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CYNGOR SIR
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ISLE OF ANGLESEY
COUNTY COUNCIL

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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD ARBENNIG	EXTRAORDINARY DEMOCRATIC SERVICES COMMITTEE
DYDD MAWRTH, 27 TACHWEDD 2018 am 10.00 o'r gloch	TUESDAY, 27 NOVEMBER 2018 at 10.00 am
YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGEFNI	COMMITTEE ROOM 1 COUNCIL OFFICES LANGEFNI
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, Nicola Roberts

Y Grŵp Annibynnol / The Independent Group

Richard Griffiths, Dafydd Roberts

Plaid Lafur Cymru / Welsh 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 Committee held on 26 September 2018.

3 WEBCASTING OF SCRUTINY COMMITTEES (Pages 5 - 8)

To submit a report by the Head of Democratic Services.

4 PUBLIC PARTICIPATION IN MEETINGS (Pages 9 - 14)

To submit a report by the Head of Democratic Services.

5 INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2019/20 (Pages 15 - 18)

To submit a report by the Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 26 September 2018

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors Richard Griffiths, Vaughan Hughes, Eric Wyn Jones, Dylan Rees, J Arwel Roberts and Dafydd Roberts
- IN ATTENDANCE:** Head of Democratic Services
Human Resources Development Manager (MW)
HR Trainee Development Officer (CD)
Committee Officer (SC)
- APOLOGIES:** Councillors Carwyn Jones, Robert G Parry OBE, FRAGS
- ALSO PRESENT:** None
-

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The minutes of the meetings held on the following dates were confirmed as correct:-

- 20 March 2018
- 15 May 2018

Matters arising from the minutes:-

Item 3 - Independent Remuneration Panel for Wales - Annual Report for 2018/19

The Head of Democratic Services reported, for information, that both he and the Chair would be attending a meeting of the IRP on 21 November 2018 in Llandudno. He reported that any comments on the current scheme would be welcome from Members for discussion.

RESOLVED to note that the draft IRP Report for 2019/20 will be published shortly, and submitted to the next meeting of the Democratic Services Committee.

Item 7 - Webcasting of Meetings

Councillor Dylan Rees sought clarification on whether both Scrutiny Committees could be webcast during discussions on matters of public interest.

The Head of Democratic Services responded that the County Council, at its meeting on 25 September 2018, had resolved to refer a Notice of Motion on webcasting Scrutiny Committees to this Committee.

RESOLVED:-

- **To note the information presented.**
- **That the Democratic Services Committee presents its recommendations to the County Council on 11 December 2018 for approval.**

3. MEMBER RELATED ISSUES

Submitted - an update report by the Head of Democratic Services on various Member related matters, as presented to the Standards Committee on 12 September 2018.

In March 2018, a timetable was agreed that Members' Annual Reports be published by 30 June 2018. The Head of Democratic Services confirmed that 29 out of 30 Annual Reports have been received, for publication on the Council's website. With regard to the Annual Report that is outstanding, it was noted that discussions have taken place with the relevant Group Leader, and the individual concerned, to resolve the issue.

The WLGA's Charter for Member Support and Development was presented to the Committee in March, and the Council is now seeking re-assessment. The Head of Democratic Services reported that Members' Annual Reports and Personal Development Reviews had not been submitted by the proposed date in April, therefore a revised timetable has been set for re-submission during Quarter 3, 2018/19.

It was reported by the Head of Democratic Services that Members and Co-opted Members have undergone an enhanced DBS check in accordance with the Council's Disclosure and Barring Policy, actioned in consultation with the Head of Learning. It was noted that DBS requirements will be reviewed on a regular basis over a three year period.

The Head of Democratic Services also reported that Members have been briefed on the use of the Modern.Gov committee management system, and have received support on uploading training information onto the Council website. Since April, information on Members' attendance at meetings and training sessions has been published online.

It was noted that the Chair of the Standards Committee has recently circulated guidance published by the WLGA on social media for Members, which includes

Facebook and Twitter accounts. It was further noted that discussions are ongoing to arrange a training session on social media for Members.

