

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>NAME OF COMMITTEE:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>2 JULY 2013</b>
<b>TITLE:</b>	<b>MEMBERS ANNUAL REPORTS</b>
<b>AUTHOR:</b>	<b>INTERIM HEAD OF DEMOCRATIC SERVICES</b>

1.1 The report attached in appendix 1 was presented at the meeting of the Democratic Service Committee meeting on the 4 February, 2013.

The Committee resolved to note the report and that a further report be presented to this Committee after the May 2013 Local Elections setting out a suggested template and protocol for Members to prepare for the Annual Report in 2014.

1.2 It is understood from the Welsh Government that Statutory Guidance on Annual Reports is soon to be issued.

1.3 The Local Authority must tell its members how and when to produce annual reports.

1.4 The method of publishing the report is up to the authority to decide, with a minimum requirement to link the report to the individual member's section on the authority website.

1.5 The report should avoid promoting political achievements, be written in the past tense and be limited to 2 sides of A4.

1.6 Reports should contain only factual information relating to the work of the councillor, but not relating to their party role.

1.7 It is likely that the guidance proposes standard items for inclusion such as

- Role and Responsibilities including attendance
- Local activities such as surgeries and case work
- Major projects
- Learning and Development

1.8 Guidance notes have been prepared to assist members prepare annual reports. (Appendix 2)

1.9A template has been prepared (Appendix 3) for the annual report and it is recommended that this be issued to all members to be supplemented by briefing sessions with the Interim Head of Services for each member. The following timetable is proposed:

Tasks	Timetable
Issue guidance to all members.	July, 2013
Briefing sessions for members.	July/August
Draft reports to be prepared by members with input from Democratic Services.	End of March, 2014
Reports finished by Democratic Services with any suggested amendments being agreed with individual members.	May, 2014
Publication on website..	June, 2014

## 2. RECOMMENDATION

2.1 The Democratic Services Committee is requested to

2.1.1 note the information in this report

2.1.2 adopt the proposed template and accompanying guidance in appendix 2 and 3 and authorise the Temporary Head of Democratic Services to issue guidance to members and arrange briefing sessions in accordance with the timescale set out in this report.

2.1.3 That political groups be requested to actively promote the completion of Annual Reports by all of their members.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>NAME OF COMMITTEE:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE OF MEETING:</b>	<b>4 FEBRUARY 2013</b>
<b>TITLE:</b>	<b>MEMBERS ANNUAL REPORTS</b>
<b>AUTHOR:</b>	<b>INTERIM HEAD OF DEMOCRATIC SERVICES</b>

1.1 The Welsh Local Government Measure (2011), notes the following:-

*(1) A local authority must make arrangements –*

*(a) for each person who is a member of the authority to produce an annual report about the person's activities as a member of the authority during the year to which the report relates,*

*(b) for each person who is a member of the authority's executive to produce an annual report about the person's activities as a member of the executive during the year to which the report relates, and*

*(c) for the authority to publish all annual reports produced by its members and by Members of its executive.*

*(2) The arrangements may include conditions as to the content of a report that must be satisfied by the person making it.*

*(3) A local authority must publicise its arrangements.*

*(4) In exercising its functions under this section, a local authority must have regard to the guidelines provided by Welsh Ministers."*

1.2 The purpose of the Annual Report by Elected Members is to improve communication between Elected Members and the public. The Minister for Local Government notes that the reports will be a means of improving the public's understanding of what local members do and the important role which they have. He has also noted that every local authority will be free to choose its own format for the reports.

1.3 Guidance issued by Welsh Government on the Measure specifies that annual reports are expected to be produced by June 2013 on activities relating to the previous municipal year.

1.4 In view of the Local Elections in Anglesey in May 2013 confirmation has now been received from Welsh Government that, as far that this Council is concerned, annual reports need to be produced by June 2014.

## **2.0 RECOMMENDATION**

2.1 Accordingly, Members of this Committee are requested to note the information in this report and that a further report be presented to this Committee after the May 2013 Elections setting out a suggested template for Members to prepare an annual report.

**Huw Jones**  
**Interim Head of Democratic Services**  
**25/01/13**

## **Councillor's Annual Report Guidance Notes**

### **Background**

The Councillor's Annual Report is a mechanism for improving communication between Councillors and the local electorate.

Carl Sargeant – the former Minister for Local Government & Communities – has gone on record with the following statement...

'The purpose of introducing Annual Reports is to help improve local people's understanding of what their Local Councillor does, and the important role they serve. This is a process that enables a Local Authority to support Councillors and help them to inform their constituents. It will be for each Council to decide on the format for publishing its Annual Reports...'

The Councillor's Annual Report has been in place in England for a number of years and each Council has its own view on what they should contain and how comprehensive they should be. Experience of viewing a selection of past Annual Reports from English Local Authorities provides a wide cross-section of interpretation.

### **Content**

The focus for the Member's Annual Report is on the 5 following specific areas of activity:

- **Role & Responsibilities**
- **Constituency Activity**
- **Initiatives & Special Activities**
- **Learning & Development**
- **Other Activities & Issues**

The length of the report must be no longer than 2 sides of A4 paper. Councillors are encouraged to provide as much or as little information as they wish in each of the sections – without breaking the 2 page rule.

IACC will arrange to publish Councillors' Annual Reports via links from the IACC's website in June each year with the first reports published online in June 2014.

## **Specific Information**

### **Role & Responsibilities including membership of outside bodies**

- Isle of Anglesey County Council will aim to provide accurate information on the following aspects:

Attendance at Full Council

Inclusion & Attendance on all Council Committees

Individual Councillors will be expected to provide information on any external bodies or committees that they represent or sit on, including levels of attendance. Individual Councillors should ensure that they personally keep a record of attendance or that the external body/committee can provide accurate records at year end.

Examples of external bodies/committees include the following:

School Governing Bodies

Local Community Committees

Local Authority Consortium Committees

College Committees

Special Interest Groups

Management & Investment Committees

*(This list is indicative but not exhaustive)*

### **Constituency Activity**

- This is where Councillors have an opportunity to identify the work that they have undertaken on behalf of their local constituents. It can include details of regular surgeries held, details of key referrals made to Council departments, together with their outcomes. It can include the support that Councillors have provided to local residents on a range of topics of high interest.

### **Initiatives & Special Activities**

- This is where Councillors have the opportunity to describe any major initiatives or special projects that they have been associated with on behalf of the Isle of Anglesey County Council which have a direct impact on local constituents. Examples of this could include being part of a working party associated with a particular topic or issue e.g. part of a regeneration project.

### **Learning & Development**

- This is an opportunity for Councillors to demonstrate their desire for Personal Development over the past 12 months (i.e. e-learning modules that have been completed). The Isle of Anglesey County Council will provide a record to each Councillor on the activity that has been undertaken where it has been arranged by the Council

### **Other Activities & Issues**

- This is where the Councillors have the opportunity to offer information on themselves which they believe would be of interest to their constituents or which constituents should be made aware e.g. involvement in community initiatives. It is the opportunity to show the 'personal' aspect of your role as a local Councillor.

## Councillor's Annual Report

This is the report by the Councillor below regarding their key activities over the year ending xxx. 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:**

**Ward:**

**Party:**

### Role & Responsibilities

### Constituency Activity



**Initiatives & Special Activities**

**Learning & Development**

**Other Activities & Issues**

**Signature of Councillor:**

**Date:**