

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Mr Dylan Williams  
Prif Weithredwr – Chief Executive  
CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>
<b>PWYLLGOR GWASANAETHAU DEMOCRATAIDD</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DYDD MERCHER, 28 MEHEFIN 2023 am 2.00 o'r gloch</b>	<b>WEDNESDAY, 28 JUNE 2023 at 2.00pm</b>
<b>CYFARFOD HYBRID – YN YSTAFELL BWYLLGOR 1 AC YN RHITHWIR</b>	<b>HYBRID MEETING – IN COMMITTEE ROOM 1 AND VIRTUALLY</b>
<b>Swyddog Pwyllgor</b>	<b>Shirley Cooke 01248 752514 Committee Officer</b>

## **AELODAU / MEMBERS**

Cynghorwyr / Councillors:-

### **Plaid Cymru / The Party of Wales**

Non Dafydd, Carwyn E Jones, Llio A Owen, Dylan Rees, Alwen Pennant Watkin (Is-Gadeirydd/Vice-Chair)

### **Annibynnwyr Môn / Anglesey Independents**

Jeff Evans, Aled Morris Jones

### **Y Grŵp Annibynnol / The Independent Group**

Gwilym O Jones

### **Plaid Lafur Cymru / Wales Labour Party**

Keith Roberts (Cadeirydd/Chair)

# AGENDA

**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 - 6)

To submit for confirmation, the draft minutes of the previous meetings of the Committee held on the following dates: -

- 22 March 2023
- 23 May 2023

**3**     **EXTENDING THE TERMS OF REFERENCE OF THE DEMOCRATIC SERVICES COMMITTEE** (Pages 7 - 18)

To submit a report by the Director of Function (Council Business)/Monitoring Officer.

**4**     **ELECTED MEMBERS' ANNUAL REPORTS** (Pages 19 - 22)

To submit a report by the Head of Democracy.

**5**     **MEMBER DEVELOPMENT** (Pages 23 - 32)

To submit a report by the Human Resources Training Manager.

**6**     **DRAFT HYBRID WORKING PROTOCOL FOR MEMBERS** (Pages 33 - 40)

To submit a report by the Head of Democracy.

## DEMOCRATIC SERVICES COMMITTEE

### Minutes of the meeting held on 22 March 2023

- PRESENT:** Councillor Keith Roberts (Chair)
- Councillors Jeff Evans, Carwyn E Jones, Gwilym O Jones, Llio A Owen, Dylan Rees, Alwen P Watkin
- IN ATTENDANCE:** Head of Democracy  
Human Resources Training Manager (MW) (For Item 3)  
Human Resources Assistant Training Officer (PA) (For item 3)  
Committee Officer (SC)
- APOLOGIES:** None
- 

#### 1. DECLARATION OF INTEREST

None received.

#### 2. MINUTES

The draft minutes of the previous meeting of this Committee held on 30 November 2022 were presented and confirmed as correct.

#### 3. MEMBER DEVELOPMENT

Submitted – a report by the Human Resources Training Manager on training and development opportunities that were offered to elected members since May 2022.

The HR Training Manager reported that 59 training days will have been offered to elected members in a variety of subjects, including specific training for members of the Planning Committee and Governance and Audit Committee. A variety of generic training sessions e.g. Charing, ICT skills had also been offered in addition to the mandatory courses noted in the report. However, the Training Manager stated that the Council's Constitution was best practice rather than mandatory. It was highlighted that additional training has been organised before the end of the financial year e.g. Social Media; Health, Safety and Wellbeing. In terms of attendance on the mandatory training, the level of attendances has been varied.

The HR Training Manager reported that in accordance with the Member Development Strategy, all elected members will be offered an Annual Development Interview with Group Leaders to discuss their individual training needs by the end of April 2023. The output from these discussions in addition to input from the Leadership Team and Heads of Service will form the basis of the 2023/24 training plan. The plan will be presented to the Chair of the Democratic Services Committee and Head of Democracy for approval.

The Head of Democracy reiterated that input from members is crucial to ensure that the Training Programme will be fit for purpose. He reminded members that their Development Interview is key to the process, and offered his assistance, if required.

The HR Training Manager reported that the timing of training sessions is continually being reviewed, to respond to the needs of members who have work/caring commitments. It was noted that the option of convening meetings during the day and early evening had been welcomed by some members of the Committee.

A member highlighted that providing online feedback in relation to training sessions was proving difficult in its present format. This was acknowledged by the HR Training Manager who reported that she is currently in discussion with ICT to find a suitable mechanism so that forms can be submitted with ease and electronically.

**RESOLVED to note the content of the report.**

#### **4. INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2023/24**

Submitted – a report by the Head of Democracy on the Independent Remuneration Panel for Wales (IRPW)'s final determinations for 2023/24, setting out the type and levels of payments local authorities make available to their members and other organisations.

