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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones
Prif Weithredwr/Chief Executive
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ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER 30 MEDI 2015 am 2.00 o'r gloch yp	WEDNESDAY 30 SEPTEMBER 2015 at 2.00 pm
YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGFNI	COMMITTEE ROOM 1 COUNCIL OFFICES LLANGFNI
Swyddog Pwyllgor	Shirley Cooke 01248 752514 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

Grwp Chwyldroad / Revolutionist Group

Peter S. Rogers

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 ELECTION OF VICE-CHAIR

To elect a Vice-Chair.

3 MINUTES (Pages 1 - 4)

To submit for confirmation, the minutes of the meeting held on 25th March, 2015.

4 WEBCASTING OF MEETINGS (Pages 5 - 8)

To submit the report of the Head of Democratic Services.

5 MEMBERS' ANNUAL REPORTS (Pages 9 - 12)

To submit the report of the Head of Democratic Services.

6 DIVERSITY IN DEMOCRACY (Pages 13 - 14)

To submit the report of the Head of Democratic Services.

7 COMMITTEE WORK PROGRAMME 2015/16 (Pages 15 - 16)

To submit the report of the Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 25th March, 2015

- PRESENT:** Councillor Vaughan Hughes (Chair)
Councillor Richard O 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)
-

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 REPORTS

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**

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	30 September, 2015
TITLE:	WEBCASTING
PURPOSE OF REPORT:	TO SEEK THE COMMITTEES VIEWS ON FUTURE WEBCASTING OF MEETINGS
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

1.0 Background and context

- 1.1 As part of the Welsh Government agenda to modernise local government and promote openness, each Local Authority in Wales received a one off grant of £40k towards webcasting of meetings. Confirmation has been received that there is no commitment to fund associated costs in the future.
- 1.2 The County Council awarded a 2 year contract to Public- i (which is providing a webcasting service for most authorities in Wales). The current contract ends in March 2016.
- 1.3 The Council has agreed to pilot the webcasting of:

County Council,
The Executive
Planning and Orders Committee
- 1.4 In relations to meetings that are streamed live the situation across Wales is similar – most authorities either webcast the above meetings or a combination thereof.
- 1.5 The webcasting of meetings commenced in June 2014 with the Executive following a period of testing and staff training.
- 1.6 Progress reports have been submitted to the Democratic Services Committee since the roll out of the pilot and statistics provided on the number of hits. Overall, as is evident from the latest analysis, viewing figures are encouraging, more so when there are specific issues of public interest discussed in committee. Analysis provided in **Enclosure 1** with over 32,000 hits (either live or archive)

1.7 It is clear that Welsh Assembly Government wish to enhance the use of technology to promote openness and cultural change in local government. The White Paper Reforming Local Government: Power to the People(February 2015) makes specific reference to legislating in the future requiring Authorities to broadcast meetings of full Council and Executive meeting on line and encourage the broadcasting of other committees .

2.0 Current context

2.1 The current contract is based on the broadcasting of 90 hours per year. This was based on the assumption that meetings listed above would last up to 3 hours. However, it has become clear that this was an overestimate and, in general, having assessed the length of meetings during the past 12 months meetings last around 1.5 hours. Also, it is important to note that some meetings or part thereof are held in private (especially special meetings when single issues are discussed), therefore, webcasting is kept to a minimum.

2.2 The current total number of hours of webcasting is roughly 40 hours per year which is far less than what was planned originally. Variations can occur e.g. when meetings last beyond 2 hours depending on subject matter and also the convening of special meetings when business is dealt with in public.

2.3 It is estimated that there will be a number of unused hours at the end of the current contract that could be rolled forward into 2016/17 to offset costs in part should webcasting continue.

2.4 Analysis of number of meetings during municipal year 2015 /16:

Meeting	Number of Meetings
Council	5
Executive	13
Planning and Orders Committee	12
Total	30 x 1.30hrs = 45 hours

2.5 The number of meetings referred to above does not factor in, any special/extraordinary meetings which are convened. Subject to the views of this committee on the extent of webcasting in the future. Assumptions are based on around 50 hours of streaming per year, if current arrangements are to continue, allowing for some contingency.

