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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones
Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 13 RHAGFYR 2017 am 2.00 o'r gloch	WEDNESDAY, 13 DECEMBER 2017 at 2.00 pm
YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGFNI	COMMITTEE ROOM 1 COUNCIL OFFICES LLANGFNI
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Plaid Cymru / The Party of Wales

Vaughan Hughes (Is-Gadeirydd/Vice-Chair), Carwyn Jones, R G Parry OBE, FRAGS,
Dylan Rees and Nicola Roberts

Y Grŵp Annibynnol / The Independent Group

Richard Griffiths, Dafydd Roberts

Plaid Lafur Cymru / Wales Labour Party

J Arwel Roberts

Annibynnwyr Môn / Anglesey Independents

Eric Jones, R Llewelyn Jones (Cadeirydd/Chair)

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 of the Democratic Services Committee held on the 27th September, 2017.

3 **INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT REPORT 2018/19** (Pages 5 - 8)

To submit a report by the Head of Democratic Services.

4 **THE WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**
(Pages 9 - 10)

To submit a report by the Head of Democratic Services.

5 **TIMING OF COUNCIL MEETINGS** (Pages 11 - 14)

To submit a report by the Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 27th September, 2017

- PRESENT:** Councillor Vaughan Hughes (Vice-Chair)
- Councillors Richard Griffiths, Carwyn Jones, Eric Jones, R G Parry OBE, FRAGS, Dylan Rees, Dafydd Roberts, Nicola Roberts
- IN ATTENDANCE:** Head of Democratic Services
Development Manager (Human Resources) (MW)
Committee Officer (SC)
- APOLOGIES:** Councillors Robert Llewelyn Jones (Chair), John Arwel Roberts
-

1. DECLARATION OF INTEREST

None received.

2. MINUTES

Submitted for confirmation - the draft minutes of the meetings of the Democratic Services Committee held on the following dates:-

- 29th March, 2017
- 31st May, 2017

RESOLVED that the above minutes be confirmed as correct.

3. WELSH GOVERNMENT CONSULTATION – ELECTORAL REFORM IN LOCAL GOVERNMENT IN WALES

Submitted - a report by the Head of Democratic Services on the Welsh Government's intention to reform the local government electoral system.

The Head of Democratic Services reported that the Welsh Government are now seeking views on electoral reform, dealing primarily with the way people register and cast their vote. It was noted that the consultation document seeks to modernise the local government electoral system and covers the following main areas:-

- Building the franchise
- Improving registration
- The voting system
- The voting process
- Standing for election
- Returning Officers

The closing date for responses to the consultation document is 10th October, 2017.

The Head of Democratic Services referred to the draft response prepared and enclosed within this report. In response, the Committee gave their views, and noted the following :-

- the age for voting should be reduced to 16;
- it is not feasible to have separate registers to vote at County Council and local elections;
- extending voting rights should be addressed by central government;
- piloting electronic methods of voting, in the hope of encouraging young people to vote is supported;
- greater emphasis should be placed on postal voting rather than voting at polling stations;
- it was noted that elections always take place on Thursdays. It was suggested that the Welsh Government follows examples set by other countries and gives citizens the option to vote at weekends.

RESOLVED:-

- **To note the Committee's views on the initial draft response (Appendix 2).**
- **That the Head of Democratic Services in consultation with the Chairman of the Committee to finalise comments and respond to the Welsh Government before 10th October, 2017.**

4. MEMBER TRAINING AND DEVELOPMENT PLAN

Submitted - a report by the Human Resources Development Manager on post-election induction and training arrangements for Elected Members, as presented to the Standards Committee on 13th September, 2017.

The Development Manager reported that since the County Council Elections in May, an Induction Programme has been developed to accommodate Elected Members' training needs and changing demands of this Authority. The Development Plan was established with input from the Welsh Local Government Association (WLGA) and local authorities across Wales. The Plan was reviewed and localised by the Council's Senior Leadership Team and Group Leaders, and is continually evolving.

The Development Plan for 2017/18 was presented to and adopted by the full Council on 28th February, 2017. The initial phase of the Plan focused on the induction of newly Elected Members into the Authority, and 20 formal development sessions were offered to Members between May and August, 2017.

It was noted that some Members will need to undertake additional iPad training. Arrangements are in place for the ICT team to deliver further training sessions in due course.

The Development Manager reported that Members are encouraged to complete evaluation sheets for feedback purposes, following attendance at training sessions. It was noted that information in relation to Members' attendance at each session is

recorded. Presentations from training sessions are also uploaded onto MonITor, the Council's website for staff and Elected Members.

The Development Manager reported that four Elected Members will be piloting E-Learning programmes to assist Members' personal development from September, 2017. The programmes are hosted through the All Wales Academy.

RESOLVED:-

- **To note progress on the Member Development Programme.**
- **That the Developments Manager highlights training sessions that are mandatory for new/re- Elected Members.**

5. MEMBERS' ANNUAL REPORTS

Submitted - a report by the Head of Democratic Services on proposed arrangements for publishing the 2016/17 Members' Annual Reports.

