

Public Document Pack



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 MAWRTH, 2 GORFFENNAF, 2013 am 2 o'r gloch	TUESDAY, 2 JULY 2013 at 2.00 pm	
YSTAFELL BWYLLGOR 1, SWYDDFEYDD Y CYNGOR, LLANGFNI	COMMITTEE ROOM 1, COUNCIL OFFICES LANGFNI	
Swyddog Pwyllgor	Mrs. Mairwen Hughes (01248) 752516	Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Annibynnol / Independent

D R Hughes, Richard Owain Jones, P S Rogers and Dafydd Rhys Thomas

Plaid Cymru / The Party of Wales

Vaughan Hughes (Cadeirydd/Chair), R.Meirion Jones, R G Parry OBE and Dylan Rees

Llafur / Labour

J A Roberts

Heb Ymaelodi / Unaffiliated

R LI Jones

A G E N D A

1 ELECTION OF VICE-CHAIRPERSON

To elect a Vice-Chairperson.

2 DECLARATION OF INTEREST

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

3 MINUTES (Pages 1 - 2)

To submit, for confirmation, the minutes of the meeting held on 24 April, 2013.

4 MEMBER DEVELOPMENT PLAN 2013/14 (Pages 3 - 12)

To submit a report by the Interim Head of Democratic Services.

5 WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT (Pages 13 - 16)

To submit report by the Interim Head of Democratic Services.

6 BROADCASTING OF MEETINGS AND REMOTE ACCESS (Pages 17 - 20)

To submit a report by the Interim Head of Democratic Services.

7 MEMBERS ANNUAL REPORT (Pages 21 - 30)

To submit report by the Interim Head of Democratic Services.

8 COMMITTEE WORK PROGRAMME 2013/14 (Pages 31 - 32)

To submit a report by the Interim Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 24 April 2013

PRESENT:	Councillor Hywel Eifion Jones (Chair) Councillors Eric Roberts and S Williams
IN ATTENDANCE:	Interim Head of Democratic Services (JHJ), Senior HR Development Officer (MW), Committee Officer (MEH).
APOLOGIES:	Councillors Fflur Mai Hughes, Aled Morris Jones
ALSO PRESENT:	Councillor G.O. Parry MBE – Leader of the Original Independents Group

1 DECLARATION OF INTEREST

No declaration of interest was received.

2 MINUTES

The minutes of the meeting held on 4 February, 2013 were confirmed.

3 ANNUAL REPORT 2012/13

Submitted – the Democratic Services Committee, Annual Report by the Interim Head of Democratic Services.

The Interim Head of Democratic Services reported that the Democratic Services Committee has met on three occasions and outlined the recommendations and current status agreed at these meetings.

It was reported that the Annual Report will be presented to the full Council on 23rd May, 2013.

Members considered that the Committee has achieved a substantial amount of work since the inaugural meeting last October and congratulated the Officers concerned.

RESOLVED to accept the report and that the Chair of the Democratic Services Committee shall present the Annual Report for 2012/13 to the full Council on 23rd May, 2013.

The meeting concluded at 10.20 am

**COUNCILLOR H. EIFION JONES
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	2 JULY 2013
TITLE:	MEMBER DEVELOPMENT PLAN 2013/14
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1.0 Background

1.1 The Committee's remit includes responsibility for the Member Training and Development Programme and the context and detail of the Member Development Plan for the current financial was reported to the Council on 23rd May 2013. Members endorsed the report and adopted the Training Plan [copy attached].

1.2 The Plan has been structural in various phases and we are now into the delivery of phase 2 of the programme. With phase 1 of the programme focussing on compliance aspects in the main feedback from the training and induction sessions held to date has been positive.

2.0 It would be helpful to receive feedback from the Committee on the training programme organised to date.

3.0 Member Champion

3.1 In line with past practice it is appropriate for the Committee to nominate one of its members to act as Member Development Champion and to represent the needs of all Members for development. It is recommended that the Chair of this Committee assumes this role and follows past practice.

