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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones
Prif Weithredwr – Chief Executive
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ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD LLUN, 24 HYDREF, 2016 am 2.00 o'r gloch	MONDAY, 24 OCTOBER 2016 at 2.00 pm
YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGFNI	COMMITTEE ROOM 1 COUNCIL OFFICES LANGFNI
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Annibynnol / Independent

D R Hughes, Victor Hughes (Is-Gadeirydd/Vice-Chair), Richard Owain Jones,
Dafydd Rhys Thomas

Plaid Cymru / The Party of Wales

Vaughan Hughes (Cadeirydd/Chair), R Meirion Jones, R G Parry, OBE, Dylan Rees

Llafur / Labour

J Arwel Roberts

Grŵp Chwyldroad / Revolutionist Group

Peter S Rogers

A G E N D A

1 DECLARATION OF INTEREST

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

2 MINUTES (Pages 1 - 4)

To submit for confirmation, the draft minutes of the previous meeting held on 23rd March, 2016.

3 INDEPENDENT REMUNERATION PANEL FOR WALES (Pages 5 - 6)

To submit a report by the Head of Democratic Services.

4 MEMBER DEVELOPMENT PLAN - APRIL, 2016 - MARCH, 2017 (Pages 7 - 18)

To submit a report by the Head of Democratic Services.

5 COMMITTEE WORK PROGRAMME 2016/17 (Pages 19 - 20)

To submit a report by the Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 23 March 2016

- PRESENT:** Councillor Vaughan Hughes (Chair)
Councillor Richard O Jones (Vice-Chair)
- Councillors Derlwyn R Hughes, R Meirion Jones, Robert G Parry, OBE, Dylan Rees and Dafydd Rhys Thomas
- IN ATTENDANCE:** Head of Democratic Services
Committee Officer (SC)
- APOLOGIES:** Councillor J Arwel Roberts
-

1 DECLARATION OF INTEREST

None received.

2 MINUTES

The minutes of the meeting held on 30th September, 2015 were confirmed as correct.

3 INDEPENDENT REMUNERATION PANEL FOR WALES REPORT 2016/17

Submitted - the report of the Head of Democratic Services on the IRP's Annual Report for 2016/17.

The Head of Democratic Services reported that the Council has discretion regarding payment of senior salaries, as set by the IRP. The Council allocated 15 senior salary posts for 2015/16, compared to 14 in 2014/15, resulting in a saving of one senior salary.

Group Leaders have considered the final report, and the Executive are happy for the current levels to continue to be paid to Members of the Executive and Chairs.

RESOLVED to recommend to the full Council on 10th May, 2016 that it approves:-

- 3.1.1 The payment of Level 1 and Level 2 salaries for Executive Members;**
- 3.1.2 The payment of Level 1 and 2 salaries for Committee Chairs;**
- 3.1.3 The payment of either Levels 1, 2, or 3 for Civic Leaders and Deputy Civic Leaders.**

4 INDUCTION OF NEW MEMBERS - 2017 COUNCIL ELECTION

Submitted - the report of the Head of Democratic Services on the WLGA's initial framework for consultation to support induction activities for new Members following local elections in 2017. The WLGA will decide on the level of mandatory training and support for Members.

The Head of Democratic Services noted that expectations on Members had increased, as statutory requirements had changed since 2013. The framework suggests the model for training after the elections, with options to tailor training appropriate to the needs of local authorities. It was also noted that the WLGA Member Support Network would consider the framework next month.

The following comments were raised by Members during discussion:-

- The approach of continued support, induction and briefing sessions for new and returning Members was welcomed, due to greater expectations placed on them.
- Members noted that there is further need for IT training regarding I-pads; access to Twitter, Facebook, as well as e-learning.

RESOLVED that the Committee's comments above are noted and that a further report on Member training be submitted to the next meeting.