The Head of Democratic Services reported that strategic and local outside bodies are reviewed annually by the Council. He stated that the Partnership and Regeneration Scrutiny Committee on 19 June 2018 adopted a framework for monitoring key partnerships as part of its work programme for the future.

In relation to 'local' outside bodies, it was suggested that the template for Annual Reports be reviewed to allow Members to report on the nature of their work and their involvement on these bodies, rather than noting the number of meetings attended.

RESOLVED:-

- **To note progress as detailed in the report.**
- **To review the format of the template for Members' Annual Reports.**

4. MEMBER DEVELOPMENT

Submitted - an update report by the Human Resources Development Manager as presented to the Standards Committee on 12 September 2018.

A revised plan for 2018/19 was presented and adopted by the Council on 15 May 2018, following input from the Senior Leadership Team, Group Leaders, the WLGA and other external agencies.

The HR Development Manager reported that some training sessions have been re-scheduled. The topic areas included Safeguarding Issues, Scrutiny, Health and Safety, which are mandatory sessions, and have proved popular with Members.

It was noted that training delivery has been a combination of both officer led and external providers, with a substantial contribution being invested in the Scrutiny Training Programme. The HR Development Manager stressed the need for all Members to attend mandatory training sessions.

The HR Development Manager reported that Members are encouraged to use the E-Learning programmes and modules available to them. It was noted that a number of training sessions have been delivered to Members to meet their individual training needs. The HR Development Manager further reported that the Council is working to simplify access to the E-Learning modules, and hold further training sessions as a refresher for Members in due course.

It was noted that the Standards Committee at its meeting on 12 September 2018 highlighted the need for Members to personally record attendance at training sessions via the Modern.Gov system, and also to complete evaluation forms following attendance at training sessions, in order not only to evaluate the training, but also to ensure that further training needs are noted.

RESOLVED:-

- To note progress within the Member Development Plan.
- That the HR Development Manager reviews the evaluation form.
- That the Head of Democratic Services makes arrangements with the HR Development Manager to identify suitable times for further E-Learning sessions to be delivered for Members.

5. COMMITTEE WORK PROGRAMME 2018/19

Submitted - a report by Head of Democratic Services on the work programme for 2018/19, which recommends focusing on the following:-

- The Member Development and Training Plan including Personal Development Reviews;
- Webcasting of meetings;
- Members' Annual Reports;
- Independent Remuneration Panel's Annual Report;
- Relevant Welsh Government Consultation.

RESOLVED to accept the report.

The meeting concluded at 2.55 pm

**COUNCILLOR ROBERT LL JONES
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of Meeting:	27 November, 2018
Title:	Webcasting
Purpose of the Report:	To consider options for extending webcasting to include scrutiny committees and make recommendations to Council
Author:	Head of Democratic Services

1.0 Background

This report has been prepared in response to a decision by the Council on 28 September 2018 to refer the undermentioned Notice of Motion to the Democratic Services Committee and provide an opportunity for the Committee to make recommendations to the Council:

“The Constitution of Anglesey County Council should be amended to allow webcasting of both Scrutiny Committees”

Since June 2014, meetings of the Council, Planning and Orders Committee and the Executive have been webcast and progress reports submitted to this Committee.

Webcasting of meetings is not currently a legislative requirement but is strongly supported by Welsh Government and is linked to the provisions within the Local Government (Wales) Measure 2011 to strengthen local democracy and community engagement in ensuring that local authorities reach out to and engage with all sectors of the community they serve.

At present, the Council’s webcasting equipment is located in the Council Chamber and the current contract allows for up to 40 hours of broadcasting per year to cover the meetings referred to above. This also provides for the lease of all hardware and software, upgrades and maintenance. The current contract ends in March 2021 and costs per year are in the region of £12,000.