4.0 Personal Development Reviews

4.1 To demonstrate that the Authority's commitment to Member Development, Personal Development Reviews were introduced in the organisation during 2012 for all elected members. This enabled members to provide feedback on their own development/experiences in specific roles and informed work on updating training development plans.

4.2 It is intended to focus on this aspect in the autumn with the support of the WLGA as part of the training and development programme.

5.0 Recommendations

6.1 The Committee is requested to:

- a) Confirm that the Chairman of the Committee be nominated Member Development Champion;
- b) Comment on the training programme for 2013/14 and to note that this will be a standard item on the Committee agenda;
- c) To note the focus on personal development reviews for members as part of the programme.

Huw Jones
Interim Head of Democratic Services
07/06/13

Induction and Development of Members post May 2013

PHASE 1 Timescale	Link with WLG Member Charter	Subject	For whom?
MAY 2013	09.05.2013 Expectations placed upon and roles of all elected members	<ul style="list-style-type: none"> • Welcome to the Council and initial overview of the key work programme by Chief Executive and Senior Management Team • Meet and Greet Heads of Service/Departmental representatives 	All Elected Members
	8-10/5/2013 Modernising Working Practises	<ul style="list-style-type: none"> • General Ipad training • Modern Gov. 15/05/2013training • Tour of building 	All Elected Members
	15.05.2013 Expectations placed upon and roles of all elected members	Ethical Framework – An Introduction to Conduct Rules and Standards	All Elected Members

	<p>20.05.2013 Expectations placed upon and roles of all elected members</p>	<ul style="list-style-type: none"> • Data Protection • Welsh Language Scheme • Dealing with the Press/Media Protocols 	<p>All Elected Members Internal</p>
	<p>29.05.2013 Expectations placed upon and roles of all elected members</p>	<p>Modern Gov. – Online Declaration of Interests</p>	<p>All Elected Members Internal</p>

PHASE 2

JUNE 2013	Date to be Confirmed Role Specific	Appointments Panel	Elected Members on Appointments Panel
	03.06.2013 Role Specific	Planning Committee training	Members of Planning Committee Internal
	04.06.2013 Role Specific	Development Needs Assessment	Executive Committee WLGA
	06.06.2013 Expectations placed upon and roles of all elected members	Overview of Scrutiny Function	All Elected Members Internal
	07.06.2013 Role Specific	Development Session for the Executive Committee	Executive Committee WLGA
	11.06.2013 Role Specific – All Committee Chairs/Vice Chairs	Chairing skills Session/s	Scrutiny Committee Chairs/Vice Chairs Internal
	13.06.2013 Role Specific – All Committee Chairs/Vice Chairs	Scrutiny Questioning skills	All Scrutiny Members Internal

Miriam Williams, Senior HR Development Officer

15/05/2013

	24.06.2013 Expectations placed upon and roles of all elected members	Corporate Plan/Transformation Plan and Budget Planning	All Elected Members Internal
	26.06.2013 Expectations placed upon and roles of all elected members	Generic Chairing Skills Workshop	All Elected Members WLGA/Internal
	27.06.2013 Expectations placed upon and roles of all elected members	Rising to the Scrutiny Challenge	All Elected Members WLGA
JULY 2013	02.07.2013 Expectations placed upon and roles of all elected members	Scrutinising Performance Data	All Scrutiny Members Internal
	03.07.2013/05.07.2013/16.07.2013 Expectations placed upon and roles of all elected members	Corporate Responsibilities e.g. Corporate Parenting/Protection of Vulnerable Adults and Children	All Elected Members Internal
	08.07.2013 More detail about how the council works	Audit Functions Statement of Accounts/Treasury Management	All Elected Members Audit Committee WAO/Internal
	12.07.2013 More detail about how the council works	Undertaking an in-depth Review (Scrutiny Outcome Panel)	All Scrutiny Members Internal