3.0 Demands on resources and potential usage

- 3.1 There are also staffing implications and demands on staff time associated with webcasting .There is a need for Democratic Services staff to be present at all meetings that are webcast - to operate the cameras and align the microphones.
- 3.2 Group Leaders and the Senior Leadership Group support the continuation of webcasting meetings that are currently piloted in order to promote transparency and openness in decision making.
- 3.3 It will be necessary to report on financial aspects to the Executive once this Committee has taken a view on the way forward. There is no budget beyond a balance of approximately £7k available from the Welsh Government Grant to meet in part costs for 2016/17.
- 3.4 Officers have been tasked to consider options and costs of webcasting meetings e.g. use of social media etc. to minimise costs.

Recommendation

The Committee's views are requested on webcasting meetings in the future.

Huw Jones
Head of Democratic Services
15/09/15

Enclosure 1**The Executive: June 2014 – July 2015**

Date Meeting	Live	Archive	Total Hits
9 th June, 2014	161	2854	3015
14 th July, 2014	64	1363	1427
8 th September, 2014	32	888	920
20 th October, 2014	25	462	492
3 rd November, 2014	45	497	542
1 st December, 2014	12	775	787
15 th December, 2014	29	770	799
12 th January, 2015	32	693	725
9 th February, 2015	21	638	659
16 th February, 2015	22	704	726
16 th March, 2015	30	1527	1557
20 th April, 2015	0	643	643
26 th May, 2015	9	389	398
15 th June, 2015	14	341	355
2 nd July, 2015	54	506	560
20 th July, 2015	24	355	379

Planning and Orders Committee: September 2014 – July 2015

Date Meeting	Live	Archive	Total Hits
3 rd September, 2014	32	1136	1168
1 st October, 2014	57	1108	1165
5 th November, 2014	42	757	799
3 rd December, 2014	32	775	807
7 th January, 2015	63	1110	1173
4 th February, 2015	26	814	840
4 th March, 2015	32	1042	1074
1 st April, 2015	26	714	740
13 th May, 2015	72	656	728
3 rd June, 2015	110	995	1105
1 st July, 2015	18	451	469
29 th July, 2015	112	735	847

Isle of Anglesey County Council: July, 2014 – May, 2015

Date Meeting	Live	Archive	Total Hits
29 th July, 2014	28	1061	1089
30 th September, 2014	74	676	750
9 th October, 2014	No record		
4 th December, 2014 (10:00am)	82	700	782
4 th December, 2014 (2:00pm)	48	646	598
20 th January, 2015	2	517	519
4 th February, 2015	3	555	558
26 th February, 2015	60	127	780
30 th March, 2015	5	474	479
7 th April, 2015	5	581	586
14 th May, 2015 (10:30am)	53	561	614
14 th May, 2015 (2:00pm)	32	639	671
			Total 32325

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	30 September 2015
Title:	Members' Annual Reports
Author:	Head of Democratic Services
Purpose of the report:	To inform the Committee of progress with regard to publishing Annual Reports for 2014/15 and the proposed arrangements for publishing 2015/16 Annual Reports.

1.0 Background

- 1.1 I have previously reported to this Committee 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 prepare annual reports.
- 1.2 I submitted reports to the last two meetings of this Committee with regard to the proposed arrangements for the preparation of Members' Annual Reports for 2014/15.

2.0 Publishing Annual Reports for 2014/15

- 2.1 A template (see **Appendix 1**) was sent to each Member on 2 April 2015. This was later than the original timescale (ie the third week in March) to enable us to include information on attendance at committee meetings up to the end of March 2015.
- 2.2 Annual reports by all Members have by now been published on our website on the following link:

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-annual-report-?redirect=false>
- 2.3 However, we failed to publish all the reports within the original deadline of 30 June 2015. Group Leaders will need to be asked to ensure that Members adhere to the timescale for next year's reports.

