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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MAWRTH, 1 HYDREF, 2013 am 5 o'r gloch	TUESDAY, 1 OCTOBER 2013 at 5.00 p.m.
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 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 and P S Rogers (**Is-Gadeirydd/Vice-Chair**)

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 2 July, 2013.

3 WEB CASTING AND REMOTE ACCESS (Pages 5 - 10)

To submit a joint report by the Interim Head of Democratic Services and the ICT Services Manager in relation to the above.

4 MEMBER TRAINING AND DEVELOPMENT PLAN

To submit a report by the Senior HR Development Officer in relation to the above.
(REPORT TO FOLLOW)

5 PERSONAL DEVELOPMENT REVIEW FOR MEMBERS (Pages 11 - 12)

To submit a report by the Senior HR Development Officer in relation to the above.

**6 WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT -
PROGRESS REPORT (Pages 13 - 16)**

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

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 2 July 2013

PRESENT:	Councillor Vaughan Hughes (Chair) Councillors D R Hughes, R LI Jones, Richard Owain Jones, R.Meirion Jones, R G Parry OBE, J A Roberts and P S Rogers
IN ATTENDANCE:	Interim Head of Democratic Services, Senior HR Development Officer (MW), Committee Officer (MEH)
APOLOGIES:	Councillors Dylan Rees, Dafydd Rhys Thomas
ALSO PRESENT:	None

1 ELECTION OF VICE-CHAIRPERSON

Councillor Peter S. Rogers was elected Vice-Chair.

2 DECLARATION OF INTEREST

No declaration of interest received.

3 MINUTES

The minutes of the meeting held on 24 April, 2013 were confirmed.

4 MEMBER DEVELOPMENT PLAN 2013/14

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

He noted that the remit of the Committee includes responsibility for the Member Training and Development Programme and the context and detail of the Member Development Plan for the current financial year as was reported to the County Council on 23rd May, 2013.

In line with past practice it is appropriate for the Committee to nominate one of its members to act as Member Development Champion. It was recommended that the Chair of the Democratic Services Committee assumes this role.

To demonstrate that the Authority's commitment to Member Development, Personal Development Reviews was 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.

The Senior HR Development Officer gave a brief background on the Training afforded to elected Members since the local government elections in May.

Members raised the issue that there had been numerous training sessions for members to attend during the past 2 months. It was suggested that consideration should be given to convene evening meetings and training during the evenings. The Interim Head of Democratic Services responded that the matter is being considered.

RESOLVED

- **To confirm that the Chairman of this Committee be nominated as Member Development Champion;**
- **To note that the Training Programme will be a standard item on the Committee agenda;**
- **To note the focus on personal development reviews for Members as part of the programme.**

5 WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

Submitted – a progress report by the Interim Head of Democratic Services in relation to the Member Development Charter.

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 practice. 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.

RESOLVED

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

6 BROADCASTING OF MEETINGS AND REMOTE ACCESS

Submitted – a report by the Interim Head of Democratic Services in relation to broadcasting of meetings and remote access.

The Officer reported that 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 £40k 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 2013/2014. There is no guarantee of grant funding for future years.

At present audio recordings of proceedings at the Planning and Orders Committee are posted to the Council website and has not been extended to other Committees. With regard to webcasting, there are various issues, technical and non-technical which need to be addressed in order to take full advantage of webcasting Council meetings and future requirements in relation to remote access.

The grant for £500 allocated for each Community Council to develop websites will be discussed further with One Voice Wales

The Interim Head of Democratic Services noted that a detailed update report will be submitted to the next meeting of this Committee in relation to the item.

Members noted concerns that the costs of broadcasting and remote access would need to borne by the Council in the future. .

RESOLVED to note the report and that a detailed joint report will be submitted by the Interim Head of Democratic Service and the ICT Services Manager.

7 MEMBERS ANNUAL REPORT

Submitted – a report by the Interim Head of Democratic Services in relation to the requirement of Members Annual Reports.

The Interim Head of Democratic Services reported that it is understood from the Welsh Government that Statutory Guidance on Annual Reports will be issued soon. The method of publishing the report is up to the authority to decide, with the minimum requirement to link the report to the individual member's section on the authority website. Guidance notes have been prepared to assist members prepare annual report which was attached to the report as Appendix 2. 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.

