

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Richard Parry Jones, BA, MA.
Prif Weithredwr – Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGEFNI
Ynys Môn - Anglesey
LL77 7TW

Ffôn / tel (01248) 752500
Ffacs / fax (01248) 750839

| | | |
|--|---|--------------------------|
| RHYBUDD O GYFARFOD | NOTICE OF MEETING | |
| PWYLLGOR GWASANAETHAU DEMOCRATAIDD | DEMOCRATIC SERVICES COMMITTEE | |
| DYDD LLUN, 4 CHWEFROR am 4.00 o'r gloch | MONDAY, 4 FEBRUARY 2013 at 4.00 pm | |
| YSTAFELL BWYLLGOR 1, SWYDDFEYDD Y CYNGOR, LLANGEFNI | COMMITTEE ROOM 1, COUNCIL OFFICES LANGEFNI | |
| Swyddog Pwyllgor | Mrs. Mairwen Hughes (01248) 752516 | Committee Officer |

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Annibynnol Gwreiddiol / Original Independent

A M Jones, Eric Roberts, G W Roberts OBE, E Schofield and Ieuan Williams

Plaid Cymru / The Party of Wales

Mrs Fflur Hughes, W I Hughes

Llafur / Labour

C LI Everett

Llais i Fôn

S Williams

Heb Ymaelodi / Unaffiliated

H E Jones

A G E N D A

1 DECLARATION OF INTEREST

To receive any declaration of interest from any Member or Officer in respect of any item of business.

2 MINUTES (Pages 1 - 2)

To submit, for confirmation, the minutes of the meeting held on 17 December, 2012.

3 IMPLICATIONS TO DEMOCRATIC SERVICES IN RELATION TO BUDGET PROPOSALS FOR 2013/14 (Pages 3 - 4)

(a) To submit a report by the Interim Head of Democratic Services.

(b) Members are requested to bring with them to the meeting, a copy of the Budget Consultation Document.

4 ANNUAL REPORT BY MEMBERS (Pages 5 - 6)

To submit a report by the Interim Head of Democratic Services.

5 E-DEMOCRACY FOR MEMBERS (To Follow)

To submit a report by the ICT Services Manager.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 17 December, 2012

| | |
|-----------------------|--|
| PRESENT: | Councillor H. Eifion Jones – Chair Councillors W.I. Hughes, A.M. Jones, Eric Roberts, G.W. Roberts OBE, Elwyn Schofield, Ieuan Williams, Selwyn Williams. |
| IN ATTENDANCE: | Interim Head of Democratic Services, Senior Development Officer (MW), Committee Officer (MEH). |
| APOLOGIES: | Councillor Fflur M. Hughes. |
| ALSO PRESENT: | Councillor W.J. Chorlton – Group Leader (Invitee). Ms. Sarah Titcombe - WLGA |

1 DECLARATION OF INTEREST

No declaration of interest was received.

2 MINUTES

The minutes of the meeting held on 18 October, 2012 were confirmed.

Members raised the following matters :-

- Effective Community Engagement was required in respect of informing the local electorate of the electoral procedure at the next County Council Elections in May 2013 i.e. 2/3 votes in electoral areas;
- Electoral Registers need to be available to prospective candidates for the County Council Elections as soon as possible.

The Interim Head of Democratic Services responded and noted that he would draw these issues to the attention of the Returning Officer.

3 MEMBER DEVELOPMENT WORK PLAN

3.1 Submitted – a report by the Senior Development Officer in relation to an overview of the progress made in the last two years with regards to Member Development training and noted that the Member Development Group, having been set up to improve focus on Member Development during the recovery period.

The Senior Development Officer reported that due to changes highlighted in the Local Government Local Measure (2011), the responsibility for the development of Members has now been transferred to the Democratic Services Committee. The Human Resources Service will continue to arrange and support training for Members.

Questions were raised in respect of the charges the authority pay for training and to the WLGA.

RESOLVED that a report be submitted on the breakdown on charges incurred in respect of training of elected members to the next meeting of this Committee.

3.2 Submitted – for information, report on Member Training by the Solicitor to the Monitoring Officer submitted to the Standards Committee held on 31 October, 2012.

The Interim Head of Democratic Services noted that the Standards Committee at its meeting held on 11 December 2012, raised issues regarding attendance levels by Members at Training Sessions.

