

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 26 September 2018

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors Richard Griffiths, Vaughan Hughes, Eric Wyn Jones, Dylan Rees, J Arwel Roberts and Dafydd Roberts
- IN ATTENDANCE:** Head of Democratic Services
Human Resources Development Manager (MW)
HR Trainee Development Officer (CD)
Committee Officer (SC)
- APOLOGIES:** Councillors Carwyn Jones, Robert G Parry OBE, FRAGS
- ALSO PRESENT:** None
-

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The minutes of the meetings held on the following dates were confirmed as correct:-

- 20 March 2018
- 15 May 2018

Matters arising from the minutes:-

Item 3 - Independent Remuneration Panel for Wales - Annual Report for 2018/19

The Head of Democratic Services reported, for information, that both he and the Chair would be attending a meeting of the IRP on 21 November 2018 in Llandudno. He reported that any comments on the current scheme would be welcome from Members for discussion.

RESOLVED to note that the draft IRP Report for 2019/20 will be published shortly, and submitted to the next meeting of the Democratic Services Committee.

Item 7 - Webcasting of Meetings

Councillor Dylan Rees sought clarification on whether both Scrutiny Committees could be webcast during discussions on matters of public interest.

The Head of Democratic Services responded that the County Council, at its meeting on 25 September 2018, had resolved to refer a Notice of Motion on webcasting Scrutiny Committees to this Committee.

RESOLVED:-

- **To note the information presented.**
- **That the Democratic Services Committee presents its recommendations to the County Council on 11 December 2018 for approval.**

3. MEMBER RELATED ISSUES

Submitted - an update report by the Head of Democratic Services on various Member related matters, as presented to the Standards Committee on 12 September 2018.

In March 2018, a timetable was agreed that Members' Annual Reports be published by 30 June 2018. The Head of Democratic Services confirmed that 29 out of 30 Annual Reports have been received, for publication on the Council's website. With regard to the Annual Report that is outstanding, it was noted that discussions have taken place with the relevant Group Leader, and the individual concerned, to resolve the issue.

The WLGA's Charter for Member Support and Development was presented to the Committee in March, and the Council is now seeking re-assessment. The Head of Democratic Services reported that Members' Annual Reports and Personal Development Reviews had not been submitted by the proposed date in April, therefore a revised timetable has been set for re-submission during Quarter 3, 2018/19.

It was reported by the Head of Democratic Services that Members and Co-opted Members have undergone an enhanced DBS check in accordance with the Council's Disclosure and Barring Policy, actioned in consultation with the Head of Learning. It was noted that DBS requirements will be reviewed on a regular basis over a three year period.

The Head of Democratic Services also reported that Members have been briefed on the use of the Modern.Gov committee management system, and have received support on uploading training information onto the Council website. Since April, information on Members' attendance at meetings and training sessions has been published online.

It was noted that the Chair of the Standards Committee has recently circulated guidance published by the WLGA on social media for Members, which includes

Facebook and Twitter accounts. It was further noted that discussions are ongoing to arrange a training session on social media for Members.

The Head of Democratic Services reported that strategic and local outside bodies are reviewed annually by the Council. He stated that the Partnership and Regeneration Scrutiny Committee on 19 June 2018 adopted a framework for monitoring key partnerships as part of its work programme for the future.

In relation to 'local' outside bodies, it was suggested that the template for Annual Reports be reviewed to allow Members to report on the nature of their work and their involvement on these bodies, rather than noting the number of meetings attended.

RESOLVED:-

- **To note progress as detailed in the report.**
- **To review the format of the template for Members' Annual Reports.**

4. MEMBER DEVELOPMENT

Submitted - an update report by the Human Resources Development Manager as presented to the Standards Committee on 12 September 2018.

A revised plan for 2018/19 was presented and adopted by the Council on 15 May 2018, following input from the Senior Leadership Team, Group Leaders, the WLGA and other external agencies.

The HR Development Manager reported that some training sessions have been re-scheduled. The topic areas included Safeguarding Issues, Scrutiny, Health and Safety, which are mandatory sessions, and have proved popular with Members.

It was noted that training delivery has been a combination of both officer led and external providers, with a substantial contribution being invested in the Scrutiny Training Programme. The HR Development Manager stressed the need for all Members to attend mandatory training sessions.

The HR Development Manager reported that Members are encouraged to use the E-Learning programmes and modules available to them. It was noted that a number of training sessions have been delivered to Members to meet their individual training needs. The HR Development Manager further reported that the Council is working to simplify access to the E-Learning modules, and hold further training sessions as a refresher for Members in due course.

It was noted that the Standards Committee at its meeting on 12 September 2018 highlighted the need for Members to personally record attendance at training sessions via the Modern.Gov system, and also to complete evaluation forms following attendance at training sessions, in order not only to evaluate the training, but also to ensure that further training needs are noted.

RESOLVED:-

- To note progress within the Member Development Plan.
- That the HR Development Manager reviews the evaluation form.
- That the Head of Democratic Services makes arrangements with the HR Development Manager to identify suitable times for further E-Learning sessions to be delivered for Members.

5. COMMITTEE WORK PROGRAMME 2018/19

Submitted - a report by Head of Democratic Services on the work programme for 2018/19, which recommends focusing on the following:-

- The Member Development and Training Plan including Personal Development Reviews;
- Webcasting of meetings;
- Members' Annual Reports;
- Independent Remuneration Panel's Annual Report;
- Relevant Welsh Government Consultation.

RESOLVED to accept the report.

The meeting concluded at 2.55 pm

**COUNCILLOR ROBERT LL JONES
CHAIR**