RESOLVED

- **To note the report;**
- **To adopt the proposed template and accompanying guidance at appendix 2 and 3 and authorise the Interim Head of Democratic Services to issue guidance to Members and arrange briefing sessions in accordance with the timescale set out in the report;**
- **That political groups be requested to actively promote the completion of Annual Reports by all of their members.**

8 COMMITTEE WORK PROGRAMME 2013/14

Submitted – a report by the Interim Head of Democratic Services in relation to the Committee's Work Programme.

He 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

RESOLVED to accept the report and to note the work programme.

The meeting concluded at 3.10 p.m.

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	1 OCTOBER 2013
TITLE:	WEBCASTING OF MEETINGS AND REMOTE ATTENDANCE
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES/ICT MANAGER
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1. Background

1.1 The webcasting 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. However, webcasting is not a legislative requirement but is strongly supported by Welsh Government.

2. Welsh Authorities current position

2.1 At present some Councils in Wales webcast Council meetings including:

- **Cardiff** webcast their Council meetings only (hosted by Public-i)
- **Carmarthenshire** webcast their Council meetings only (hosted by Public-i)
- **Powys** has used Public-i for meetings of high public interest.
- **Brecon Beacons NPA** webcast all their major meetings using a system provided by Public-i, on an 18 month pilot, funded by the Information Commissioners Office.

3. The Council's position

3.1 As reported to the Democratic Services Committee on 1 July 2013. The Welsh Government has now offered a grant of £40,000 to each Council to assist the promotion of local democracy and public engagement. The purpose of the funding is to enable Councils "to make particular arrangements to broadcast council meetings, introduce remote attendance at council meetings, and assisting community councils to publish information on and be contactable through the Internet." An additional £20,000 of funding is allocated to assist community councils to set up websites. This allocation is currently being distributed to Community Councils.

- 3.2 The funding has a condition that the Authority must webcast at least a meeting(s) during 2013/14 and provide a remote attendance service. There is no guarantee of grant funding in future years

4. Remote Attendance

- 4.1 The Local Government (Wales) Measure 2011 places a requirement on local authorities to put arrangements in place for Members to participate in meetings remotely. This requirement has not yet been enacted but is likely to be scheduled for the Spring of 2014. Draft guidance on remote attendance has been received for consultation and it is envisaged that the final guidance will be published shortly.
- 4.2 The Council's Standing Orders will need to be amended once Section 4 of the Measure is enacted to include an enabling provision in relation to remote access.
- 4.3 The draft guidance does give some flexibility in allowing each local authority to determine which types of meetings can be attended remotely and how this is effected. Advice received from the Welsh Government leaves it to local Authorities to determine how to take this forward and the extent. This approach will satisfy the terms of the grant. Welsh Government are encouraging local authorities to trial remote access. Implementing remote access from a remote location such as a library or even another room in the Council Office is a realistic option for an area such as Ynys Môn and would enable us to comply with the requirement of the grant. The use of desk top video conferencing is being considered for this purpose.

5. Webcasting

- 5.1 Webcasting would allow meetings of the Council to be available to view over the internet by way of streaming media. The website would allow the public to view the meetings live or later through the website via an archive, all the audience needs is a device with an internet connection. Interface with Modern.gov management systems is being considered to facilitate engagement.
- 5.2 Typically, Councils using webcasts report that the number of people watching live is higher than the number of people who actually attend meetings, and that significantly higher numbers of people watch archived material as opposed to those that watch live.
- 5.3 The equipment would consist of a computer system with a series of cameras set up in the Chamber which automatically focus on the Member speaking when the button is pressed on his/her microphone.