Current practice on webcasting meetings vary – most Councils webcast a combination of Council, Planning, Cabinet and some or all Scrutiny Committees where there is most public interest. The situation across North Wales is summarised in Appendix 1

Matters for consideration

Although the extension of webcasting to include Scrutiny committees would potentially put the Council in a better position to meet any statutory obligations to broadcast meetings which may be introduced in the future, it is necessary to highlight some specific issues and practical considerations:

Use of Council Chamber and Committee Rooms for the purpose of webcasting

On a practical level webcasting equipment has only been installed in the Council Chamber. It would be necessary to hold Scrutiny Committee meetings in the Chamber for the purpose of webcasting as there is no scope to change the layout and seating plan. Such practical considerations can be accommodated in Committee Rooms 1 and 2 which is a preferred layout setting for conducting meetings of Scrutiny Committees and reflects current practice.

There is, however, a potential option to use mobile webcasting equipment in Committee Rooms 1 and 2 but there would be additional associated costs per annum of hiring equipment alone in the region of £10,000, depending on usage; such costs are being incurred on an hourly basis and additional time in relation to staff; both of these issues are addressed in the paragraphs below. There is no provision in the budget for this expenditure and technical aspects would need further consideration.

Number of Meetings

Another consideration is the number of Scrutiny Committees per year in the Council calendar and any extraordinary meetings held. There are already 15 meetings of the Corporate Scrutiny Committee and 8 meetings of the Partnership and Regeneration Scrutiny Committee in the diary for 2018/19 – this includes a number of extraordinary meetings.

Therefore, for the purpose of cost estimates, based on 23 Scrutiny Committees this municipal year, assuming that meetings last up to 3 hours on average, it is envisaged that there would be a need to webcast an additional 69 hours on top of the annual contracted 40 hours. Indicative costs, based on a per hour rate, are likely to be an additional cost in the region of £3,000 per annum, on top of current costs. There is no provision in the budget for these additional costs.

Demands on staff time

Members also need to acknowledge that there would be more demands on staff time to manage webcasting equipment should a decision be made to extend current arrangements. Democratic Services staff are responsible for ensuring the proper working of the webcasting equipment when meetings take place. This includes setting up in advance of meetings and testing of equipment and also publishing and archiving after meetings. This is a demand on staff time over and above actual live webcasting. This would be at a time of other competing service delivery demands and targets for budgetary savings within the service. Having regard to the number of Scrutiny Committee meetings in the calendar in this municipal year it is estimated that this would equate to a cost element of up to £3,500 when factoring in staff time required to manage equipment.

In summary, there are practical and financial considerations associated with extending webcasting and there is no current provision in the budget to meet the additional costs noted above including mobile equipment for the purpose of holding meetings in

Committee Room 1. This needs to be considered in the context of demands on the Council's budget and required savings.

Based on the information in this report the following options are presented to enable the Committee to make recommendations to the Council on the 11 December, 2018:

2.0 Recommendations

- i) To consider whether to recommend no change to the current arrangements for webcasting or support the webcasting of Scrutiny Committees taking account of funding issues, use of Committee rooms and demands on Democratic Services staff time.
- ii) If the merits of extending webcasting is supported, consider piloting a set number (maximum of 4) of Scrutiny Committee meetings during 2019/20 - meetings of most public interest e.g. annual budget proposals. Arrangements to be agreed by the Chairs and Vice-chairs Scrutiny forum in consultation with the Leader and Chief Executive.

Huw Jones
Head of Democratic Services
7 November, 2018

Appendix 1

Number and Type of Meetings Webcast December 2017 – May 2018

Council	Meetings Webcast
Conwy	Council Cabinet Planning Scrutiny
Denbighshire	Council Cabinet Planning Scrutiny
Flintshire	Council Planning
Gwynedd	Council Cabinet Planning Scrutiny
Wrexham	Council Executive Planning Scrutiny

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of Meeting:	27 November, 2018
Title:	Public participation in meetings
Purpose of the Report:	To make recommendations to Council
Author:	Head of Democratic Services

1.0 Background

The County Council resolved on 25 September to refer the following Notice of Motion to the Democratic Services Committee for consultation:

“The Constitution of Anglesey County Council should be amended to allow motions to be discussed at full Council meetings that have been proposed by members of the public and supported by the signatures of 50 individuals who live on the Isle of Anglesey”.