5 DIARY OF MEETINGS 2016/17

Submitted - the report of the Head of Democratic Services on the annual Calendar of Council meetings for 2016/17 prepared in consultation with officers and Group Leaders.

The diary of meetings is based on scheduling most committee meetings between Mondays and Wednesdays with Members' briefing sessions held on the 1st Thursday of each month.

Following discussion, Members agreed that **the Corporate Scrutiny Committee and Partnership and Regeneration Scrutiny Committee continue to commence at 2.00 pm.**

Action: As noted above.

RESOLVED to confirm and approve the schedule of meetings to Council and report to Council in May, 2016.

6 COMMUNITY COUNCIL WEBSITES

Submitted - the report of the Head of Democratic Services on funding to County Councils to offer grants of £500 to Town and Community Councils to spend of website development.

The Head of Democratic Services reported that there is an obligation on Town and Community Councils to prepare for the Local Government (Democracy) (Wales) Act

2013, which requires each Town and Community Council to publish information on a website.

The Head of Democratic Services reported that the Standards Committee has asked the Monitoring Officer to write to the two Town and Community Councils who have not yet claimed the grant, to encourage them to move forward.

RESOLVED to note the report.

The meeting concluded at 2.35 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

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Isle of Anglesey County Council	
Committee:	Democratic Services Committee
Date:	24 October 2016
Title of Report:	Independent Remuneration Panel for Wales
Report by:	Head of Democratic Services
Purpose of Report	To seek views on the draft report

1.0 Introduction

1.1 The Independent Remuneration Panel for Wales has published a draft report on payments to elected Members. These payments will become effective as from the 5 May, 2017. The report can be accessed on the link below.

<http://gov.wales/docs/dsjlg/publications/161003-irp-draft-report-en.pdf>

The Council is invited to comment on the draft report by the 28 November, 2016.

2.0 Contents

2.1 Payments

In summary the Panel has decided to increase the basic allowance for Members from £13,300 to £13,400 – this is an increase of 0.75% and this is the first increase for 3 years.

There are no changes in respect of senior salaries which remain as they are for 2016/17. The discretion to pay different salary levels for the Executive, Chairs of Committees and Civic duties remain.

In addition, the senior salaries allocated to the Council is set at 15 for 2017/18.

2.2 Other Changes

Sickness absence for Senior Salary Holders.

Section 11 of the report provides details of changes to the framework to be applied for dealing with long term sickness. These are consistent with arrangements that apply for family absence.

Also there are proposals to change the way details of care allowances are published and guidance is provided in Appendix 4 of the report.

Supporting the work of Elected Members

Sections 3.16 – 3.18 of the report refer to the role of the Democratic Services Committee to review the support provided to Elected Members.

In view of the need to plan ahead for the Council in May 2017 it is appropriate to have regard to this aspect. It is proposed to arrange focus groups with Members in order to review relevant matters including - support for Members, use of ICT and also the need to review outside bodies in accordance with the Council's decision in May 2016. These focus groups will be planned before the end of December and information reported back to this committee

Group Leaders have been briefed on the Panel's draft report and changes are supported. Also Group Leaders support the intention to arrange focus groups in order to prepare for the new Council.

3.0 Recommendation

3.1 Views of the Committee are requested on:

- a) Information outlined in the draft report
- b) The intention to arrange focus groups with members in order to review current support arrangements and other issues and prepare for the new Council in May 2017.

Huw Jones
Head of Democratic Services
14.10.16

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS & DEMOCRATIC SERVICES COMMITTEES
DATE:	12 SEPTEMBER 2016 & 24 OCTOBER 2016
TITLE OF REPORT:	MEMBER DEVELOPMENT PLAN – APRIL 2016 – MARCH 2017
REPORT BY:	HUMAN RESOURCES DEVELOPMENT MANAGER
PURPOSE OF REPORT:	TO PROVIDE AN UPDATE ON THE 2016/17 DEVELOPMENT PLAN FOR ELECTED MEMBERS AND PROPOSAL FOR INDUCTION OF ELECTED MEMBERS FOLLOWING COUNTY COUNCIL ELECTIONS IN MAY 2017
LEAD OFFICER:	MIRIAM WILLIAMS, HUMAN RESOURCE DEVELOPMENT MANAGER

There is a duty on the Authority to provide training and development opportunities for its Members and to make information available to the Council on an annual basis and the Democratic Services Committee has responsibility for matters relating to Member Training and Development.

