

# DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 20 March 2018

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)  
Councillor Vaughan Hughes (Vice-Chair)
- Councillors Richard Griffiths, Eric Wyn Jones, Bob Parry OBE  
FRAgS, Dylan Rees, J A Roberts and Nicola Roberts.
- IN ATTENDANCE:** Head of Democratic Services,  
Human Resources Development Manager (MW) (for item 5),  
Committee Officer (MEH).
- APOLOGIES:** Councillors Carwyn Jones, Dafydd Roberts.
- ALSO PRESENT:** None
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### 1 **DECLARATION OF INTEREST**

Councillor Dylan Rees declared a prejudicial interest in respect of Item 3 – Independent Remuneration Panel for Wales – Annual Report 2018/19 and left the meeting during discussion and voting thereon.

### 2 **MINUTES**

The minutes of the meeting held on 13 December, 2017 were confirmed.

#### **Matters arising from the minutes :-**

#### **Item 5 – Timing of Council Meetings**

The Head of Democratic Services confirmed that the full Council at its meeting held on the 28 February, 2018 endorsed that no changes be made to the timing of meetings.

### 3 **INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT FOR 2018/19**

Submitted – a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales – Annual Report for 2018/19.

The Head of Democratic Services reported that the Independent Remuneration Panel for Wales (IRP) must produce an Annual Report which sets out the type and levels of payments that local authorities may or must make available to their members and co-opted members. The Panel has determined that there be an increase of £200 per annum to the basic annual salary of Elected Member; the

basic salary will therefore be £13,600. The maximum number of senior salaries eligible for payment which has been set for this Authority for 2018/19 is 16; this includes civic salaries for the Chair and Vice-Chair of the County Council. It was noted that no increase is proposed for senior salaries but these posts holders will receive the increase in the basic salary element.

The discretion to pay different salary levels for Executive members has been removed and there will be only one salary level for 2018/19. The IRP has also determined that the two-tier payment arrangements for Committee Chairs will be also removed. However, the Panel maintains the view that it is appropriate for local authorities to set remuneration levels for Civic Heads and Deputy Civic Heads. This Council at present pays the higher level 3 for Civic head and deputy. The Group Leaders views has been sought and it is recommended that the current level of payment continue for 2018/19 i.e. Level 3.

**It was RESOLVED to recommend to the full Council that it accepts the report and that the lower Level 3 salaries be paid to the Civic head and Deputy Civic head.**

#### **4 MEMBERS' ANNUAL REPORTS 2017/18**

Submitted – a report by the Head of Democratic Services as regard to Section 5 of the Local Government Measure (Wales) 2011 which places a duty on the County Council to ensure that arrangements are in place to enable Members to publish annual reports on their activities.

The Head of Democratic Services outlined the timetable for publishing the 2017/18 Members' Annual Reports as noted within the report.

Members said that employment commitments and having to represent the Council at different meeting should be taken into consideration in the percentage of attendance at meeting within the Members' Annual Reports.

**It was RESOLVED to note the report and to include within the Members' Annual Reports the reason as to the absence of a Member at a specific Committee due to working commitments and representing the Council at various bodies.**

#### **5 MEMBER DEVELOPMENT & TRAINING PLAN 2017/18**

Submitted – an update report by the Human Resources Development Manager on the progress of the development opportunities offered to Elected Members since the previous report submitted to this Committee at its meeting held on 13 September, 2017.

The Human Resources Development Manager reported that between September 2017 and up to the 31 March, 2018 an additional 11 formal development sessions have/are being offered. Of these, 5 were for Members of the Scrutiny Committees, one relating to the Audit Committee, Licensing Training whilst all Elected Members were invited to the remainder of the sessions offered (which includes the Regional

Induction session run by the WLGA at Venue Cymru. Where applicable, Lay Members on the Scrutiny Committees and Standards Committee were also invited to specific training sessions. She further said that efforts have been made to encourage Elected Members to familiarise with the E-Learning programmes available, with the E-Learning Officer delivering a number of training sessions.

**It was RESOLVED to note the progress within the Member Development & Training Plan for 2017/18.**

## **6 MEMBER DEVELOPMENT & SUPPORT CHARTER**

Submitted – a report by the Head of Democratic Services on the WLGA's Wales Charter for Member Support and Development. The Charter was granted to the Council in 2014, and aims to provide a broad framework for local planning, self-assessment, action and review and the sharing of good and innovative practice. The award was granted for a period of 3 years and it is proposed that the Council now seeks re-assessment.

**It was RESOLVED to note the report and that the Council now seeks re-assessment within the WLGA's Wales Charter for Member Support and Development.**

## **7 WEBCASTING OF MEETINGS**

Submitted – an update report by the Head of Democratic Service regarding webcasting of meetings.

The Head of Democratic Services reported that since June 2014 meetings of the full Council, Executive and Planning and Orders Committees have been webcast and the service has been provided by Public.i. Information of the 'hits' since April 2016 was attached to the report. It was noted that the current contract with Public i ends in March 2018 and the service is currently out to tender for a period of 3 years up to March 2021.

Councillor Dylan Rees sought clarification on whether the Scrutiny Committees could be webcast when a matter of public interest is under discussion. The Head of Democratic Services responded that the matter could be considered in due course.

**It was RESOLVED to note the information and that a further update report be given as part of the Committee's work programme for 2018/19.**

## **8 SCHEDULE OF MEETINGS 2018/19**

Submitted – a schedule of Committee meetings for 2018/19 which reflects the decision of the full County Council at its meeting held on 28 February, 2018 not to alter the timing of meetings and wherever possible to convene meetings on Mondays, Tuesdays and Wednesdays.

**RESOLVED to note the information.**

The meeting concluded at 3.00 pm

**COUNCILLOR R LL JONES**  
**CHAIR**