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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Richard Parry Jones, BA, MA.
Prif Weithredwr – Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

Ffôn / tel (01248) 752500
Ffacs / fax (01248) 750839

RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 26 MAWRTH, 2014 am 2 o'r gloch	WEDNESDAY, 26 MARCH 2014 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, Victor 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

A G E N D A

1 ELECTION OF VICE-CHAIR

To elect a Vice-Chair.

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 - 4)

To submit, for confirmation, the minutes of the meeting held on 30 January, 2014.

4 MEMBER DEVELOPMENT CHARTER (Pages 5 - 6)

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

5 WEBCASTING OF MEETINGS AND REMOTE ATTENDANCE (Pages 7 - 8)

To submit an update report by the Interim Head of Democratic Services in relation to the above.

6 WEBSITES FOR TOWN AND COMMUNITY COUNCILS (Pages 9 - 10)

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

7 MEMBERS ANNUAL REPORT (Pages 11 - 12)

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

8 MEMBER DEVELOPMENT PROGRAMME AND PERSONAL DEVELOPMENT REVIEW

To receive a verbal report by the Senior Human Resources Development Officer in relation to the above.

9 COMMITTEE WORK PROGRAMME 2014/2015 (Pages 13 - 14)

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

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 30 January 2014

PRESENT:	Councillor Vaughan Hughes (Chair) Councillors Victor Hughes, R LI Jones, R G Parry OBE and Dylan Rees
IN ATTENDANCE:	Interim Head of Democratic Services (JHJ), Head of Function (Resources) and Secion 151 Officer (CW), Committee Officer (MEH), Administrative Assistant/Committee Officer (SC).
APOLOGIES:	Councillors Derlwyn Rees Hughes, R.Meirion Jones, Dafydd Rhys Thomas
ALSO PRESENT:	Councillors Trefor Lloyd Hughes, Aled Morris Jones.

The Chair expressed his deepest sympathy with Mr Ieuan Wyn Jones, the former Assembly Member and previous Member of Parliament for Ynys Môn in the loss of his wife Eirian. Members and officers stood in silence as a mark of respect.

1 ELECTION OF VICE-CHAIR

It was agreed that due to the lack of attendance at the meeting it was RESOLVED to postpone the election of Vice-Chair until the next meeting.

2 DECLARATION OF INTEREST

No declaration of interest received.

3 MINUTES

The minutes of the meeting held on 1st October, 2013 were confirmed as correct.

4 CONSULTATION ON BUDGET PROPOSALS 2014/15

The Interim Head of Democratic Services gave a summary of the proposed savings in relation to Democratic Services. He noted that the Corporate Scrutiny Committee at its meeting held on 14th January, 2014 has scrutinised the budget savings affecting Corporate Services and an extract from the minutes was attached to the report to this Committee for information.

Members of the Committee raised the following main issues with regard to proposed savings :-

- Concerns raised at the proposals affecting the civic and ceremonial budget and impact on the annual civic events programme. In relation to this budget the Interim Head of Democratic Services advised that the main expenditure relates to the Chairman's Civic Sunday Service and the Annual re-enactment of the Freedom of the County Ceremony to the RAF. Members considered that there was scope to review the expenditure by reducing associated catering costs;
- Concerns raised at the proposals affecting the Anglesey Show. The Interim Head of Democratic Services advised that the main area of expenditure was the hiring of the Councils marquee at the Show and associated service costs. Members

considered that there was scope to review expenditure associated within this budget;

- The deletion of the vacant post of Scrutiny Officer was raised. It was noted that the Williams Report published recently highlighted the importance of scrutiny, and the Councils scrutiny arrangements should be adequately supported. In addition reference was made to a need to review the number of items on Scrutiny Committee agendas to allow for meaningful scrutiny. It was advised that this would be discussed further with the Chairs and Vice-Chairs of each Committee as part of reviewing work programmes.

RESOLVED to accept the report and to forward the above issues raised to the Executive.

5 WEBCASTING OF MEETINGS AND REMOTE ATTENDANCE

Submitted -The report by the Interim Head of Democratic Services. A report setting out the context and proposals for webcasting of meetings and remote attendance was considered by this Committee on 1st October, 2013.

The Interim Head of Democratic Services reported that the County Council resolved on 10th October to proceed with the webcasting of meetings for a 2 year pilot. It is proposed to commence webcasting of the Executive on 17th March followed by the Planning and Orders Committee and the full Council. Training will need to be arranged for Members and Staff on the webcasting provision. Following a competitive tendering process Public-i was awarded the contract. Public-i are already providing a service for Cardiff, Carmarthenshire and Wrexham Councils.