At its core, the Member Development Plan seeks to address the needs of Members so that they may be better supported in their roles through the provision of appropriate development which is constantly monitored, evaluated and reviewed to ensure that it is both “fit for purpose” and of the right quality. Ongoing feedback from Elected Members together with information gleaned from Personal Development Reviews is captured in order to inform the development plan and to update the programme for the year.

All Members of the Council have been issued with generic job descriptions and person specifications which includes reference to personal and role development opportunities provided by the Authority.

The attached Development Plan (appendix 1) for the period April 2016 to March 2017 was prepared in order to highlight the main areas of training opportunities being offered for the current financial year. The plan was adopted at the Full Council meeting in May 2016, but has subsequently been updated to take into account additional training sessions etc.

As far as possible, the programme, seeks to accommodate Members needs e.g. a mixture of day and evening sessions and the format of the training varied, offering blended learning sessions e.g. workshops, mentoring, e-learning and one-to-one sessions etc.

Since the plan was presented to full council, an E-Learning officer has been recruited and will commence in post early September. Part of the post holders role will be to take responsibility for the promotion and signposting of both Officers and Elected Members to various training packages available and specifically those available on the All Wales E-Learning platform. It should be noted that in addition to the needs identified in the development plan, Elected Members regularly attend briefing sessions which focus on the Authority's priority business. Details of these briefing sessions are held by the Corporate Transformation team.

The development plan is a "rolling programme" of sessions with the intention of continuing to positively reinforce supporting members in their roles, improving standards and developing good practices that assisted the achievement of the Member Development Charter status awarded to the Council.

In addition, a twelve month Induction programme has been developed by the WLGA (see appendix 2) in collaboration with all Local Authorities in Wales. This shows the potential integration of mandatory training and availability of training resources for the development of all Elected Members following the 2017 elections. This will ensure some degree of consistency across Authorities in terms of available sessions and the programme aims to offer a blended learning approach to the learning.

Regular monitoring of the progress of Elected Member Development is undertaken by the Democratic Services Committee and regular updates are provided to the Committee by the Head of Democratic Services.

RECOMMENDATIONS:

- Your views are sought with respect to any other further training that may be identified for inclusion in the training plan attached in appendix 1
- To comment on the proposed Induction Training Plan post 2017 elections as seen in appendix 2.

Miriam Williams
Human Resources Development Manager
23/08/2016

**CYNLLUN DATBLYGU AR GYFER AELODAU ETHOLEDIG/
DEVELOPMENT PLAN FOR ELECTED MEMBERS
EBRILL /APRIL 2016 – MAWRTH/MARCH 2017**

Mae'r Cynllun yma yn seiliedig ar wybodaeth wedi ei gasglu gan Swyddogion/Cynlluniau Datblygu Personol, Aelodau Etholedig/Anghenion Siarter Aelodau ac yn ychwanegol i'r sesiynau briffio misol a drefnir i'r Aelodau.

Bwriedir i'r cynllun gael ei ddiwygio'n briodol fel mae blaenoriaethau/deddfwriaeth yn newid/ ac bydd yn ddibynol ar argaeledd cyllidebau i'w gefnogi.

This Plan is based on information collated from Officers/Elected Member Personal Development Plans/Member Charter requirements and in addition to the monthly briefing sessions arranged for Elected Members.

The intention is that the plan is amended appropriately as priorities/legislation changes. The plan is also dependent on availability of budgets to support.