The Head of Democracy reported that the draft annual report was presented to this Committee on 30 November 2022, and accepted. He stated that the final version of the IRP's Annual Report was published in February 2023, and will be effective from April 2023.

The Head of Democracy reported that generally responses to the consultation supported the IRP's proposals, with only minor changes being made to the final determinations. He stated that the Panel will set a work programme for the coming year, which will be published in due course.

It was noted that there is a 'cap' of 17 senior salaries payable for Anglesey for 2023/24 and that there are currently 15 senior salaries being paid by the Authority. It was explained that this is a decision for the full Council and a report will be presented on this issue at the next full Council meeting in May 2023.

**RESOLVED:-**

- **To note the determinations within the Independent Remuneration Panel for Wales' Annual Report for 2023/24 (February 2023).**
- **To note the Panel's intention to publish a forward work programme for this year at the end of March 2023.**

## **5. THE ROLE OF THE DEMOCRATIC SERVICES COMMITTEE AND FORWARD WORK PROGRAMME**

Submitted – a report by the Head of Democracy on the statutory duties and powers of the Democratic Services Committee and draft work programme for 2023/24.

The Head of Democracy reported that it is timely for members to consider the Committee's role and responsibilities and matters for the 2023/24 work programme. He stated that four meetings have been scheduled for the coming year, which will feature member related issues. An annual report will also be submitted to full Council in September 2023 on the Committee's activities over the past year.

Reference was made to para. 2.2.2 in the report, for "any other item" to be included in the Committee's role descriptions. The Head of Democracy responded that the list of business items was not exhaustive and gave assurance that if any member wishes to raise other issues over the coming months, then those matters would be given consideration.

### **RESOLVED:-**

- **To note the duties of the Democratic Services Committee, as presented in the report.**
- **To note the schedule of meetings for the Democratic Services Committee and work programme for 2023/24.**

The meeting concluded at 14.35 pm

**COUNCILLOR KEITH ROBERTS  
CHAIR**

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## **DEMOCRATIC SERVICES COMMITTEE**

### **Minutes of the hybrid meeting held on 23 May 2023**

- PRESENT:** Councillors Non Dafydd, Jeff M Evans, Carwyn Jones, Aled M Jones, G O Jones, Llio Angharad Owen, Dylan Rees, Keith Roberts.
- IN ATTENDANCE:** Director of Function (Council Business)/Monitoring Officer, Head of Democracy, Committee Officer (MEH).
- APOLOGIES:** Councillor Alwen P Watkin
- ALSO PRESENT:** Councillor Margaret M Roberts – Chair of the Isle of Anglesey County Council
- 

#### **1 DECLARATION OF INTEREST**

None received.

#### **2 ELECTION OF VICE-CHAIRPERSON**

Councillor Alwen P Watkin was elected Vice-Chairperson for the Democratic Services Committee.

**COUNCILLOR MARGARET M ROBERTS  
AS CHAIR OF THE COUNTY COUNCIL**

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<b>Isle of Anglesey County Council</b>	
Report to:	<b>Democratic Services Committee, the Executive and full Council</b>
Date:	<b>28/06/2023, 18/07/2023, 12/09/2023</b>
Subject:	<b>Extending the terms of reference of the Democratic Services Committee</b>
Portfolio Holder(s):	<b>Councillor Carwyn Elias Jones (Corporate Business and Customer Experience Portfolio Holder)</b>
Head of Service / Director:	<b>Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lynnball@ynysmon.llyw.cymru">lynnball@ynysmon.llyw.cymru</a></b>
Report Author: Tel: E-mail:	<b>Mared Wyn Yaxley (Solicitor Corporate Governance) 01248 752568 <a href="mailto:maredyaxley@ynysmon.llyw.cymru">maredyaxley@ynysmon.llyw.cymru</a></b>
Local Members:	<b>Not a local matter</b>

<b>A –Recommendation/s</b>
<p><b><u>Recommendation:</u></b></p> <p>The purpose of this report is to seek agreement for the terms of reference of the Democratic Services Committee (the DSC) to be extended to include the following provision:</p> <p style="padding-left: 40px;"><i>“Where a discussion, a local choice decision or a response to consultation is required in relation to constitutional matters, such matters may be submitted by the Monitoring Officer, with the agreement of the Committee Chair, for the Committee’s consideration before any final recommendation is made to full Council or before any consultation response is sent (“the proposal”)</i></p> <ul style="list-style-type: none"> <li>- The DSC is requested to make a recommendation to the Executive and full Council that the proposal be agreed;</li> <li>- The Executive is requested to make a recommendation to full Council on the proposal and the subsequent amendments required to the Council’s Constitution as a result of such a change; and</li> <li>- The full Council is requested to approve the proposal and the constitutional changes that must be made as a result of the amendment/addition to the DSC’s terms of reference.</li> </ul>

<b>A – Reason/s</b>
<p><b><u>Reasons:</u></b></p> <p><b>1. <u>The current arrangements for changing the Constitution:</u></b></p> <p>1.1. Every Council is required to adopt and maintain a Constitution which must include</p>

## A – Reason/s

prescribed information about the governance arrangements of the Council.