6.0 Benefits

- 6.1 There are a number of benefits to promote local democracy through web-casting:
- View meetings live, which may be helpful for people who have difficulty travelling to attend the meeting or who may otherwise prefer to watch from another location

- Replay meetings after they have taken place, which may be helpful when the meeting time or location is inconvenient
- Search for, and view, particular speakers or agenda items
- Transparent governance and accountability
- Improved citizen engagement, particularly with the younger generation
- Improved understanding of the democratic process for example understanding of planning decisions
- Enables LG (Wales) Measure requirement for engaging public in Scrutiny
- Incentive for high standards of member attendance, engagement and conduct at meetings
- Effective means of communicating to officers and other members information and decisions
- As many council officers rarely have the opportunity to attend or observe formal council meetings, webcasting provides a valuable opportunity for more officers to view and understand council meetings and the democratic process, and webcasting (and archived meetings) could also be a useful part of officer induction and training.
- Opportunities for members to learn from peer observation and inform potential candidates about their role to encourage democratic renewal.

7. Resource Implications

- 7.1 Informal discussions have taken place with leading suppliers in order to gain a better understanding of the proposals, the costs involved and whether webcasting is a feasible option. Indicative costs for a managed service suggest that the grant would fund a 2 year pilot for a hosted solution, based on annual costs of around £18k per annum, but this is dependent on a number of factors (e.g number of hours for webcasting, number of cameras and the sophistication of the hardware provided).
- 7.2 The costs are indicative only and include support and up to 90 hours of broadcasting content per year. This is based on the broadcasting of 4 Council meetings per year, 12 Executive Committee meetings and 12 Planning Committee meetings.
- 7.3 Members may wish to take a view on the extent of broadcasting meetings or to limit webcasting e.g. to meetings of a particular committee as part of a pilot. This would have a bearing on costs. Group Leaders are being consulted on this aspect.

- 7.4 A webcasting hosted solution is recommended as this includes equipment upgrades.
- 7.5 Beyond year 2 there would be a demand for revenue funding of approximately £15k per year for a hosted solution should the Council decide to continue with webcasting.

8. Staffing and Members

- 8.1 Staff resources will be required to prepare for each meeting in setting up equipment to record and checking the links to the provider prior to the meeting, inputting relevant documents on the web page prior to the meeting, ensuring the equipment is operating correctly during the meeting. Following the meeting, placing the recording in the archive on the Council's site with all relevant matters being time linked etc for the meeting. Staff within Democratic Services will need to undergo training to undertake these additional roles in liaison with ITC Staff
- 8.2 In addition, there may be additional demands on the Translation Unit to service meetings and arrange translation of proceedings for the purposes of webcasting
- 8.3 The introduction of webcasting is likely to have a significant impact on Members and it would be necessary to invest considerable effort into ensuring buy-in and overcoming any potential concerns or difficulties that they may have. Webcasting could have impact on the governance of council meetings. Webcasting providers include training as part of the implementation and this would have to be tailored to take account of member concerns and needs. It would also be necessary to put in place member an on-going training programme and this would entail costs particularly if it was extended to cover media training and presentation skills.

9. Risks

- 9.1 The risk associated with not installing any system will be that the Council may find itself in a position where the potential for enhancing public access is lost, possibly at the same time when other Councils in Wales are moving forward.
- 9.2 There is no doubt that the Welsh Government is strongly encouraging authorities to embrace this concept.
- 9.3 The risk with providing the system is mainly around funding, particularly at this time when the Council budget is under severe pressure. Grant funding is available to initiate a 2 year pilot, and towards the ends of the pilot period, it is recommended that a review be undertaken to establish whether the webcasting of meetings had been successful in promoting local democracy and public engagement. Following consideration of the review the Council would decide whether to continue with this service for the ongoing provision of webcasting for the following year(s).

10. Recommendations

- 10.1 That the Democratic Services Committee recommends to Council:

- To proceed with the Webcasting of meetings for a 2 year pilot period in order to utilise Welsh Government funding, taking account of comments in para. 7.3 on the extent of broadcasting.
- To authorise the Interim Head of Democratic Services and ICT Manager to procure the necessary equipment based on a hosted solution.
- To note the position in relation to remote access as detailed in section 4 above.