3.0 Publishing Annual Reports for 2015/16

- 3.1. It is intended to follow the following timescale for publishing 2015/16 Annual Reports:

- Circulate template to Members – **by 22 April 2016** (the template to include details of each Member's attendance at main committees, sub-committees, meetings of outside bodies and any learning and development sessions attended).
- Members to forward draft reports to Democratic Services – **by 20 May 2016**.
- Complete and publish reports on the Council's website – **by 30 June 2016**.

4.0 Recommendation

The Committee is requested:

- 4.1 to note the position with regard to publishing Members' Annual Reports for 2014/15.
- 4.2 to comment on the proposed arrangements for publishing Members' Annual Reports for 2015/16.

Huw Jones
Head of Democratic Services

21 September 2015

Member's Annual Report 2014/15

This is the report by the Councillor below regarding his key activities over the year ending 31 March 2015. 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:

Group:

Ward:

1 - Role & Responsibilities

Between April 2014 and March 2015, I sat on the following main committees / sub-committees:	¹ Attendance Figures

The statistics provided are relevant only to the committees listed in this table. The statistics do not include attendance at other meetings related to the work of the Council.

Attendance levels may vary due to the nature of work and responsibilities of members - as portfolio holder, committee chair or representing the Council on outside bodies, for example.

I am a member of the Isle of Anglesey Charitable Trust (I attended meetings).

I represent the Council on the following outside bodies:	Number of meetings arranged	Number attended

2 - Constituency Activity

¹ Attendance figures supplied by the Isle of Anglesey County Council

3 - Initiatives and Special Activities

4 - Learning and Development

I have attended the following learning and development initiatives during the past year (information supplied by the Isle of Anglesey County Council):

5 - Other Activities and Issues

Councillor	April 2015
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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	30 September, 2015
TITLE:	DIVERSIFYING DEMOCRACY IN LOCAL GOVERNMENT IN WALES
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

1.0 Background

1.1 I reported to this Committee on the 18th June 2014 in relation to the Expert Group on Diversity in Local Government established by the Minister for Local Government and Government Business. The Expert Group was tasked with examining the profile of Local Government and make recommendations on improving diversity in local government at the 2017 local election.

1.2 This report provides an update on progress as requested by the Committee.

1.3 The Work of the Expert Group has focused on:

- Improving the Local Government Candidates Survey
(a survey of successful and unsuccessful candidates at county and community elections in 2012)
- Mentoring for potential local government candidates
- Developing a publicity campaign
- Working with employers
- Supporting disabled candidates
- Exit interviews for Councillors

1.4 Welsh Government have recently published on line information relating to the Mentoring Programme. The official launch of the Programme was held on the 17 September, 2015. The programme seeks to offer individuals who are interested in standing for election access to one-to-one and group mentoring, training and support and an opportunity to shadow an existing Councillor.

- 1.5 In relation to this Authority, Councillor Carwyn Jones is the Diversity Champion. A North Wales network of Diversity Champions to support the work of the Expert Group has been established. Work to progress matters is being done in collaboration with the WLGA and One Voice Wales.
- 1.6 In preparing for the 2017 Local Elections on Ynys Môn, information produced by the Expert Group will be available for potential candidates and included on the Council website and through social media.

2.0 Recommendation

The Committee is requested to note the information in this report

Huw Jones
Head of Democratic Services
21/09/15

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	30 SEPTEMBER, 2015
TITLE:	COMMITTEE WORK PROGRAMME 2015/16
PURPOSE OF REPORT:	TO DISCUSS THE PROPOSED WORK PROGRAMME FOR 2015/16
AUTHOR:	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 Members will recall that a report on the work of the Committee during 2014/15 was submitted to the Council on the 14 May, 2015.
- 1.2 In relation to the work programme for 2015/16 it is recommended that focus should be on the following area:
- The Member Development and Training Plan including Personal Development Reviews;
 - Webcasting of meeting;
 - Members Annual Reports;
 - Independent Remuneration Panel Annual Report;
 - Adequacy of arrangements to support the roles of Members;
 - Budget for 2015/16 and impact on Democratic Services.

2.0 Recommendation

The Committee is requested to accept the report.

Huw Jones
Interim Head of Democratic Services
22/09/15

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