12/12	Overview of Member Development Work Plan and the work of the Member Development Work Group	<p>The work of the Member Development Group has now been incorporated as part of the Democratic Services Committee remit and the Chair of the Committee designated Member Champion.</p> <p>A separate report will be submitted to the County Council on 23rd May detailing the Member Development Programme for 2013/14.</p>
	Wales Charter for Member Support and Development	<p>The WLGA reported to the Committee on the Charter requirements and information has been submitted for Charter Mark Status.</p> <p>Peer Review of Democratic Services undertaken in January 2013 by WLGA to support work on meeting</p>

		<p>Charter requirements, preparing for new Council and to inform transformation programme.</p> <p>Progress report will be submitted to this Committee as part of its work programme for 2013/14. This will also include utilisation of Welsh Government funding to promote Broadcasting of meetings and remote attendance – these aspects are part of the Local Government (Wales) Measure 2011.</p>
4/2/13	Implications to Democratic Services in relation to Budget proposals for 2013/14.	<p>The Committee made observations to the Executive on the 18th February 2013 as follows:</p> <ol style="list-style-type: none"> 1) to support the savings in relation to pre-paid envelopes; 2) that a report be submitted to this Committee after the May 2013 elections on the provision of broadband connection and data security for members. <p>This will be included as part of the Committee's Work Programme for 2013/14.</p>
	Annual Report by Members	<p>There is a requirement in the Local Government (Wales) Measure 2011 for Members to produce annual reports by June 2013. In view of the County Council elections in May 2013, Members of the authority are not now required to produce annual reports until June 2014. The Interim Head of Democratic Services will be reporting to this Committee on a template for Members to prepare annual reports.</p>
	E-Democracy for Members	<p>The Committee have resolved that iPad's be issued to all</p>

	Adoption of Modern Gov Committee Management System to modernise working practices and roll out the use of iPads for all Members after May 2013 elections.	<p>Members of the new Council following the May 2013 Elections. [This section to be updated]</p> <p>The intention is to introduce a phased approach to deliver an increasingly paperless way of working from May 2013 to the end of September 2013 recognising the need for a transition period to allow Members to ease into the using the new technology.</p> <p>Progress will be monitored by this Committee as part of its work programme for 2013/14.</p>
24/04/13	Committee Annual Report	Report to County Council on 23/05/13.

4) Recommendation

The County Council is requested to accept the report and note the matters discussed as part of the Committee's Work Programme for 2012/13.

Chair of Democratic Services Committee
15/04/13