Section 5 of the Local Government (Wales) Measure 2011 places an obligation on the Council to ensure that arrangements are in place for Members to prepare annual reports.

The Head of Democratic Services reported on the timescale for the 21 Re-Elected Members to submit annual reports for 2016/17 and publication on the Council website by 30th September, 2017.

RESOLVED to note the position with regard to publishing Members' Annual Reports for 2016/17.

6. COMMITTEE WORK PROGRAMME 2017/18

Submitted - a report by the Head of Democratic Services on the Committee Work Programme for 2017/18.

The Head of Democratic Services reported that the Committee has identified the following as part of its Work Programme for the 2017/18:-

- The Member Development and Training Plan including Personal Development Reviews;
- Webcasting of meetings;
- Members' Annual Reports;
- Independent Remuneration Panel Annual Report;
- Relevant Welsh Government consultation;
- Outside bodies and reporting arrangements;
- Timing of meetings.

RESOLVED to accept the report.

The meeting concluded at 3.00 pm

**COUNCILLOR VAUGHAN HUGHES
VICE-CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	13 DECEMBER, 2017
TITLE:	INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT PROPOSALS FOR 2018/19
PURPOSE OF REPORT:	TO NOTE THE IRP'S DRAFT PROPOSALS FOR 2108/19
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

1.0 Independent Remuneration Panel Draft Proposals for 2018/19

The Independent Remuneration Panel (IRP) has published its Draft Annual Report for 2018-19. The consultation closed on 28 November, 2017. Group Leaders have been consulted on the proposals.

The IRP's Draft report is based on feedback through meetings with the WLGA and Authorities.

Summary of Proposals

- Proposed increase in the Councillor salary of 1.49% to £13,600. This represents an increase of £200 in the basic salary.
- No increase is proposed for senior salaries.
- Removal of the two levels of salary for Executive Members and Committee Chairs.
- The IRP remains concerned that many Members are still not claiming their entitlements for reimbursement of costs of care.
- Introduction of new sickness absence for senior Members.
- The IRP is concerned that Councillors do not consistently receive adequate IT or telephone equipment and/or support from Councils. (The Democratic Services Committee has responsibility in authorities to oversee these matters).
- Clarification of Job sharing Executive Members (an Executive salary can be split between 2 Members in a 'job share' arrangement).
- Community and Town Councils – proposals to allow and/or require the payment of special responsibility allowance based on the size of community/town council.

Group Leaders have welcomed the removal of the two levels of salary for Executive and Committee chairs. A copy of the response sent to the IRP in consultation with the Chair of this Committee is enclosed for information.

1.1 Recommendation

The Committee is requested to note the IRP's proposals for 2108/19 as detailed in this report.

Huw Jones
Head of Democratic Services
29/11/17



**CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL**

**ADRAN Y DIRPRWY PRIF WEITHREDWRAIG
DEPARTMENT OF THE DEPUTY CHIEF EXECUTIVE**

**LYNN BALL LL.B., (Hons.) Cyfreithlwr/Solicitor
PENNAETH SWYDDOGAETH (BUSNES Y CYNGOR) /
SWYDDOG MONITRO
HEAD OF FUNCTION (COUNCIL BUSINESS) / MONITORING
OFFICER**

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E-bost - Email: huwjones@ynysmon.gov.uk

Ein Cyf – Our Ref. HJ/JJ

Eich Cyf – Your Ref.

28 Tachwedd/November 2017

Ysgrifenyddiaeth Panel Annibynnol Cymru ar
Gydnabyddiaeth Ariannol
Llywodraeth Cymru
Llawr Cyntaf, Adain y Gogledd, M05
Parc Cathays
Caerdydd
CF10 3NQ

Annwyl Syr/Madam

**YMATEB I ADRODDIAD Y PANEL
ANNIBYNNOL AR GYDNABYDDIAETH
ARIANNOL 2018/19**

Diolch am y cyfle i gyflwyno sylwadau ar
Adroddiad drafft y Panel ar gyfer 2018.

Mae'r Cyngor yn croesawu'r bwriad i ddileu'r
lefelau tâl gwahanol ar gyfer Aelodau Pwyllgor
Gwaith a Chadeiryddion Pwyllgor. Nid oedd y
Cyngor yn gefnogol i hyn yn y gorffennol. Hefyd
mae bwriad y Panel i ddiwygio'r fframwaith ar
gyfer absenoldeb salwch i ddeilyddion cyflog
uwch i'w groesawu.

Edrychwn ymlaen at dderbyn yr adroddiad
terfynol maes o law.

Dear Sir/Madam

**RESPONSE TO THE INDEPENDENT
RENUMERATION PANEL REPORT FOR
2018/19**

Thank you for the opportunity to comment on the
draft report for 2018.

The Council welcomes proposals to remove the
two levels of salary for Executive Members and
Committee Chairs. This was not previously
supported by the Council. Also the Panel's
intention to revise the framework on sickness
absence for senior Members is welcomed.

We look forward to receiving the final report in
due course.