1.2. The Council's Constitution may only be changed in one of two ways:-

1.2.1. by full Council, following consideration of the matter by the Executive (section 2.15.2 of the [Constitution](#)) or

1.2.2. by the Monitoring Officer under the limited delegated authority afforded to them for making consequential amendments (Section 3.5.3.6.6 of the [Constitution](#)).

### 2. **The proposal:**

2.1. Some matters, which may lead to constitutional changes being approved by full Council, require a detailed discussion of options / benefits / disadvantages before the decision is made. This level of granularity is not possible at full Council.

2.2. The proposal is that, in the circumstances described in 2.1 above, the DSC undertakes this work on behalf of the Council. The DSC would also formulate responses to consultations involving constitutional matters.

2.3. Other options include setting up a separate task and finish group for each piece of work, or establishing a standing sub-committee of the Council. However, it is suggested that amending the terms of reference of the DSC is the most pragmatic solution, because:

(a) The DSC is a statutory requirement and is already established;

(b) It is a politically balanced Committee; and

(c) The proposal sits well alongside the DSC's statutory role.

### 3. **Legislative remit of the Democratic Services Committee:**

3.1. Under the [Local Government \(Wales\) Measure 2011](#), the Council must have a DSC.

3.2. The remit of the DSC is also included in legislation, and involves designating a Head of Democratic Services, reviewing the adequacy of provision by the Council of staff, accommodation and other resources to discharge democratic services functions, and making reports and recommendations to the Council in relation to such provision ([section 11 of the 2011 Measure](#)). There is a list of matters that are considered "democratic services functions" under [section 9 of the 2011 Measure](#).

3.3. The current terms of reference of the DSC is in [3.4.12 of the Council's Constitution](#).

### 4. **Extending the Terms of Reference of the Democratic Services Committee:**

4.1. The [Local Government Measure 2011](#), whilst requiring the Council to establish the

## A – Reason/s

DSC, prohibits the allocation to it of functions over and above its statutory remit ([section 16](#)).

4.2. It is suggested that a reasonable, albeit broad interpretation, of the statutory responsibility of the DSC to “*review the adequacy of provision by the authority of staff, accommodation and **other resources** [my emphasis] to discharge democratic services functions*” sufficiently encompasses the proposal.

### **5. The proposed extended Terms of Reference of the Democratic Services Committee:**

5.1. At **Enclosure 1** is the current terms of reference for the DSC, with the proposed changes noted as tracked changes

5.2. It is not envisaged that all constitutional changes require consideration or debate by the DSC; it will be limited to instances where a discussion or a local choice decision is needed or in order to agree a response to any consultation on matters affecting the Council’s Constitution. The decision on whether the DSC will review a particular matter will be made by the Monitoring Officer, but only with the agreement of the DSC’s Chair.

5.3. The DSC will only have power to make recommendations to Council in relation to proposed constitutional changes; having no legal power itself to make such changes.

### **6. Consequential amendments:**

6.1. In addition to changing the terms of reference of the DSC, the Council’s Constitution must also be amended to reflect the additional role of the DSC in constitutional matters.

6.2. The proposed wording to reflect this change is in **Enclosure 2** to this report, with the suggested changes noted as tracked changes.

## B – What other options did you consider and why did you reject them and/or opt for this option?

### **No change:**

The current arrangement does not offer an opportunity for constitutional changes to be explored in detail; specifically where more than one option is available. It would be beneficial for such an opportunity to exist. Responding to consultations also requires much debate and this level of discussion is not possible within full Council meetings. In addition, the timing of consultation responses and Council meetings do not necessarily coincide. It would also be advantageous to the process that the DSC acquires expertise in constitutional matters.

### **Other options:**

**B – What other options did you consider and why did you reject them and/or opt for this option?**

These have been addressed in section 2.3 above and include:

- setting up separate task and finish groups as required, or
- establishing a standing sub-committee of the Council.

However, amending the terms of reference of the DSC is considered the most pragmatic option on the basis that the DSC is already established as a statutory Committee, is politically balanced and the proposal sits reasonably within the DSC's current responsibilities.

**C – Why is this a decision for the Executive?**

Changes to the composition of the Council's Committees can only be made by full Council (Paragraph 3.2.3.5 of the Council's Constitution).

Changes to the Constitution will only be approved by full Council after consideration of the proposal by the Executive. (Paragraph 2.15.2 of the Council's Constitution).