AUGUST 2013	RECESS PERIOD	NO PLANNED TRAINING	
SEPTEMBER 2013	Date to be Confirmed More detail about how the council works	Health and Safety	All Elected Members External & Internal
	05.09.2013 Expectations placed upon and roles of all elected members	Social Media	All Elected Members WLGA
	11.09.2013 Expectations placed upon and roles of all elected members	Equalities	All Elected Members WLGA
	Date to be confirmed Expectations placed upon and roles of all elected members	Statement of Accounts	Audit Committee Internal
OCTOBER 2013	09.10.2013 Knowledge and skills about particular roles & activities	Personal Development Review Training	All Elected Members WLGA
	14.10.2013 Expectations placed upon and roles of all elected members	Scrutinising the Budget	All Elected Members Internal

	Date to be confirmed Expectations placed upon and roles of all elected members	Risk Management	Audit and Scrutiny Committees
NOVEMBER 2013	Date to be confirmed Expectations placed upon and roles of all elected members	Budget Setting	Internal All Elected Members
DECEMBER 2013	Date to be confirmed Expectations placed upon and roles of all elected members	Effectiveness of the Audit Committee and Counter Fraud Arrangements	Internal Audit Committees Internal

Additional & Ongoing Development to be arranged:

Prior to first licensing committee meetings)	Role Specific – Licensing (held before first meetings)	Licensing Committee Training	Licensing Committee Members
Prior to Summer Recess	Knowledge and skills about particular roles & activities	Generic Overview Briefing Sessions on key service issues via classroom/DVD presentations etc.	All Elected Members
Ongoing and as required	Knowledge and skills about particular roles & activities	Chairing Skills	All Elected Members
As Identified from individual Personal Development Reviews/individual ad-hoc requests	General Personal Skills	ICT skills e.g iPad/Outlook Explorer etc.	As and when identified/requested
		Welsh Language Skills (Oral/Written)	
		E-Learning packages	
Ongoing	Role Specific	Planning Updates	All Elected Members on Planning Committee
As and when identified	Collaborative/Regional Events	As and when notifications received	All Elected Members
Date to be confirmed	Knowledge and skills about particular roles & activities	Final Accounts	All Elected Members

N.B. The intention is that the plan is amended appropriately as priorities change and will be reviewed on a regular basis to ensure that it meets the needs of the organisation.

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	2 July 2013
TITLE:	PROGRESS REPORT – MEMBER DEVELOPMENT CHARTER
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1.0 Background

1.1 In order to support Members needs, roles and responsibilities, the WLGA have developed the Wales Charter for Member Support and Development. The Charter aims to provide a broad framework for local planning, self-assessment, action and review together with comparison amongst authorities and the sharing of good and innovative practice. The Charter Criteria was reported to this Committee in December 2012.

The Council has made a commitment to gain Charter Status to mirror its commitment to member training and development and focus on Personal Development Reviews which is a requirement of the Local Government (Wales) Measure 2011. This requires the preparation of a self-assessment against several aspects.

In preparing for the Charter Mark the Council prepared a self-assessment earlier this year and engaged the WLGA to conduct an informal peer review of the support and development offered to Councillors in its preparations for the new Council. The WLGA also provided feedback on the authority's position against the criteria required to achieve the first level of the Charter.

Feedback received has confirmed that the Authority is well on the way to achieving Charter status.

However, some further evidence has been requested and details are provided in the Appendix to this report.

Subject to any views the committee may have it is intended to update the WLGA based on the comments in the Appendix in order to progress the Charter Mark application. The aim is to receive Charter Mark recognition during 2013/14.

2.0 Recommendations

- a) To note the progress as detailed in this report;
- b) To authorise the Interim Head of Democratic Services to update the WLGA in relation to the Charter Mark submission.