He further stated that final guidance on remote attendance was expected by the end of the month by Welsh Government. This will need to be reported to the Executive and Council in due course to make provision in the Constitution which allows remote attendance for members so they can take part in meetings if required.

RESOLVED

- **To note progress as detailed within the report on the broadcasting of meetings to commence in March 2014.**
- **To note the current position in relation to remote attendance.**

6 TOWN AND COMMUNITY COUNCILS WEBSITE DEVELOPMENT

Submitted - The report by the Interim Head of Democratic Services stating that the Welsh Government has allocated funding to County Councils to offer a grant of up to £500 each for town and community councils, including those who already have a website, to be spent on website development.

The purpose of this grant is to assist town and community councils to prepare for the Local Government (Democracy) (Wales) Act 2013, which contains provisions which would require each community council to publish information on a website.

The Interim Head of Democratic Services at the meeting on 1st October 2013 reported that £20,000 of funding had been allocated to assist Anglesey's town and community councils to develop websites and the allocation was being distributed.

The Interim Head of Democratic Services explained the current position regarding the grant:-

- 23 councils out of 40 have claimed the grant;
- 6 had intending to claim the grant or are considering the matter;
- 11 did not intend to claim the grant.

He explained that the Welsh Government may be relaxing the guidelines terms of using of the grant and further guidance was expected from the Welsh Government.

RESOLVED - To note the current position.

7 MEMBER TRAINING DEVELOPMENT PLAN

Submitted -The report by the Senior Human Resources Development Officer providing an update of the progress of the development opportunities offered to Elected Members since their election in May 2013.

The Development Plan for 2013/14 adopted in May 2013, is an evolving document, amended to reflect the needs of Elected Members and the Authority. The training included sessions for Elected Members, Lay Members, Town and Community Councils on the Code of Conduct.

The majority of training identified on the development plan has been completed. A total of 34 formal sessions were organised between May and December 2013.

As previously reported, the Authority is committed to further support Members in their roles, by introducing Personal Development Reviews (PDR), this will also meet the requirements of the Wales Charter for Member Support and Development.

The Senior Human Resources Development Officer provided an update on the report on the Development Plan submitted to Council last May.

In relation to delivery she noted that some training has been provided by Unllais Cymru for Town and Community Councils. In respect of training for elected members, officers have been delivering some of training, thereby reducing costs and also the WLGA.

Members questioned the possibility of providing training through the medium of Welsh. The Officer responded that the training was provided through the WLGA, which is free of charge. Every effort will be made to arrange Welsh speaking training provision.

RESOLVED to note the report.

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	26 MARCH 2014
TITLE:	MEMBER DEVELOPMENT CHARTER
PURPOSE OF REPORT:	TO REPORT ON PROGRESS IN RELATION TO THE MEMBER DEVELOPMENT CHARTER
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES

1.0 Background

1.1 This Committee has received regular reports on work associated with meeting the requirements of the WLGA Charter for Member Support and Development.

1.2 As Members are aware, the Council has now met the necessary requirements and has been awarded the Standard Charter. This award was presented to the Council on the 6th March 2014.

1.3 In terms of the self-assessment process, the Council was required to produce evidence against a set criteria:

- Member Roles and Responsibilities
- Member Development
- Member Support
- Member Facilities

1.4 The award itself has been granted for a period of 3 years. Reassessment will be assessed through written submission.

1.5 During the term of this Council there is scope for the Council to work towards meeting the Advanced Charter Level which is a new award developed by the WLGA – The Good Practice and Innovation Award for Member Support and Development.

1.6 Sustaining progress on Member Development and support following the awarding of the Charter is an important role for this Committee and forms part of the work programme for the year ahead. There is also an opportunity to share

best practice through the WLGA network arrangements to inform the Committee on further areas for improvement and development.

2. Recommendation

2.1 To note the content of the report.

Huw Jones
Interim Head of Democratic Services
17/03/14

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	26 MARCH 2014
TITLE:	WEBCASTING OF MEETINGS AND REMOTE ATTENDANCE
PURPOSE OF REPORT:	TO REPORT ON PROGRESS IN RELATION TO WEBCASTING AND REMOTE ATTENDANCE
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES

1.0 Background

- 1.1 Members will recall that a progress report was submitted to the meeting of this Committee on 30th January 2014 and details of the proposed implementation plan outlined.
- 1.2 In view of the need to report to the Executive on the 17th February in relation to the procurement exercise undertaken it has been necessary to reschedule the implementation to the first quarter of 2014/15 as follows:

Task	Due Date
Installation of equipment in Council Chamber	22 – 25 April
Training for Members and Staff on the Public-i Webcasting solution	To commence early May 2014
System fully operational	June 2014

- 1.3 This means that webcasting is scheduled to commence in June 2014 with the Executive Committee earmarked for this purpose.