<p style="text-align: center;">PWNC</p> <p style="text-align: center;">SUBJECT</p>	<p style="text-align: center;">CYNULLEIDFA</p> <p style="text-align: center;">AUDIENCE</p>	<p style="text-align: center;">DYDDIAD</p> <p style="text-align: center;">DATE</p>
<p>Canllaw y Comisiynydd Pobl Hŷn Cymru Asesiadau Effaith Cydraddoldeb a Chraffu/Older People’s Commissioner WalesPCW Guidance on EHR Impact Assessments & Scrutiny</p>	<p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p>	<p style="text-align: center;">11 Mai/May 2016</p>
<p>Cyfres o sesiynau Cyllid/Archwilio i gynnwys:/ Series of Finance/Audit sessions to include:</p> <ul style="list-style-type: none"> • Datganiad Cyfrifon/Statement of Accounts • Fframwaith y Drefn Lywodraethol Newydd ar gyfer Llywodraeth Leol/ New Governance Framework for Local Government’ • Rheoli Trysorlys/Treasury Management 	<p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p> <p style="text-align: center;">Pwyllgor Archwilio/Audit Committee</p> <p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p>	<p style="text-align: center;">I’w drefnu/To be arranged</p> <p style="text-align: center;">Medi/September 2016</p> <p style="text-align: center;">9 Tachwedd/November 2016</p>
<p>Sesiwn Caffael/ Procurement Session</p>	<p style="text-align: center;">Holl Aelodau Etholedig/ All Elected Members</p>	<p style="text-align: center;">Medi/September 2016</p>

Diweddariad Trwyddedu/ Licencing Update	Pwyllgor Trwyddedu/ Licencing Committee Members	20 Mehefin/June 2016
Trwyddedu Taxis/Taxi Licencing	Pwyllgor Trwyddedu/ Licencing Committee Members	Tachwedd/November 2016
Cyfres o Hyfforddiant & Diweddariad Materion/ Series of Planning Training & Updates	Pwyllgor Cynllunio/ Planning Committee	Fel bô'r angen/ As and when required
Cyfres o sesiynau ar faterion Tai a Cymuned i gynnwys:/ Series of sessions relating to Housing and Community to include:		
<p>12</p> <ul style="list-style-type: none"> • Deddf Tai (Cymru) 2014 gan gynnwys Newidiadau mewn deddfwriaeth Digartrefedd a'r Cynydd mewn Treth Cyngor ar dai gwag tymor hir ag ail-gartrefi • Diwygio Lles – newidiadau sydd ar y ffordd gyda'r Credyd Unedol [Universal Credit] : darparwr posib ydi Cyngor Sir y Fflint [dan gytundeb LLC] • Diogelu a Rhiant Corfforaethol/ Safeguarding and Corporate Parenting 	<p>Holl Aelodau Etholedig/ All Elected Members</p> <p>Holl Aelodau Etholedig/ All Elected Members</p> <p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Tachwedd/November 2016</p> <p>Hydref/October 2016</p> <p>17 Tachwedd/November 2016</p>

<p>Page 13</p> <ul style="list-style-type: none"> • Sesiynau Ymwybyddiaeth Diogelu/Safeguarding Awareness Sessions • Sesiynau dilyniant - Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 / Follow on sessions - Social Services and Wellbeing (Wales) Act 2014 • Sesiwn Ymwybyddiaeth Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru)/ Well-being of Future Generations (Wales) Act Awareness Session 	<p>Holl Aelodau Etholedig/ All Elected Members</p> <p>Holl Aelodau Etholedig/ All Elected Members</p> <p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/To be confirmed</p> <p>I'w gadarnhau/To be confirmed</p> <p>Chwefror/February 2017</p>
<p>Cyfres o sesiynau ar faterion Addysg i gynnwys:/ Series of sessions relating to Education to include:</p> <ul style="list-style-type: none"> • Cynefino a Sgiliau i Lywodraethwyr/Governor Induction and Skills 	<p>Aelodau Etholedig sy'n Lywodraethwyr Ysgolion/ Elected Members who are School Governors</p>	<p>Mae Cyrff Llywodraethol yn derbyn manylion am gwrs e ddysgu cenedlaethol i Lywodraethwyr newydd; hyn wedi ei drefnu drwy Cynnal.</p>