Huw Jones
Interim Head of Democratic Services
07/06/13

CRITERIA	UPDATE
A1. Members are supported with role descriptions	In relation to outside bodies the WLGA have prepared a toolkit for Members. It is proposed to issue the toolkit to Members. Role descriptions for outside bodies are not always available and the toolkit provides general guidance and political pitfalls and conflicts. Democratic Services will liaise with outside bodies on role descriptions and provide members with a relevant role description. This task to be completed during Q2.
B2. Arrangements are in place for all members to be offered a PDR.	This is addressed in the training and development plan adopted by the Council at the 23 rd May 2013 meeting. Personal Development Reviews are scheduled for Q3.
B3. There is a clear programme for councillors is in place with a mechanism for its annual review.	Training and development plan for 2013/14 adopted by the Council on 23/05/13. Standard item on Democratic Services Committee to monitor progress.
B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring outcomes	The Democratic Services Committee on 19/06/13 will designate one of its members to act as Member Development Champion. This role will be supported by the Interim Head of Democratic Services.
B8. Members are offered the opportunity to be monitored by member peers.	As part of rolling out the member development and training plan including feedback from members there is scope to consider specific needs to support member roles and mentoring opportunities. The WLGA are supporting this task and initially working with the Executive to identify needs.
C2. Arrangements made for the business of the council are flexible and enable members to participate fully regardless of personal circumstances.	The Local Government (Wales) Measure 2011 requires authorities to undertake a review (at least every term) whether daytime or evening meetings are preferred. This is currently subject to discussion with Group Leaders.
C3. Contact management and communication (systems to support Members casework etc)	<p>Within the Transformation Plan a customer excellence programme has been identified. A Programme Board is being established to focus on the delivery of specific projects.</p> <p>New members have been designated a single point of reference in order to signpost members to relevant officers for guidance on casework.</p>

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to	Democratic Services Committee
Date	2 July 2013
Subject	Broadcasting of Meetings and Remote Attendance
Lead Officer(s)	Interim Head of Democratic Services

A – Introduction / Background / Issues

Background

There has been a lot of debate recently amongst Welsh Local Authorities about the potential for webcasting and allowing remote attendance at Council meetings. Section 4 of the Local Government (Wales) Measure legislates for remote attendance at meetings and whilst there is no specific legislation for webcasting it is linked to the provisions to strengthen local democracy.

The debate has been further fuelled by an offer of grant funding by the Welsh Government in relation to 'Broadcasting of Council meetings and Community Council Websites'.

The Minister has not legislated in the area of webcasting but he has the powers to do so. The broadcasting of meetings is linked to the provisions within the Local Government (Wales) Measure 2011 to strengthen local democracy; the intention is to strengthen the structures and working of local government in Wales at all levels and to ensure that local Councils reach out to, and engage with, all sectors of the community they serve. The Measure aims to promote local democracy and be more inclusive of the public's input and engagement.

Section 4 of the Local Government (Wales) Measure 2011, requires principal council to allow for remote attendance at Council meetings, in other words, all member do not have to be present at the principal meeting place in order to participate in the meeting. Draft guidance has now been received and is subject to consultation.

Grant

In January 2013, the Minister for Local Government and Communities wrote to all Local Authorities on the issue of promoting local democracy and public engagement. Each principal council has been allocated £40,000 to assist with broadcasting and remote attendance plus an extra £500 for each Community Council to support the establishment of Community Council websites. The grant allocation needs to be spent during 2013/14. There is no guarantee of grant funding for future years.

By accepting the grant the Isle of Anglesey County Council have agreed to:-

Action	Timescale	Evidence
To broadcast all/or some of the Council's meetings	31 March 2014	Web casting on the Council's website
Provide finance to community councils to assist with the development of their websites	31 March 2014	Number of Community Councils with websites
Arrange remote access for elected members	31 March 2014	Written report noting the number of such meetings held, and an assessment of their success

Welsh Authorities current position

There are a number of English Local Authorities that regularly webcast their Council meetings, but in Wales some authorities webcast meetings including:

- **Cardiff** webcasts their Council meetings only (hosted by Public-i)
- **Powys** has used Public-i for meetings of high public interest – about 6-8 meetings so far and on-line viewing figures are rising.
- **Brecon Beacons National Parks Authority** webcast all their major meetings using a system provided by Public-i, on an 18 month pilot, funded by the Information Commissioners Office.

Welsh Local Authorities are now considering their position as a result of the Measure and the offer of grant funding.

Broadcasting of Meetings

At present audio recordings of proceedings at the Planning Committee are posted to the Council website and this has not been extended to other Committees.