**Ch – Is this decision consistent with policy approved by the full Council?**

The changes to the DSC's terms of reference, and thus the Council's Constitution, are in line with statutory and constitutional provisions.

**D – Is this decision within the budget approved by the Council?**

Yes

<b>Dd – Assessing the potential impact (if relevant):</b>	
1	How does this decision impact on our long term needs as an Island?
2	Is this a decision which it is envisaged will prevent future costs / dependencies on the Authority? If so, how?
3	Have we been working collaboratively with other organisations to come to this decision? If so, please advise whom.
4	Have Anglesey citizens played a part in drafting this way forward, including those directly affected by the decision? Please explain how.
5	Note any potential impact that this decision would have on the groups protected under the Equality Act 2010.
6	If this is a strategic decision, note any potential impact that the decision would have on those experiencing socio-economic disadvantage.
7	Note any potential impact that this decision would have on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.

1-7 Not directly relevant

E – Who did you consult?		What did they say?
1	Chief Executive / Leadership Team (LT) (mandatory)	Considered by LT on 26/6/2023
2	Finance / Section 151 (mandatory)	A member of the LT
3	Legal / Monitoring Officer (mandatory)	Author of the report
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Procurement	
8	Scrutiny	
9	Local Members	
10	Other	The Monitoring Officer has presented the proposal to the Chair of the DSC, and the Group Leaders, all of whom were supportive of the suggested changes.

F - Appendices:
<p><b>Enclosure 1</b> – Current terms of reference for the DSC (as it appears in section 3.4.12 of the Council’s Constitution) with the proposed amendments to extend the remit, in accordance with the proposal put forward in this report, marked as tracked changes.</p> <p><b>Enclosure 2</b> – Section 2.15.2 of the Council’s Constitution (dealing with Changes to the Constitution) with amendments marked as tracked changes.</p>

Ff - Background papers (please contact the author of the Report for any further information):
None

## **Enclosure 1 - section 3.4.12 of the Council's Constitution (the Terms of Reference for the Democratic Services Committee) with amendments included as tracked changes**

### **3.4.12 Democratic Services Committee**

3.4.12.1 There is a requirement for all local authorities to appoint a committee of the Council to designate the Head of Democracy, oversee the work of Democratic Services, ensure that the work is adequately resourced and report to the full Council accordingly.

#### **3.4.12.2 Membership**

3.4.12.2.1 Nine members to be politically balanced.

3.4.12.2.2 Membership of the committee is limited to councillors.

3.4.12.2.3 In accordance with legislation no more than one member of the Council's Executive may be a member. There is a standing invitation to an executive Member to attend each Democratic Services Committee meeting. It would be advantageous for the Member Champion to be a member.

3.4.12.2.4 The Leader of the Council's Executive may not be a committee member.

#### **3.4.12.3 Chairing the Committee**

3.4.12.3.1 The Chair will be appointed by the full Council

3.4.12.3.2 The Chair must not be a member of a group represented on the Executive (save in authorities where all political groups are represented on the Executive, in which case the Chair may not be a member of the Executive).

3.4.12.3.3 The Vice-chair will be elected by the Committee at its first meeting after the Council's Annual Meeting.

3.4.12.3.4 The chairs of any sub-committees will be appointed by the Committee.

#### **3.4.12.4 Proceedings etc**

Provisions governing the proceedings of the Democratic Services Committees, include:

3.4.12.4.1 That the Committee (and a sub-committee) may call witnesses (who will be under a duty to attend if they are members or officers of the authority, but a witness of any description will not be obliged to answer any question which they would be entitled to refuse to answer in, or in connection with, court proceedings in England and Wales);

3.4.12.4.2 That committee (and sub-committee) meetings, papers and minutes will be subject to the requirements regarding access, publication and inspection as are set out in Part VA of the 1972 Act.

3.4.12.4.3 In accordance with legislation the Committee will designate an Officer of the Council to be the Head of Democracy, which excludes the Chief Executive and Section 151 Officer.

#### **3.4.12.5 Reports and recommendations by Democratic Services Committees**

3.4.12.5.1 If a Democratic Services Committee prepares any report or makes recommendations about the provision of staff, accommodation and other resources provided by the local authority for the discharge of democratic service functions, a copy must be sent to each member of the authority

## **Enclosure 1 - section 3.4.12 of the Council's Constitution (the Terms of Reference for the Democratic Services Committee) with amendments included as tracked changes**

who is not a member of the committee, as soon as practicable. A meeting of the full council must be held to consider such reports or recommendations within three months of their being sent to authority members.

### **3.4.12.6 Remit of the Committee:**

3.4.12.6.1 The Committee's remit is in accordance with the relevant legislation and is extended to undertake responsibilities for the member training and development programme, including I.T. skills and support.

