

# DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 25 March 2015

- PRESENT:** Councillor Vaughan Hughes (Chair)  
Councillor Richard Owain Jones (Vice-Chair)
- Councillors Victor Hughes, R Meirion Jones, R G Parry, OBE,  
Dylan Rees, Dafydd Rhys Thomas
- IN ATTENDANCE:** Chief Executive  
Head of Function (Council Business)/Monitoring Officer  
Interim Head of Democratic Services  
Committee Officer (SC)
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### 1 DECLARATION OF INTEREST

The Interim Head of Democratic Services declared an interest in Item 7 on the agenda, and left the meeting during discussion.

### 2 MINUTES

The minutes of the meeting held on 29th January, 2015 were confirmed as correct.

### 3 INDEPENDENT REMUNERATION PANEL ANNUAL REPORT 2015/16

Submitted - a report by the Interim Head of Democratic Services on the IRP's Annual Report for 2015/16.

The Interim Head of Democratic Services noted that the matter would be considered before the full Council in May, 2015 for confirmation.

The Interim Head of Democratic Services referred to a discretion concerning the Chair and Vice-Chair's allowances, and further discussions would be conducted with Group Leaders, before submitting recommendations to the County Council.

The Interim Head of Democratic Services also referred to the requirement for the Democratic Services Committee to review support for members to fulfil their duties efficiently in specific areas such as IT.

#### RESOLVED:-

- To note the determinations made by the IRP with regard to member support for 2015/16;
- That the IRP Annual Report be presented to full Council in May, 2015;
- To authorise the Interim Head of Democratic Service to seek Members' views on the adequacy of support to enable them to fulfil their duties

**effectively. This matter will be report back to committee as part of its work programme for 2015/16.**

#### **4 MEMBERS' ANNUAL REPORT**

Submitted - a report by the Interim Head of Democratic Services in relation to Members' Annual Reports for 2014/15.

The Interim Head of Democratic Services noted that a progress report was submitted to the last meeting of this Committee requesting the Committee's views on the proposed arrangements for the preparation of Members' Annual Reports for 2014/15.

The Interim Head of Democratic Services further reported that on 12th March, 2015, a report was submitted to the Standards Committee on a review of Council registers that information on outside bodies on the Council website needed updating. There was scope to include information on outside bodies in Members' Annual Reports.

**RESOLVED to accept the report and that each annual report should list the outside bodies which are relevant to the member in question, together with the number of meetings arranged and number of meetings attended – this information to be provided by individual members.**

#### **5 WEBCASTING OF MEETINGS**

Submitted - a report by the Interim Head of Democratic Services summarising information regarding webcasting of meetings. He provided an update to the report submitted to the Committee on 2nd December, 2014.

The Interim Head of Democratic Services submitted an analysis of statistical information on the total views to date for meetings broadcast between June, 2014 and February, 2015, with 15,000 hits received during this period.

As part of its work programme for 2015/16, the Interim Head of Democratic Services reported that the Committee will need to consider future options regarding webcasting of meetings, since the 2 year pilot, funded by the Welsh Government will end in March, 2016. He stated that he would report back to Committee regarding options for the future, and explained that funding would no longer be available after the pilot period. He reported that there would be costs involved with resources and staffing.

The Interim Head of Democratic Services referred to the White Paper on reforming Local Government in Wales and the intention to legislate in the future.

**RESOLVED to accept the report and that a report of webcasting be submitted to the next meeting.**

**6 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** to adopt the following:-

**“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test”.**

**7 APPOINTMENT OF HEAD OF DEMOCRATIC SERVICES**

Submitted - an extract from the minutes of the Appointments Committee held on 27th January, 2015 together the report of the Head of Function (Council Business)/ Monitoring Officer as submitted to the above Committee.

**RESOLVED** to formally confirm the appointment of the current Interim Head of Democratic Services to the permanent position of Head of Democratic Services at the salary stated in the report.

The meeting concluded at 2.30 pm

**COUNCILLOR VAUGHAN HUGHES  
CHAIR**