With regard to Webcasting of meetings, there are various issues, technical and non-technical that need to be addressed in order to take full advantage of webcasting Council meetings and future requirements in relation to remote access. These aspects are currently being explored by Officers and preparation of a business case.

Website for Community Councils

The second element of this grant is the £500 allocation for each Community Council to develop websites. Earlier this month further clarification was received from Welsh

Government on the allocation earmarked for each community council. This will be discussed further with One Voice Wales.

Recommendation

That the Interim Head of Democratic Services and Heads of ITC submit proposals to the next meeting.

Huw Jones
Interim Head of Democratic Services
03/06/13

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	2 JULY 2013
TITLE:	MEMBERS ANNUAL REPORTS
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES

1.1 The report attached in appendix 1 was presented at the meeting of the Democratic Service Committee meeting on the 4 February, 2013.

The Committee resolved 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.

1.2 It is understood from the Welsh Government that Statutory Guidance on Annual Reports is soon to be issued.

1.3 The Local Authority must tell its members how and when to produce annual reports.

1.4 The method of publishing the report is up to the authority to decide, with a minimum requirement to link the report to the individual member's section on the authority website.

1.5 The report should avoid promoting political achievements, be written in the past tense and be limited to 2 sides of A4.

1.6 Reports should contain only factual information relating to the work of the councillor, but not relating to their party role.

1.7 It is likely that the guidance proposes standard items for inclusion such as

- Role and Responsibilities including attendance
- Local activities such as surgeries and case work
- Major projects
- Learning and Development

1.8 Guidance notes have been prepared to assist members prepare annual reports. (Appendix 2)

1.9A template has been prepared (Appendix 3) for the annual report and it is recommended that this be issued to all members to be supplemented by briefing sessions with the Interim Head of Services for each member. The following timetable is proposed:

Tasks	Timetable
Issue guidance to all members.	July, 2013
Briefing sessions for members.	July/August
Draft reports to be prepared by members with input from Democratic Services.	End of March, 2014
Reports finished by Democratic Services with any suggested amendments being agreed with individual members.	May, 2014
Publication on website..	June, 2014

2. RECOMMENDATION

2.1 The Democratic Services Committee is requested to

2.1.1 note the information in this report

2.1.2 adopt the proposed template and accompanying guidance in appendix 2 and 3 and authorise the Temporary Head of Democratic Services to issue guidance to members and arrange briefing sessions in accordance with the timescale set out in this report.

2.1.3 That political groups be requested to actively promote the completion of Annual Reports by all of their members.

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	4 FEBRUARY 2013
TITLE:	MEMBERS ANNUAL REPORTS
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES

1.1 The Welsh Local Government Measure (2011), notes the following:-

- (1) *A local authority must make arrangements –*
- (a) *for each person who is a member of the authority to produce an annual report about the person's activities as a member of the authority during the year to which the report relates,*
- (b) *for each person who is a member of the authority's executive to produce an annual report about the person's activities as a member of the executive during the year to which the report relates, and*
- (c) *for the authority to publish all annual reports produced by its members and by Members of its executive.*
- (2) *The arrangements may include conditions as to the content of a report that must be satisfied by the person making it.*
- (3) *A local authority must publicise its arrangements.*
- (4) *In exercising its functions under this section, a local authority must have regard to the guidelines provided by Welsh Ministers."*

1.2 The purpose of the Annual Report by Elected Members is to improve communication between Elected Members and the public. The Minister for Local Government notes that the reports will be a means of improving the public's understanding of what local members do and the important role which they have. He has also noted that every local authority will be free to choose its own format for the reports.

1.3 Guidance issued by Welsh Government on the Measure specifies that annual reports are expected to be produced by June 2013 on activities relating to the previous municipal year.

1.4 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.

2.0 RECOMMENDATION

2.1 Accordingly, Members of this Committee are requested to note the information in this report and that a further report be presented to this Committee after the May 2013 Elections setting out a suggested template for Members to prepare an annual report.

Huw Jones
Interim Head of Democratic Services
25/01/13

Councillor's Annual Report Guidance Notes

Background

The Councillor's Annual Report is a mechanism for improving communication between Councillors and the local electorate.

