

# DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 10 December 2019

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors John Griffith, Richard Griffiths, Eric Wyn Jones, Vaughan Hughes, Robert G Parry, OBE, FRAGS, Dafydd Roberts, Nicola Roberts
- IN ATTENDANCE:** Head of Democratic Services  
Human Resources Development Manager (MW)  
Human Resources Trainee Development Officer (CD)  
Committee Officer (SC)
- APOLOGIES:** None
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### 1. DECLARATION OF INTEREST

None received.

### 2. MEMBER DEVELOPMENT

Submitted - an update report by the HR Development Trainee and HR Development Manager on the Member Training and Development Plan, as presented to the Standards Committee on 25 September 2019.

The HR Development Manager reported that a new training plan has been presented, following input by Members on their learning and development needs. She stated that trainings sessions have been held recently on Planning, Safeguarding, General Data Protection Regulations and Treasury Management matters.

It was noted that a flyer is to be displayed in the Members' lounge listing training opportunities for the upcoming quarter. Further development sessions are to be arranged following the Christmas recess, which will include Member Safety, as had been requested recently. Training needs for 2020/21 will be collated from Personal Development Reviews (PDRs), Senior Officers and Group Leaders.

The HR Development Manager reported that there has been limited uptake on Members completing course evaluation forms electronically. A 'How To' Guide has recently been forwarded to Members in order to provide guidance on recording attendance at training sessions. The guide is also available on MonItor. It was emphasised that assistance is available to any Member who may require assistance and training relating to any ICT issues.

In a recent Group Leaders' meeting, discussion had focused on convening training events as "twilight sessions", in order to enable those with other work commitments to

attend. A late training session was held recently, however, only two Members were confirmed to attend. Further training offered as “twilight sessions” would need to be monitored to ensure cost effectiveness and resource implications would need to be considered.

With reference to Personal Development Reviews (PDRs), the Head of Democratic Services reported that Group Leaders have been requested to submit PDRs by the end of February 2020.

Arising from discussion, members of the Committee shared their concern that their home addresses are displayed on the Council website. The Head of Democratic Services reported that the newly published Welsh Government Measure includes a clause stating that it is not compulsory for Members’ home addresses to be published online.

The HR Development Manager also referred to information recently received from Sarah Titcombe (WLGA) regarding personal safety, details of which will be circulated to all Elected Members.

#### **RESOLVED:-**

- **To note the Member Training and Development Plan.**
- **That the Head of Democratic Services actions the removal of Members’ addresses and telephone numbers from the Council website, and replaces such with the Council’s contact information.**

### **3. MINUTES**

The minutes of the meeting held on the 25 September 2019 were presented and confirmed as correct.

### **4. INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2020/21**

Submitted - a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales’ Draft Annual Report for 2020/21. It was noted that the draft report is subject to consultation until 10 December 2019, and the final report will be published in February 2020.

The Head of Democratic Services reported that the 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 the following:-

- The basic annual salary for an Elected Member will be increased by £350 per year to £14,218;
- The maximum number of senior salaries payable for this Authority will remain at 16, which includes civic salaries.
- No additional increases will be paid to Members of the Executive for 2020.

- No increase is proposed for senior salaries, but these posts holders will receive the increase of £350 to the basic salary.
- The IRP maintains the view that civic salaries of £22,918 (Band 3) be paid to Civic Heads, and £17,918 (Band 5) be paid to Deputy Civic Heads.

**It was RESOLVED to accept the draft determinations within the Independent Remuneration Panel for Wales' Draft Annual Report for 2020/21.**

The meeting concluded at 9.20 am

**COUNCILLOR ROBERT LL JONES  
CHAIR**