<ul style="list-style-type: none"> • Diogelu/Safeguarding 	<p>Aelodau Etholedig sy'n Lywodraethwyr Ysgolion/ Elected Members who are School Governors</p>	<p>Cwrs yn cael ei gynnal yn flynyddol mis Chwefror i Lywodraethwyr sydd gyda chyfrifoldeb Diogelu Plant ar y Corff Llywodraethol.</p>
<ul style="list-style-type: none"> • Sesiwn diweddariad Llywodraethu Gwybodaeth/Information Governance refresher training 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Ionawr/January 2017</p>
<ul style="list-style-type: none"> • Hyfforddiant Cyfryngau Cymdeithasol/Social Media Training 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/To be confirmed</p>
<p>Page 14</p> <ul style="list-style-type: none"> • Sgiliau Cadeirio/Chairing Skills 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> • Sgiliau TG/IT Skills 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> • Sgiliau Iaith/Language Skills 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> • Mentora/Mentoring 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
<ul style="list-style-type: none"> • Cyfansoddiad/Constitution 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>I'w gadarnhau/To be arranged</p>

<p>Cyfres o hyfforddiant E-Ddysgu ar gael drwy Academi Cymru Gyfan, i gynnwys:/ Suite of E-Learning training available via All Wales Academy, to include:</p> <ul style="list-style-type: none"> • Moesau & Safonau/Ethics& Standards • Penderfyniadau i Genedlaethau'r Dyfodol/Decisions for Future Generations • Cadeirio Cyfarfodydd/Chairing Meetings • Sgiliau Siarad Cyhoeddus/Public Speaking Skills • Cynefino a Sgiliau i Lywodraethwyr/Governor Induction and Skills <p>Cyngor Gofal Cymru/Care Council for Wales:</p> <ul style="list-style-type: none"> • Diogelu/Safeguarding 	<p>Holl Aelodau Etholedig/ All Elected Members</p>	<p>Fel yr adnabyddir/ As and when identified</p>
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- Trefnir sesiynau ar gyfer Cynghorau Bro a Thref lle bô'r angen/
Sessions for Town and Community Councils will be arranged as/when identified

- Bydd Aelodau o'r Pwyllgor Safonau ac Aelodau Lleyg yn cael gwahoddiad i rai sesiynau lle'n briodol /
Where appropriate, Members of the Standards Committee and Lay Members will be invited to sessions

Miriam Williams
Rheolwr Datblygu Adnoddau Dynol/
Human Resource Development Manager

IOACC Elected Member year long induction programme (based on the WLGA model), which includes mandatory training and availability of training resources 2017/18

What	Audience	Delivery Method/Responsible Officer	Training materials available/needed?	When - Dates
Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority. WLGA councillors guide to be available hard copy.	Week One
Introduction to the Council, its role and introduction to corporate governance.	All members	Chief Executive	To be developed by staff locally	Week One
ICT induction and equipment	All members (M)	ICT officers, individual sessions.	Session and guidance to be developed by staff locally	Week one
Introduction to service areas	All members	All senior officers	Basic information to be included in introductory package, who's who etc.	Week one
Code of Conduct and Ethics	All members(M)	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	Three volunteers from Lawyers in Local Government now working with WLGA to produce materials. e learning to be updated	Week one
Constitutional matters including meeting participation	All members(M)	Monitoring Officer	In house course	1st 6 Months
Social Services and Well-being (Wales) Act	All members (M)	Directors of Social Services	E learning module (employee section of All Wales Academy E-Learning site) also information available via Care Council for Wales Website . In house overview session to be arranged.	1st 6 Months
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Members(M)	Workshop - Appropriate senior officers and experienced members. And e learning	Available now on e-learning via Care Council for Wales Website. In addition in-house sessions to be arranged SSIA councillor workbook available.	1 st 6 months
Introduction to equalities	All members(M)	Equalities Officers workshop	Available now on AWA e- learning (Governors	1st 6 Months