3.4.12.6.2 Where a discussion, a local choice decision or a response to consultation is required in relation to constitutional matters, such matters may be submitted by the Monitoring Officer, with the agreement of the Committee Chair, for the Committee's consideration before any final recommendation is made to full Council or before any consultation response is sent.

3.4.12.7 The Committee will hold three ordinary meetings in addition to its Annual Meeting each Municipal Year, with the right to arrange further meetings as required.

## Enclosure 2 – Other Constitutional changes

### 2.15.2 Changes to the Constitution

#### 2.15.2.1 Approval

##### 2.15.2.1.1 The process for changing the Constitution differs depending upon the type of change to be made.

Subject to paragraph 3.5.3.6.6, and 3.4.12.6.2, changes to the Constitution will only be approved by the full Council after consideration of the proposal by the Executive.

Neither the Executive nor the Council shall consider any change/s to the Constitution which would disproportionately prejudice the rights or interests of any minority group/s within the Council without first having received and given due consideration to written recommendation/s from the Standards Committee. Any dispute as to whether proposed change/s will disproportionately prejudice the rights or interests of a minority group/s shall be decided by the Chief Executive.

##### 2.15.2.1.2 Role of the Democratic Services Committee under paragraph 3.4.12.6.2

Where a discussion or a local choice decision is required in relation to constitutional matters, such matters may be submitted by the Monitoring Officer, with the agreement of the Democratic Services Committee Chair, for the Democratic Services Committee's consideration before any final recommendation is made to full Council in accordance with paragraph 3.4.12.6.2.

##### 2.15.2.1.3 Role of the Monitoring Officer under paragraph 3.5.3.6.6

The Monitoring Officer is responsible for reviewing and updating the Council's Constitution from time to time and to make minor changes as detailed in accordance with paragraph 3.5.3.6.6.

#### 2.15.2.2 Change to a mayoral form of executive or another form of executive or to alternative arrangements.

The Council must take reasonable steps to consult with local electors and other interested persons in the area when drawing up proposals and must hold a binding referendum if considering change to a Mayoral form of executive.

#### 2.15.2.3 Change to the voting system for the election of Councillors to the Council

##### 2.15.2.3.1 Two voting systems

(1) There are two systems for electing Councillors to the Council in polls at contested elections—

- (a) a simple majority system, or
- (b) a single transferable vote system.

##### 2.15.2.3.2 A “simple majority system” means an electoral system where—

- (a) each voter may cast as many votes as there are offices to be filled;
- (b) in the case of an election for a single office, the candidate who receives the highest number of votes is elected;
- (c) in the case of an election to fill more than one office, the candidates equal to the



## Enclosure 2 – Other Constitutional changes

number of offices to be filled who receive the highest number of votes are elected.

A “single transferable vote system” means an electoral system where—

(a) in the case of an election to fill more than one office—

(i) voters express a first preference for one candidate and may express second and further preferences for other candidates;

(ii) a quota for election is calculated from the number of votes and offices to be filled;

(iii) the first preferences are counted and any candidate whose first preference votes equal or exceed the quota is elected;

(iv) if insufficient candidates are elected under sub-paragraph (iii), the proportion of an elected candidate’s votes above the quota is redistributed according to voters’ further preferences;

(v) candidates who then reach the quota are elected and the candidate with the fewest votes is excluded;

(vi) the excluded candidate’s votes are redistributed according to voters’ further preferences;

(vii) if insufficient candidates are elected under sub-paragraphs (iv) to (vi), the steps described in those sub-paragraphs are repeated until all offices are filled;

(b) in the case of an election for a single office—

(i) voters express a first preference for one candidate and may express second and further preferences for other candidates;

(ii) an absolute majority of votes for election is calculated from the number of votes;

(iii) the first preferences are counted and, if a candidate’s first preference votes equal or exceed the absolute majority of votes, that candidate is elected;

(iv) if no candidate is elected under sub-paragraph (iii), the candidate with the fewest votes is excluded, the excluded candidate’s votes are redistributed according to voters’ further preferences and a candidate who then reaches the absolute majority is elected;

(v) if no candidate is elected under sub-paragraph (iv), the steps described in sub paragraph (iv) are repeated until a candidate is elected.

2.15.2.3.2 The simple majority system provided for by local elections rules applies in the council, unless and until the council changes the voting system for the first time.

2.15.2.3.3. The Council may change the voting system that applies to the election of Councillors of the Council to the single transferable vote system. If, in the future, the voting system that applies to the Council for the time being is the single transferable vote system provided for by local elections rules, the Council may change it to the simple majority system.

2.15.2.3.4 The power to change the voting system ;

(a) is not to be the responsibility of an Executive of the Council under Executive arrangements

(b) is not a function to which section 101 of the 1972 Act (arrangements for discharge of functions by local authorities) applies.