This motion deals with a motion being raised by the public where it is supported by 50 other individuals and this Committee is requested to consider the following observations:

The Council Procedure Rules (paragraph 4.1. of the Constitution) do not include provision for motions to be submitted by members of the public.

The Constitution does include provisions for Members to submit questions (4.1.12) and motions (4.1.13 and 4.1.14)

There is also provision for the receipt of petitions by full Council, from elected Members on behalf of the public (4.1.11) and any received in this way will be referred to the relevant Committee or Executive for consideration, in circumstances where the content of the petition does not relate to a matter which is already on the agenda of that ordinary Council meeting.

Elected members are able to raise questions, submit motions and submit petitions to the Council meetings which are presented to them by members of the public.

Enquires have been made with other Authorities in Wales to ascertain whether provision exists in their Constitutions for allowing motions to be submitted by the general public. Of the responses received all have confirmed that there are no arrangements for the public to submit motions. None of the North Wales authorities allow a motion to be raised by members of the public, apart from elected members.

It is the view of the Monitoring Officer that no such provisions exist because members of the public have no legal standing to directly submit notices of motion for debate in full Council, expecting elected members to represent their views and to submit motions/questions and petitions on their behalf; including at their specific request.

However, it is noted that some North Wales Authorities do have provision for members of the public to raise questions at Council meetings, subject to certain criteria being satisfied, for example this applies to Flintshire County Council (see Enc.1) and Denbighshire County Council (see Enc. 2)

Some of the North Wales Authorities that have provision for members of the public to raise questions at Council meetings explained that this right had never been used. On this basis, it is fair to consider that the presence of such provision in the Constitution may have limited results; if the intention is to increase public participation in Council meetings.

Based on the information in this report the following options are presented to enable the Committee to make recommendations to the Council on the 11 December, 2018.

2.0 Recommendations:

1. To either maintain the status quo or
2. Instruct officers to devise a scheme that enables members of the public to submit written questions in advance of meetings of the full Council; such a detailed scheme to be considered first by the Democratic Services Committee and then by the Executive before final constitutional changes are approved (or not) by the full Council.

Huw Jones
Head of Democratic Services
14 November, 2018

Enc. 1

Flintshire Council - Public Speaking arrangements in Full Council

Questions are restricted to matters relating to Flintshire and/or the services provided by the Council.

A person may only submit one question for consideration at any Public Question Time, but one supplementary question will be allowed in each case.

Questions will not be accepted which relate to:-

- Judicial or quasi-judicial matters;
- Matters under investigation
- Individual planning, license or grant applications or appeals;
- Named officer or member of the Council;
- Confidential or exempt information as described in the Access to information Procedure Rules or requires its disclosure
- Party political matters;
- Defamatory material
- Substantially the same issue as a question put within the past 6 months. Questions will not be accepted from Member and Employees of the Council

Questions must be submitted in writing and received no later than 12 noon on the seventh day before Question Time.

Enc. 2.

Denbighshire County Council - *Attached is an extract from the standing orders on this issue.*

4.18 Questions by the Public

4.18.1 General

- (a) Members of the public may ask questions of Members of the Cabinet at ordinary meetings of the Council.
- (b) The total time allocated for questions by the public should be limited to 30 minutes.

4.18.2 Order of Questions

Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

4.18.3 Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Head of Legal HR and Democratic Services no later than midday 2 working days before the day of the meeting. Each question must give the name and address of the questioner.

4.18.4 Number of Questions

At any one meeting no person may submit more than one question and no more than one such question may be asked on behalf of one organisation.

4.18.5 Scope of Questions

The Head of Legal, HR and Democratic Services may reject a question if it:

- (a) is not about a matter for which the Council has a responsibility or which affects the County;
- (b) is defamatory, frivolous or offensive;
- (c) is substantially the same as a question which has been put at a meeting of the Council in the past six months;
- (d) requires the disclosure of confidential or exempt information.