Members considered that it would be appropriate to invite the Chair of Standards Committee after the County Council Elections in May 2013 to discuss attendance at training sessions.

RESOLVED to note the report.

4 WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT

A presentation was received by Ms. Sarah Titcombe, Organisational and Personal Development Advisor, WLCA in respect of the above. A copy of the Charter Assessment Criteria was attached for Members attention.

Ms. Titcombe gave a background to the Charter which is an award, developed by Members and Officers throughout Wales presented to authorities in recognition of the support provided to Members. She noted that the Charter has 3 levels i.e. Charter, Advanced Charter and Good Practice and Innovation Award.

The Interim Head of Democratic Services noted that it was hoped that the Authority is able to gain Level 1 of the Charter by the next County Council Elections in May 2013 and that the WLGA were providing peer support to review the Council's progress in meeting the standards set out in the Charter. As part of the WLGA support assistance is also being provided to review existing working practices, systems and resources to support Members in readiness for the new Council.

RESOLVED to note the report.

5 COMMITTEE WORK PROGRAMME

Submitted – a report by the Interim Head of Democratic Services in respect of the Committee Work Programme.

The Interim Head of Democratic Services proposed that the next meeting focuses on the following matters:-

- Progress report on Member Development Charter application;
- ICT provision for Members including the Council's web-site to promote democracy;
- Implications to Democratic Services in relation to budget proposals for 2013/14;
- Induction for Members (May 2013 onwards).

The Officer further reported the Minister of Social Justice & Local Government had recently approached all local authorities to seek information on the broadcast of their Committees in the future and that this should be considered in due course by the Committee.

Issues raised by Members:-

- An item on Community Engagement is required on each Agenda in relation to the forthcoming local elections;
- Protocols in relation to appointments of Chairs on Committees post May 2013 elections.

RESOLVED to approve the items, as noted above, for consideration at the next meeting

**COUNCILLOR H. EIFION JONES
CHAIR**

This page is intentionally left blank

| ISLE OF ANGLESEY COUNTY COUNCIL | |
|--|--|
| NAME OF COMMITTEE: | DEMOCRATIC SERVICES COMMITTEE |
| DATE OF MEETING: | 4 FEBRUARY 2013 |
| TITLE: | BUDGET PROPOSALS FOR 2013/14 - IMPLICATIONS FOR DEMOCRATIC SERVICES |
| AUTHOR: | INTERIM HEAD OF DEMOCRATIC SERVICES |

As part of its Work Programme, the Committee has agreed that it considers the implications to Democratic Services in relation to budget proposals for 2013/14.

Savings proposals in relation to Democratic Services are included under the Deputy Chief Executive on page 12 of the Consultation Document. These aspects have already been scrutinised by the Corporate Scrutiny Committee on 28 January 2013.

Apart from reduction in Members Allowances the only issue drawn to the attention of this Committee are proposals to achieving savings through ending the use of pre-paid envelopes across the Authority.

Since 1996 pre-paid envelopes have been provided to Members on request to fulfil their duties. The number of Members using pre-paid envelopes has reduced significantly and during 2011/12 only 6 Members requested pre-paid envelopes. Costs amounted to £185.

Guidance on supporting the work of Local Authority Members is outlined in the Annual Report of the Independent Remuneration Panel for Wales. This provides "*that a Local Authority must provide, without charge such support as it deems necessary (e.g. telephones, postal costs, IT equipment) to enable Members to fulfil their duties*".

At present the Council provides without charge the following support to Members:

- ICT Equipment – ipads (pilot scheme for Executive Members), laptops, printers and consumables
- Broadband and Telephone lines
- Stationery on request

- Postal Service

In view of budget pressures the Committee may wish to comment on the range of services provided to Members as noted above and what contribution Members could make to the efficiency agenda.

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

| ISLE OF ANGLESEY COUNTY COUNCIL | |
|--|--|
| NAME OF COMMITTEE: | DEMOCRATIC SERVICES COMMITTEE |
| DATE OF MEETING: | 4 FEBRUARY 2013 |
| TITLE: | MEMBERS ANNUAL REPORTS |
| AUTHOR: | INTERIM HEAD OF DEMOCRATIC SERVICES |

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 as 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