

**ISLE OF ANGLESEY COUNTY COUNCIL**

<b>MEETING:</b>	<b>COUNTY COUNCIL</b>
<b>DATE:</b>	<b>23 May 2013</b>
<b>TITLE OF REPORT:</b>	<b>Democratic Services Committee – Annual Report 2012/13</b>
<b>REPORT BY:</b>	<b>Chair of Democratic Services</b>
<b>PURPOSE OF REPORT:</b>	<b>To report on the Work of the Committee during 2012/13</b>

**1) Introduction**

The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee and to appoint one of its Officers as Head of Democratic Services.

At its annual meeting on the 10<sup>th</sup> May 2012 the County Council resolved to establish such a committee as part of the Council's corporate governance arrangements, and it made appropriate provision within its constitution to ensure that the Committee operates effectively including appointing its Chair Person.

The main purpose of the Committee is to review the adequacy of provision within the Authority in terms of staff, accommodation and other resources to fulfill the duties and functions of Democratic Services and report to Council on such matters.

**2) Remit and Work Programme of Committee**

At its first full meeting on the 18<sup>th</sup> October 2012 it was reported that the Committee, for the remainder of the Council's current term, could consider some of the following matters:

- a) the development and effectiveness of the Council's website to promote democracy;
- b) the adequacy of a translation service to support the democratic process;
- c) the training and development programme for Members including annual performance review based on the job descriptions ;
- d) presenting an application to the WLGA for the Member Support and Development Charter Status;
- e) developing a strategy for Member ICT skills development;

- f) to consider the implications to Democratic Services in the Executive Budget Proposals for 2013/14;
- g) to consider the implications of the review of the Council's Constitution to the Democratic functions;
- h) to consider the role and responsibilities of the Head of Democratic Services.

These matters were accepted by the Committee and a further recommendation made and accepted by the County Council in December 2012 as follows:

- "that its extends the remit of the Committee to undertake responsibilities for the Member Training and Development Programme, including their IT skills and support;
- that the Committee holds three general meetings in addition to its annual meeting each municipal year with the right to arrange further meetings as required";

The Committee also endorsed the appointment of the Head of Policy as Interim Head of Democratic Services until the matter is reviewed by the new Council following May 2013 elections.

### 3) Summary of Issues Discussed and Current Status

In addition, to the first full meeting of the Committee in October 2012 the Committee has met on three other occasions. A summary of issues considered and current status is provided below:

Date of Committee	Subject	Current Status
17/12/12	Overview of Member Development Work Plan and the work of the Member Development Work Group	<p>The work of the Member Development Group has now been incorporated as part of the Democratic Services Committee remit and the Chair of the Committee designated Member Champion.</p> <p>A separate report will be submitted to the County Council on 23<sup>rd</sup> May detailing the Member Development Programme for 2013/14.</p>
	Wales Charter for Member Support and Development	<p>The WLGA reported to the Committee on the Charter requirements and information has been submitted for Charter Mark Status.</p> <p>Peer Review of Democratic Services undertaken in January 2013 by WLGA to support work on meeting</p>

		<p>Charter requirements, preparing for new Council and to inform transformation programme.</p> <p>Progress report will be submitted to this Committee as part of its work programme for 2013/14. This will also include utilisation of Welsh Government funding to promote Broadcasting of meetings and remote attendance – these aspects are part of the Local Government (Wales) Measure 2011.</p>
4/2/13	Implications to Democratic Services in relation to Budget proposals for 2013/14.	<p>The Committee made observations to the Executive on the 18<sup>th</sup> February 2013 as follows:</p> <ol style="list-style-type: none"> <li>1) to support the savings in relation to pre-paid envelopes;</li> <li>2) that a report be submitted to this Committee after the May 2013 elections on the provision of broadband connection and data security for members.</li> </ol> <p>This will be included as part of the Committee's Work Programme for 2013/14.</p>
	Annual Report by Members	<p>There is a requirement in the Local Government (Wales) Measure 2011 for Members to produce annual reports by June 2013. In view of the County Council elections in May 2013, Members of the authority are not now required to produce annual reports until June 2014. The Interim Head of Democratic Services will be reporting to this Committee on a template for Members to prepare annual reports.</p>
	E-Democracy for Members	<p>The Committee have resolved that iPad's be issued to all</p>

	Adoption of Modern Gov Committee Management System to modernise working practices and roll out the use of iPads for all Members after May 2013 elections.	Members of the new Council following the May 2013 Elections. [This section to be updated]  The intention is to introduce a phased approach to deliver an increasingly paperless way of working from May 2013 to the end of September 2013 recognising the need for a transition period to allow Members to ease into the using the new technology.  Progress will be monitored by this Committee as part of its work programme for 2013/14.
24/04/13	Committee Annual Report	Report to County Council on 23/05/13.

#### **4) Recommendation**

The County Council is requested to accept the report and note the matters discussed as part of the Committee's Work Programme for 2012/13.

**Chair of Democratic Services Committee**  
15/04/13