

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 29th January, 2015

- PRESENT:** Councillor Vaughan Hughes (Chair)
- Councillors Derlwyn Hughes, Victor Hughes, Richard O Jones, R G Parry, OBE, Dafydd Rhys Thomas
- IN ATTENDANCE:** Interim Head of Democratic Services
Committee Officer (SC)
- APOLOGIES:** Councillors R Meirion Jones, Dylan Rees, J Arwel Roberts
Richard Dew (Portfolio Holder)
- ALSO PRESENT:** Councillors Kenneth P Hughes, Alwyn Rowlands (Portfolio Holders)
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1 DECLARATION OF INTEREST

None received.

2 MINUTES

The minutes of the meeting held on 2nd December, 2014 were confirmed as correct, subject to the name of Councillor R O Jones being included on the list of Members present.

3 BUDGET CONSULTATION 2015/16

Consideration was given to a report by the Interim Head of Democratic Services referring to the Budget Consultation and Draft Budget Proposals for 2015/16.

Specific reference was made to a report submitted to the Executive on the 15th December, 2014, and efficiency proposals detailed in Appendix B relating to Democratic Services. Savings within the Committees Section to reduce printing and postage costs are being proposed by Democratic Services following the rollout of i-pads for Members and savings achieved.

RESOLVED to endorse the proposed savings.

4 MEMBERS' ANNUAL REPORT

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

The report refers to a review of Annual Reports produced by Members and undertaken by the Minister for Public Services, noting a mixed picture in terms of the number of annual reports published for 2013/14 and noting that only Anglesey and another Authority had published Annual Reports for all its Members.

The Interim Head of Democratic Services requested that Members prepare their second annual report for 2014/15, with Members receiving a simplified version of the template. He stated that officers would be collating statistical information on attendance at meetings for the Council's main committees and sub-committees. The template would be circulated to Members during March for Members to submit draft reports by the 10th April, 2015, and finalised reports published at the end of June on the Council's website.

The Chair referred to attendance at meetings, and the difficulty expressed by some Members to attend meetings due to personal circumstances. It was agreed that the Interim Head of Democratic Services prepares a footnote on the report template stating that Members' attendance at meetings is dependent on work commitments.

The Interim Head of Democratic Services proposed that meetings in future be held on Mondays, Tuesdays and Wednesdays where possible, and Members welcomed this as a way forward. Proposals on the Committee timetable for 2015/16 would be submitted to Council in February, 2015.

RESOLVED to accept the report.

5 WLGA CONTINUING PROFESSIONAL DEVELOPMENT FOR COUNCILLORS: 2015

The Interim Head of Democratic Services reported that the WLGA has prepared guidance in the form of a draft competency framework to support Members in their roles. The framework describes the skills and knowledge required by elected Members together with their responsibilities, and is intended to be used by them when considering their need for professional development or reviewing their performance.

The Interim Head of Democratic Services reported that the WLGA has requested feedback from Members on the draft competency framework and made reference to the appendix to the report which refers to generic competencies required for the role of Members; Members' attitude towards leadership; the role of scrutiny committees etc.

The Interim Head of Democratic Services stated that Members have an opportunity to comment and amend the draft framework by the 4th March, 2015. The framework provided background information to assist with the preparation of Personal Development Reviews currently being undertaken by Members, which will inform the training needs plan for 2015/16.

RESOLVED to accept the competency framework prepared by the WLGA.

At the conclusion of the meeting, the Chairman reported that Sarah Titcombe of the WLGA had been involved in a recent car accident. The Committee wish to convey best wishes for a full and speedy recovery.

The meeting concluded at 2.45 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**