4.18.6 Record of Questions

- (a) The Head of Legal, HR and Democratic Services will maintain a record open to public inspection and will immediately send a copy of the question to the Councillor to whom it is to be put. Rejected questions will include reasons for rejection.
- (b) Copies of all questions will be circulated to all Councillors and will be made available to the public attending the meeting.

4.18.7 Asking the Question at the Meeting

The Chair will invite the questioner to put the question to the Councillor named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Chair to put the question on their behalf. The Chair may ask the question on the questioner's behalf, indicate that a written reply will be given or decide, in the absence of the questioner, that the question will not be dealt with.

4.18.8 Supplementary Question

A questioner who has put a question in person may also put one supplementary question without notice to the Councillor who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Chair may reject a supplementary question on any of the grounds set out in Rule 4.18.5 above.

4.18.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Councillor to whom it was to be put, will be dealt with by a written answer.

4.18.10 Reference of Question to the Cabinet or a Committee

Unless the Chair decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to Cabinet or the appropriate committee or sub-committee. Once seconded, such a motion will be voted on without discussion

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ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	27 November 2018
Title of report:	Independent Remuneration Panel for Wales – Draft Annual Report for 2019/20
Report by:	Head of Democratic Services
Purpose of Report:	To report on the Panel’s draft proposals for 2019/20

1.0 Background

The Independent Remuneration Panel for Wales (IRP) is independent of central and local government and was initially established to determine the range and levels of allowances payable by county and county borough councils to their elected members and co-opted members with voting rights. Each year the Panel must produce an Annual Report which sets out the type and levels of payments that authorities may or must make available to their members and co-opted members.

The IRP’s Draft Annual Report for 2019/20 has been published for consultation, which closes on 27 November 2018. The final report will be published in February 2019.

Group Leaders have been made aware of the proposed changes affecting this Authority, as outlined below.

2.0 Basic Salary

The basic salary in 2019/20 for elected members of principal councils will be **£13,868**. This will be an increase of £268 a year, which equates to 1.97% and restores the level of basic salary to the amount paid in 2011.

3.0 Senior and Civic Salaries

3.1 Number of senior salaries

The limit on the number of senior salaries payable will remain, ie a total of 16 for Anglesey, including civic salaries.

3.2 Payments to members of the Executive

There will be an increase of £800 to members of the Executive, which includes the increase of £268 to the basic salary. The Panel has not increased the senior salaries paid to these post holders for six years.

3.3 Committee Chairs and Leader of the Largest Opposition Group

There will be no increase to the senior salary of Committee Chairs and Leader of the Largest Opposition Group, but the total paid will reflect the increase of £268 to the basic salary.

3.4 Senior Salary Bands

2019/20 Senior Salaries (which include the basic salary):		
Band 1	Leader Deputy Leader	£44,100 £31,100
Band 2	Members of the Executive	£27,100
Band 3	Committee Chairs (if paid)	£22,568
Band 4	Leader of the largest opposition group	£22,568
Band 5	Leader of other political groups	£17,568

3.5 Civic Salaries

For 2018/19, the Council decided that Level 3 civic salaries should be paid to the Civic Head and Deputy Civic head (£19,300 and £14,300 respectively).

Councils have strongly expressed to the Panel that elected members do not wish to make any choices that require Councils themselves to choose and match the level of activity or duties of a specific member to a given range of salary levels for a role. All such choices are now removed. For 2019/20, the Panel has decided that civic salaries of:

£22,568 (Band 3) be paid to civic heads (if paid) and

£17,568 (Band 5) be paid to deputy civic heads (if paid).

4.0 Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

5.0 Recommendation

The Committee is requested to consider the draft determinations within the report of the Independent Remuneration Panel for Wales for 2019/2020 and whether it wishes to respond to the consultation.

Huw Jones
Head of Democratic Services
19/11/18

Background paper: The Independent Remuneration Panel for Wales Draft Annual Report 2019/20
<https://gov.wales/docs/dsjlg/publications/181002-irp-draft-report-en.pdf>

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