Huw Jones
Interim Head of Democratic Services
16/09/13

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	1 OCTOBER 2013
TITLE:	PERSONAL DEVELOPMENT REVIEWS FOR MEMBERS
AUTHOR:	SENIOR HR DEVELOPMENT OFFICER
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1. The Welsh Government's Statutory Guidelines (that accompany the Local Government (Wales) Measure 2011) for reviewing personal development notes the following key principles:
 - Every member of the authority must be offered the opportunity to have their training and development needs reviewed on an annual basis.
 - The review must include an opportunity for a pre-planned interview between the member and a suitably qualified person.
 - Local authorities may consider detailing the outcome of the interview in an agreed plan noting the training and development needs for the year ahead.
 - The personal development plan is provided for the member and signed by both the member and the reviewer. This is a private document which is not expected to be published by the authority or the member, although the member is free to publish details in his annual report of any training and development opportunities he benefited from if he wishes to do so.
 - Role descriptions can be used as a guide as to the skills required by the relevant member.
 - The review is an assessment of training and development needs, not a performance review or an assessment of how well or badly a member has fulfilled their duties.
 - It is a matter for the local authority to determine who could be considered a suitably qualified person to hold interviews.

- 2.0 As part of the annual training and development plan adopted by the Council in May 2013 there is a commitment to support Members to undertake personal development reviews (PDR's). PDR's were introduced initially during 2011/12 to support the Council's work towards meeting the requirements of the Wales Charter for Member Support and Development.

- 2.1 PDR's are an important element of Member Development and contribute towards updating tailored plans for individual Members and the Council's wider Development Plan. This process helps to identify any mentoring support that may benefit the work of Members.

2.2 Development sessions for Members on the PDR process are being arranged for early October with support provided by the WLGA. The envisaged timescale for conducting PDR is Q3.

3.0 **Recommendation**

3.1 The Committee is requested to note the information in this report and that progress be reported to the next meeting.

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	1 OCTOBER 2013
TITLE:	PROGRESS REPORT – MEMBER DEVELOPMENT CHARTER
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES
PORTFOLIO HOLDER:	COUNCILLOR VAUGHAN HUGHES

1.0 Background

A report was submitted to the July meeting of this Committee to update Members on progress in relation to the Council's submission for Charter Status. In accordance with the Committee's decision, the Interim Head of Democratic Services updated the WLGA on progress. Initial feedback has been received and certain criteria appears to be satisfied. Progress is summarised in the attached schedule.

2.0 Recommendations

- To authorise the Interim Head of Democratic Services to update the WLGA as per the attached schedule.
- To note that an item will be included on the agenda of the next committee in relation to the Charter application.

Huw Jones
Interim Head of Democratic Services
19/09/13

CRITERIA	UPDATE SINCE THE LAST MEETING
<p>A1. Members are supported with role descriptions</p>	<p>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.</p> <p>Current Position</p> <p>WLGA guidance on representation on Outside Bodies has been issued to all Members. Liaison with Outside Bodies on specific role descriptions has not yet been completed. The aim will be to provide Members with a relevant role description during Q3.</p>
<p>B2. Arrangements are in place for all members to be offered a PDR.</p>	<p>This is addressed in the training and development plan adopted by the Council at the 23rd May 2013 meeting. Personal Development Reviews are scheduled for Q3.</p> <p>Current Position</p> <p>There is a separate report to this Committee on PDR's.</p>
<p>B3. There is a clear programme for councillors is in place with a mechanism for its annual review.</p>	<p>Training and development plan for 2013/14 adopted by the Council on 23/05/13. Standard item on Democratic Services Committee to monitor progress.</p> <p>Current Position</p> <p>There is a standard item on the Committee on the Training and Development Plan.</p>
<p>B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring outcomes</p>	<p>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.</p>
<p>B8. Members are offered the opportunity to be monitored by member peers.</p>	<p>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 and shadow Executive</p>

	<p>to identify needs.</p> <p>Current Position</p> <p>The PDR process will provide an opportunity to receive feedback from Members on mentoring support.</p>
<p>C2. Arrangements made for the business of the council are flexible and enable members to participate fully regardless of personal circumstances.</p>	<p>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.</p> <p>Current Position</p> <p>This will be reported to the County Council in October 2013.</p>
<p>C3. Contact management and communication (systems to support Members casework etc)</p>	<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> <p>Current Position</p> <p>No further action is envisaged at this stage.</p>

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