2.0 Remote Attendance

- 2.1 In relation to the above, the present position is that the relevant commencement order has been made bringing Remote Attendance into force on the 28th February 2014. The associated guidance is now awaited from Welsh

Government, the Council's Constitution will need to include provision on this matter. This is currently scheduled for reporting to the Executive in May 2014.

3.0 Recommendations

- i) To note progress as detailed in this report on the broadcasting of meetings to commence in June 2014 (para 1.3);
- ii) To note the current position in relation to remote attendance (Para 2.1).

Huw Jones
Interim Head of Democratic Services
14/03/14

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	26 March 2014
Title:	Town and Community Councils Website Development Grant – update
Author:	Interim Head of Democratic Services

1.0 Background

- 1.1 The Welsh Government has allocated funding to County Councils to offer a grant of up to £500 each for town and community councils, including those who already have a website, to be spent on website development.
- 1.2 The purpose of this grant was to assist town and community councils to prepare for the Local Government (Democracy) (Wales) Act 2013, which contains provisions which would require each community council to publish information on a website.
- 1.3 I reported to this Committee on 1 October 2013 that £20,000 of funding had been allocated to assist Anglesey's town and community councils to develop websites and that the allocation was being distributed to community councils. A progress report was submitted to this Committee on 30 January 2014.

2.0 Current Position

- 2.1 The original guidance issued by the Welsh Government stated that the funding needed to be used before the end of the current financial year. Local authorities have now been authorised by Welsh Government to carry over the funding for use during 2014/15. This reason behind this is to offer more flexibility and to better prepare town and community councils for the requirement to have a website once the relevant sections of the Local Government Democracy (Wales) Act 2013 are brought into force in 2015.
- 2.2 The current position with regard to the allocation of the grant is as follows:
 - 25 councils have claimed the grant
 - 4 councils have notified us either of their intention to claim the grant or that they are still considering the matter
 - 11 councils have notified us that they do not intend to claim the grant
- 2.3 It is intended to seek assistance from One Voice Wales to encourage and support those community councils that have not yet claimed the grant to take advantage of this offer.

3.0 Recommendation

The Committee is requested to note the current position.

Huw Jones
Interim Head of Democratic Services

18 March 2014

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	26 MARCH 2014
TITLE:	MEMBERS ANNUAL REPORTS
PURPOSE OF REPORT:	TO UPDATE THE COMMITTEE ON PROGRESS
AUTHOR:	INTERIM HEAD OF DEMOCRATIC SERVICES

1. Background

- 1.1 I reported to this Committee on the 4th February 2013 and 2nd July 2013 on Section 5 of the Local Government (Wales) Measure 2011 which places an obligation on the Council to ensure that arrangements are in place for Members to make an annual report on their Council activity during the previous year. This includes any Member of the Council's Executive to be able to report on their executive activities also. Reports produced by members must be published by the Council.
- 1.2 Guidance notes and a template for Members to produce an annual report have also been considered by this Committee and have been issued to all Members.
- 1.3 This is the first year that Members have been requested to produce an annual report and will cover the period up to March 2014. Reports have been requested by all Members by 9th April 2014 to allow for review by Democratic Services prior to publication on the Council's website in June 2014, at the latest.

2. RECOMMENDATION

- 2.1 The Democratic Services Committee is requested to note the current position as outlined in this report.

Huw Jones
Interim Head Democratic Services
14/03/14

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	26 MARCH 2014
TITLE:	COMMITTEE WORK PROGRAMME 2014/15
PURPOSE OF REPORT:	TO DISCUSS THE PROPOSED WORK PROGRAMME FOR 2014/15
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.

- 1.1 A report on the work of the Committee during 2013/14 will be submitted to the Council on the 8th May 2014.

- 1.2 In developing the Committee's work programme for 2014/15 it is recommended that focus should be on the following areas:
 - The Member Development and Training Plan including Personal Development Reviews;
 - Webcasting of meetings and remote attendance;
 - Local Government (Wales) Measure 2011;
 - Independent Remuneration Panel Annual Report;
 - Modernising working practices;
 - Budget for 2015/16 and impact on Democratic Services.

- 1.3 In addition, it is proposed to arrange a focus group for all Members during the first quarter of 2014/15 in order to receive feedback from Members on working practices to further inform the work programme.

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
17/03/14