2.15.2.3.5 Before the Council exercises its power to change its voting system it must consult—

(a) the persons entitled to vote as electors at a local government election in its area;

(b) each community council in its area;

(c) such other persons as it considers appropriate.

(4) After the Council has changed the voting system for the first time, the system to which

## Enclosure 2 – Other Constitutional changes

the Council has most recently decided to change applies.

(5) If the Council changes its voting system, the change takes effect at the first ordinary election of Councillors that takes place after the Council passes the resolution and continues in effect unless and until the system is changed again.

(6) But in a poll for an election to fill a casual vacancy in the office of Councillor that takes place before the first ordinary election of Councillors after the Council passes the resolution, the voting system that applied at the last ordinary election applies

2.15.2.3.4 The Council may change the voting system that applies to the election of Councillors of the Council.

(1) If the voting system that applies to the Council for the time being is the simple majority system, the Council may change it to the single transferable vote system provided for by those rules.

(2) If the voting system that applies to a Council for the time being is the single transferable vote system, the Council may change it to the simple majority system provided for by those rules.

(3) The power to change the voting system under this section—

(a) is not to be the responsibility of an Executive of the Council under Executive arrangements (within the meaning of section 10 of the 2000 Act);

(b) is not a function to which section 101 of the 1972 Act (arrangements for discharge of functions by local authorities) applies.

(4) Before the Council exercises its power to change its voting system it must consult—

(a) the persons entitled to vote as electors at a local government election in its area;

(b) each community council in its area;

(c) such other persons as it considers appropriate.

2.15.2 3.5 The Council's power to change its voting system must be exercised by resolution of the Council

a resolution to exercise the power must be passed by at least two thirds of the total number of Councillor seats on the Council.

the resolution must be considered at a meeting specially convened for the purpose

written notice of the meeting must be given to all Councillors, and

the meeting must take place after the end of a period of 21 days beginning with the day on which notice is given.

2.15.2.3.6.1 A resolution to exercise the power must be passed before 15 November of the year that is three years before the year in which the next ordinary election of the Council is due to be held.

2.15.2.3.6.2 After the Council has exercised the power, a further resolution to exercise the power cannot be passed until two ordinary elections of the Council have been held under the voting system to which it was changed.

2.15.2.3.6.3 A resolution to exercise the power passed during the period between two consecutive ordinary elections of the Council has no effect if the Council has previously voted on a resolution to exercise the power during that period at a meeting held for that purpose.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Meeting:</b>	Democratic Services Committee
<b>Date:</b>	28 June 2023
<b>Title of report:</b>	Elected Members' Annual Reports
<b>Report by:</b>	Head of Democracy
<b>Purpose of Report:</b>	To update the Committee on annual report arrangements for 22/23

## **Background**

1. A report was presented to the Standards Committee in its meeting on 14 December outlining the arrangements and the timeline for receiving and publishing members' annual reports for 2022/23.
  
2. Following the low number of reports that were presented for the 21/22 period, the Committee requested that Democratic Services take steps to encourage and facilitate the process of preparing reports for 22/23.
  
3. A further report was submitted to the Standards Committee on 14 June, at the Committee's request, with an update of the situation. It was explained in the meeting that the matter would be discussed in the Democratic Services Committee in order to agree on the next steps.
  
4. Section 5 of the Local Government (Wales) Measure 2011 places a duty on Councils to ensure that arrangements are in place to enable Members to prepare annual reports on their activities. Although there is no statutory requirement for Members to prepare a report, it is good practice so as to promote local accountability and as a way of presenting information on their roles and responsibilities.
  
5. In accordance with Welsh Government statutory guidance on annual reports made under the Local Government Measure (2011), the Council has adopted a reporting template to facilitate the task for members. The template follows the recommendations of the guidance and includes the following headings:

- Role and responsibilities
- Ward activity
- Initiatives and special activities
- Learning and development
- Other activities and issues

### **Annual Reports Arrangements 22/23**

6. The reports are published on the Council's website in the section that provides information on elected members. Only 4 reports were submitted for the 2021/22 period. The May 2022 local elections had an impact on the situation along with job vacancies and capacity issues in Democratic Services at the time.
7. In order to prepare effectively for 22/23 and to raise the awareness of new elected members, the following messages were circulated:
  - 14 July 2022 – e-mail to all elected members explaining the process and timetable and including a copy of the annual report template.
  - 2 February 2023 – briefing with group leaders on the process and timetable for preparing reports.
  - 15 February 2023 – e-mail to all elected members to remind them of the process and deadline and including a copy of the template. It was also explained how to get in touch with Democratic Services with any questions.
  - 31 March 2023 – a reminder was included in the Standards Committee newsletter to all members with a link to the template (the template was published on the Council's Monitor intranet).
  - 17 May 2023 – e-mail to all elected members to remind them of the process and deadline and including a copy and link to the template.
  - 2 June 2023 – e-mail to all elected members with a final request for reports.
8. Members were originally asked to send their reports to Democratic Services by 26 May 2023. In order to give members every opportunity to respond, the deadline was extended, and the final reports were received on 16 June. The reports will need to be reviewed and translated to ensure consistency. We aim to publish the reports on the Council's website by the end of June.
9. A total of 24 out of 35 reports (68%) have been received for 2022/23. This is a significant increase on 21/22, and it compares favourably with previous years. For example, 16 out of 30 reports (53%) were received in 2020/21.