		and e- learning	module) in addition in-house workshops will be arranged.	
Safeguarding	All members(M)	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority	1st 6 Months
Data Management and FOI	All members(M)	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information. In-house sessions also available.	1st 6 Months
Corporate Parenting	All members(M)	Directors of SS	In-house courses delivered. SSIA councillor workbook available.	1st 6 Months
Finance including budgeting and treasury management	All members(M)	Finance Directors e- learning	In-house courses available. E learning required	1st 6 Months
Planning committee new arrangements from Planning Act	Planning Committee(M)	Planning Officer	National materials now being commissioned by WLGA through	Prior to first meeting
Standards	Standards Committee(M)	Monitoring Officer	In House Course Delivery	Prior to first meeting
Licensing	Licensing Committee(M)	Licensing Officer	In House Course Delivery	Prior to first meeting
Audit	Audit Committee(M)	Finance Officer	In House Course Delivery	Prior to first meeting
Appointments, appeals and interview skills	Panel members(M)	HR Director	In House Course Delivery	Prior to participating
The role of Scrutiny	All members(M)	HODS/Scrutiny officers	In House Course Delivery. E-learning in development by WLGA and Scrutiny managers	Prior to first scrutiny meetings
Planning for non- planning	All members	Planning officers/experienced	Materials to be commissioned by Positive	1st 6 months

members - protocols	(M)	member	Planning advisory group (WG funding, planning officers involved)	
Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	2 nd 6 Months
New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	2 nd 6 Months
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG briefings?	2 nd 6 Months and into main training programme
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	2 nd 6 Months
Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	2 nd 6 Months
Social Media e.g. Twitter/Facebook	All members	Comms/IT officers or external facilitators depending on local approach	E learning required	2 nd 6 months
Education Consortia	All members	Consortia staff	2hr session for 5 authorities from Central South – details to be confirmed	2 nd 6 months
New Councillors New Challenges	All members	WLGA 5 regional workshops Key behaviours for successful councillors. Digital Councillors. Managing the money. Meet the members (WG, WAO, NafW, WLGA)		October/ November 2017

(M) = Mandatory

Further training in both knowledge and skills to be determined from PDRs when induction complete

WG - Welsh Government

WLGA – Welsh Local Government Association

AWA – All Wales Academy

SSIA – Social Services Improvement Agency

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	24 OCTOBER, 2016
TITLE:	COMMITTEE WORK PROGRAMME 2016/17
PURPOSE OF REPORT:	TO DISCUSS THE PROPOSED WORK PROGRAMME FOR 2016/17
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

- 1.0 The main function of the Committee in accordance with the Local Government (Wales) Measure 2011, is to review the adequacy of provision within the authority in terms of staff, accommodation and other resources to fulfil the duties and functions of democratic services.
- 1.1 Members will recall that a report on the work of the Committee during 2015/16 was submitted to the Council on the 12 May, 2016.
- 1.2 In relation to the work programme for 2016/17 it is recommended that focus should be on the following area:
- The Member Development and Training Plan including Personal Development Reviews;
 - Webcasting of meeting;
 - Members Annual Reports;
 - Independent Remuneration Panel Annual Report;
 - Review of arrangements to support Members in advance of new Council including ICT and outside bodies

2.0 Recommendation

The Committee is requested to accept the report.

Huw Jones
Head of Democratic Services
17/10/16

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