Yn gywir/Yours sincerely

**J Huw Jones
Pennaeth Gwasanaethau Democraidd/
Head of Democratic Services**

*Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.
You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both language*

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ISLE OF ANGLESEY COUNTY COUNCIL	
NAME OF COMMITTEE:	DEMOCRATIC SERVICES COMMITTEE
DATE OF MEETING:	13 DECEMBER, 2017
TITLE:	MEMBER DEVELOPMENT CHARTER
PURPOSE OF REPORT:	CONFIRM ACTION PROPOSED
AUTHOR:	HEAD OF DEMOCRATIC SERVICES

1.0 Member Development Charter

In 2014 the Council was granted WLGA’s Wales Charter for Member Support and Development. The Charter aims to provide a broad framework for local planning, self-assessment, action and review and the sharing of good and innovative practice. This has been previously reported to the Democratic Services Committee.

The award was granted for a period of 3 years and it is proposed that the Council now seeks reassessment, this includes the need to prepare a self-assessment against set criteria prepared by the WLGA.

This is scheduled for 2018 and a further update will be provide to this Committee in March, 2018.

2.0 Recommendation

The Committee is requested to endorse the action proposed in this report.

Huw Jones
Head of Democratic Services
29/11/17

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	13 December 2017
Title:	Timing of Council Meetings
Author:	Head of Democratic Services

1.0 Background

- 1.1 In accordance with the statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once every term, preferably shortly after the new Council is elected.
- 1.2 Following consultation with the Group Leaders on 26 October 2017 a survey was sent to all Members to obtain their views. The options were to start meetings at 10.00 am, 2.00 pm, 4.00 pm and 6.00 pm.

2.0 Response

- 2.1 13 responses were received (43%). The preferred options are outlined below:

Committee	Feedback in order of preference	Number that chose the time as their first preference
County Council		
10.00 am	2	4
2.00 pm	1	7
4.00 pm	3	1
6.00 pm	4	0
The Executive		
10.00 am	1	10
2.00 pm	2	0
4.00 pm	3	0
6.00 pm	4	0
Scrutiny Committees		
10.00 am	1	6
2.00 pm	2	5
4.00 pm	3	1
6.00 pm	4	0
Quasi-Judicial		
10.00 am	2	4
2.00 pm	1	7
4.00 pm	3	1
6.00 pm	4	0

Committee	Feedback in order of preference	Number that chose the time as their first preference
Other Committees		
10.00 am	1	7
2.00 pm	2	5
4.00 pm	3	0
6.00 pm	4	0

2.2 Summary of the results

- County Council – majority supporting 2.00pm
- The Executive – support for 10.00am
- Scrutiny Committees (currently 2.00pm) – majority supporting 10.00am.
- Quasi-judicial Committees – majority supporting 2.00pm. It should be noted here that one Member supported moving the Planning Committee to 4.00pm. The current arrangement is that the Planning Committee starts at 1.00pm.
- Other Committees – majority supporting 10.00am.

2.3 Other observations

2.3.1 Some Members did not favour late meetings due to other commitments in the community (eg community council and meetings of governing bodies). One Member also referred to the additional pressure on the officers who attend meetings.

2.3.2 Three members were of the opinion that starting at 1.00pm would be better than 2.00pm, particularly when meeting agendas are lengthy. One member favoured starting the Planning Committee at 4.00pm. Another member favoured starting most meetings at 4.00pm for the convenience of members who work and the public, but another member considered that there would be no advantage in starting at 4.00pm, as this would still affect working hours and evening duties (community councils etc). Reference was also made to the fact that those meetings on web-cast are available to the public on the Council's website. .

3.0 Conclusions

3.1 It appears that the only change supported by the majority is moving the start time of Scrutiny Committees to 10.00am.

4.0 Equality Impact Assessment

- 4.1 The Council is required, when reviewing existing policies or procedures, to carry out an equality impact assessment and give 'due regard' (ie give appropriate weight) to the results of the assessment. The findings of the assessment are given below:
- 4.1.1 Implementing a recommendation to change start times from the afternoon to the morning should not have a differential effect on any protected group.
- 4.1.2 However, there is a need to ensure that the Democratic Services Committee and the Full Council are aware of the feedback received in favour, as well as against, holding late meetings before making a final decision (see 2.3 above).
- 4.1.3 This opportunity should be taken to raise awareness of the reimbursement of care costs available to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer, or for a member to receive care support to enable that individual to carry out their role. The Independent Remuneration Panel for Wales considers that Democratic Services Committees should take steps to encourage eligible members to claim this reimbursement.
- 4.1.4 Any new arrangements should be monitored as it will not be possible to consider the actual impact of any policy until it is implemented.

5.0 Recommendations

The Committee is requested:

- 5.1 to consider the observations of the Members who responded to the questionnaire and consider the propriety of changing the timing of Scrutiny Committees to start at 10.00am.
- 5.2 make recommendations to the full Council on the timing of Council meetings from 2018/19.

Huw Jones
Head of Democratic Services
06/12/17

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