Carl Sargeant – the former Minister for Local Government & Communities – has gone on record with the following statement...

'The purpose of introducing Annual Reports is to help improve local people's understanding of what their Local Councillor does, and the important role they serve. This is a process that enables a Local Authority to support Councillors and help them to inform their constituents. It will be for each Council to decide on the format for publishing its Annual Reports...'

The Councillor's Annual Report has been in place in England for a number of years and each Council has its own view on what they should contain and how comprehensive they should be. Experience of viewing a selection of past Annual Reports from English Local Authorities provides a wide cross-section of interpretation.

Content

The focus for the Member's Annual Report is on the 5 following specific areas of activity:

- **Role & Responsibilities**
- **Constituency Activity**
- **Initiatives & Special Activities**
- **Learning & Development**
- **Other Activities & Issues**

The length of the report must be no longer than 2 sides of A4 paper. Councillors are encouraged to provide as much or as little information as they wish in each of the sections – without breaking the 2 page rule.

IACC will arrange to publish Councillors' Annual Reports via links from the IACC's website in June each year with the first reports published online in June 2014.

Specific Information

Role & Responsibilities including membership of outside bodies

- Isle of Anglesey County Council will aim to provide accurate information on the following aspects:

Attendance at Full Council

Inclusion & Attendance on all Council Committees

Individual Councillors will be expected to provide information on any external bodies or committees that they represent or sit on, including levels of attendance. Individual Councillors should ensure that they personally keep a record of attendance or that the external body/committee can provide accurate records at year end.

Examples of external bodies/committees include the following:

School Governing Bodies

Local Community Committees

Local Authority Consortium Committees

College Committees

Special Interest Groups

Management & Investment Committees

(This list is indicative but not exhaustive)

Constituency Activity

- This is where Councillors have an opportunity to identify the work that they have undertaken on behalf of their local constituents. It can include details of regular surgeries held, details of key referrals made to Council departments, together with their outcomes. It can include the support that Councillors have provided to local residents on a range of topics of high interest.

Initiatives & Special Activities

- This is where Councillors have the opportunity to describe any major initiatives or special projects that they have been associated with on behalf of the Isle of Anglesey County Council which have a direct impact on local constituents. Examples of this could include being part of a working party associated with a particular topic or issue e.g. part of a regeneration project.

Learning & Development

- This is an opportunity for Councillors to demonstrate their desire for Personal Development over the past 12 months (i.e. e-learning modules that have been completed). The Isle of Anglesey County Council will provide a record to each Councillor on the activity that has been undertaken where it has been arranged by the Council

Other Activities & Issues

- This is where the Councillors have the opportunity to offer information on themselves which they believe would be of interest to their constituents or which constituents should be made aware e.g. involvement in community initiatives. It is the opportunity to show the 'personal' aspect of your role as a local Councillor.

Councillor's Annual Report

This is the report by the Councillor below regarding their key activities over the year ending xxx. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and not necessarily reflect the views of the Isle of Anglesey County Council.

Councillor:

Ward:

Party:

Role & Responsibilities

Constituency Activity

Initiatives & Special Activities

Learning & Development

Other Activities & Issues

Signature of Councillor:

Date:

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	2 JULY 2013
TITLE:	COMMITTEE WORK PROGRAMME
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES

1.0 The main function of the Committee in accordance with the Local Government (Wales) Measure 2011 is to review the adequacy of provision within the authority in terms of staff, accommodation and other resources to fulfil the duties and functions of democratic services.

The Committee's annual report submitted to the Council on 23rd May 2013 provided an overview of matters considered by the Committee during 2012/13 and forms the basis of the Committees Work Programme for this year.

It is recommended that the Committee focuses on the following matters at its next meeting:-

- The Member Development and Training Plan
- Wales Charter for Member Support and Development
- Broadcasting of Meetings and Remote Attendance
- Modernising working practices and use of Ipads.

2.0 **Recommendation**

The Committee is requested to accept the report and to note that the work programme will be updated at the next meeting.

Huw Jones
Interim Head of Democratic Services
10/06/13

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