## **Next steps**

10. Preparing an annual report is a matter of good practice rather than a statutory requirement, so ensuring a consistently high proportion of responses is challenging. To make the process as easy and efficient as possible, over the next few months Democratic Services officers will consider further steps, including:

- Further discussions with individual members to understand any barriers.
- Discussion with other County Councils to identify good practice / lessons learnt.
- Develop the template to ensure that it is as easy as possible to use.

## **Recommendation**

11. The Committee is requested to consider the contents of the report and agree on the action points in paragraph 10.



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	DEMOCRATIC SERVICES COMMITTEE
<b>DATE:</b>	28 <sup>th</sup> JUNE 2023
<b>TITLE OF REPORT :</b>	MEMBER DEVELOPMENT
<b>REPORT BY :</b>	HUMAN RESOURCES TRAINING MANAGER
<b>CONTACT OFFICER :</b>	MIRIAM WILLIAMS (extension 2512)
<b>PURPOSE OF REPORT :</b>	TO PROVIDE AN OVERVIEW OF THE 2023/24 TRAINING AND DEVELOPMENT PROGRAMME FOR ELECTED MEMBERS

## 1. INTRODUCTION

The purpose of the report is to present the 2023/24 Elected Member Training and Development Plan to the Democratic Services Committee.

## 2. PLAN FOR 2023-2024

As highlighted in section 4 of the Member Development Strategy, The Local Government and Elections (Wales) Act 2021 requires that local authorities provide every Member with the opportunity to have an annual review of his/her training needs. Usually the leader of the political group holds these discussions with group members.

The interview should concentrate on the role and responsibilities and the output from the above will be a personal Development Plan for each Member who undertakes an interview or who provides his/her training needs to the Head of Democratic.

In order to ensure the Training programme addresses the Authority's overall needs, the Authority's Strategic Leadership Team and Heads of Service have been consulted and invited to submit any potential Member development and training needs for his/her area of responsibility.

The plan for 2023-24 (Appendix 1) has been divided into the following specific headings; Mandatory training; General; Health and Wellbeing; On Request and E-Learning Modules. Direct links relating to the training that's available will be included within the Development Plan which will be presented to the Chair of Democracy and Head of Democracy for approval.

### **3. COMMUNICATION**

A copy of the plan will be promoted in the form of a Bulletin for Elected Members which will be published and circulated with the intention of promoting the training that's been arranged and highlighting the dates/times (where possible).

Electronic versions of the bulletins will be included within the Elected Members Dashboard on the Authority's E-Learning Platform, Learning Pool. Within this platform Elected Members can also access additional information relating to Health & Wellbeing; generic modules as well as those specifically for their roles.

Invitations to attend training will be shared through the usual arrangements via the CefnogaethAelodau email address in addition to invitations via appointments.

As good practice, the Training Team will seek to obtain feedback relating to the sessions held, in order to provide attendees with the opportunity to provide comments e.g. about the content, in addition to highlighting any further training they would wish to receive.

Quarterly reports will be distributed to Group Leaders which will include details of the relevant Group Members who have been invited/attended to the training sessions offered by the Training Team.

### **4. METHODS OF DELIVERY**

Delivery of sessions continues in the main to take place via media such as MS Teams/Zoom as well as utilising the additional resources available on the Authority's E-Learning platform, Learning Pool, allowing access at any time. The intention during 2023/24 where appropriate and suitable is to offer face/face and hybrid sessions.

Timings of sessions is continually being reviewed in terms of when sessions are delivered i.e. daytime/late afternoon/early evening, so that work/caring commitments are taken into account and also to maximise attendance. Wherever possible and practicable the Training Team will seek to offer options of dates and times.



## **5. IN SUMMARY**

Naturally, the plan which is presented is an evolving document and will continue to be reviewed and revised as required e.g. following changes in Legislation; procedures; external matters etc. This will ensure that we are able to respond to the identified needs and ensure timely delivery.

## **6. RECOMMENDATION**

- To note of the content of the report and the training plan for 23/24.

**Miriam Williams**  
**HR Training Manager**  
**June 2023**



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL



**Eich Ffordd Ymlaen**  
**Your Way Forward**

Cefnogi Eich Dyfodol – Supporting Your Future

# **ELECTED MEMBERS**

## ***LEARNING AND DEVELOPMENT PLAN***

**MAY 2023 – MAWRTH 2024**

*This document is also available in Welsh.*

	TITLE	SUBJECT / FIELD OF WORK	MEDIUM	COHORT NOTED	DATE(S) TO BE HELD
<b>Mandatory Training</b>					
Page 27	<b>CODE OF CONDUCT</b>	Overview of Democratic arrangements; <i>i.e. Input in meetings; standing rules and regulations, etc.</i>	Presentation: (virtual and/or face-to-face )	All Elected Members and Lay Members	LB to make direct arrangements with the 6 outstanding Members
	<b>EQUALITY, DIVERSITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>Understand the role of Elected Members with regards to equalities in the decision-making process;</li> <li>Awareness of Equality and Diversity Matters.</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider	All Elected Members	Corporate / Staff sessions to be opened up to Elected Members <b>13/07/23, 08/11/23, 06/02/24</b> <i>(Spaces to be reserved)</i> <a href="mailto:Training@Anglesey.gov.wales">Training@Anglesey.gov.wales</a>
	<b>SAFEGUARDING MATTERS – VULNERABLE CHILDREN AND ADULTS</b>	<ul style="list-style-type: none"> <li>Domestic Abuse;</li> <li>Violence Against Women;</li> <li>Modern Slavery;</li> <li>Prevent;</li> <li>Safeguarding Awareness.</li> </ul>	Presentation: (virtual and/or face-to-face)  Internal Providers ( <i>Safeguarding Team</i> )	All Elected Members	<b>12/07/23</b> Follow-up session for 14 not yet completed in first instance.  Further dates to be agreed as required.
	<b>DEALING WITH DATA / PERSONAL INFORMATION: YOUR RESPONSIBILITY AS AN ELECTED MEMBER</b>	<ul style="list-style-type: none"> <li>Understand general obligations of GDPR and the Data Protection Act 2018;</li> <li>Understand specific requirements of the Act</li> <li>Understand how to comply with the Act</li> </ul>	<a href="#">e-Learning Module</a> <b>and:</b> Presentation: (virtual and/or face-to-face )  External Provider	All Elected Members	<b>15 outstanding to complete</b>  Dates <b>TBC</b> as new provider(s) need to be agreed upon as part of wider project
	<b>HEALTH AND SAFETY – LEADING SAFELY</b>	<ul style="list-style-type: none"> <li>Understand the legal requirements of Health &amp; Safety, with regards to Elected Members</li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members	<b>14/09/2023 – AM or PM</b> Follow-up session for 18 not completed previously.

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	COHORT NOTED	DATE(S) TO BE HELD
<b>Additional Training</b>				
<b>BEGINNER ICT SKILLS</b>	<ul style="list-style-type: none"> <li>Supporting Elected Members that may experience difficulties using ICT equipment</li> </ul>	Up to three Face-to-face Sessions  Internal Providers	All Elected Members	<b>(TBC) 24<sup>th</sup> or 25<sup>th</sup> July; 7<sup>th</sup> or 8<sup>th</sup> August; 21<sup>st</sup> or 22<sup>nd</sup> August;</b> Four 1-to-1.Sessions per-day.
<b>GENERAL ICT SKILLS</b>	<ul style="list-style-type: none"> <li>Developing Members' ICT Skills</li> </ul>	Face-to-face Sessions  External Providers	All Elected Members and Lay Members	Dates <b>TBC</b> ; hopeful to conduct end-of-September onwards.
<b>DEFAMATION</b>	<ul style="list-style-type: none"> <li>How to avoid and/or mitigate against any defamation claim(s)</li> </ul>	Presentation: (virtual and/or face-to-face)  Internal Officers	All Elected Members	Dates <b>TBC</b>
<b>FINANCE AND TREASURY MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Understanding of financial matters;</li> <li>Budget setting; etc.</li> </ul>	Presentation: (virtual and/or face-to-face)  Section 151 Officer / External Providers	All Elected Members	Dates <b>TBC</b>
<b>DEALING WITH THE PRESS</b>	<ul style="list-style-type: none"> <li>Practical session which provides Elected Members with experience of undertaking radio and television interviews;</li> <li>Opportunity for Members to undertake mock-interviews and practice.</li> </ul>	Presentation and mock-interviews, with copies to keep; (Face-to-face)  Internal Officers / External Providers	All Elected Members and Lay Members	<b>03/07/2023</b> – AM or PM

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	COHORT NOTED	DATE(S) TO BE HELD
<b>Additional Training</b>				
<b>GYPSY &amp; TRAVELLER CULTURAL AWARENESS</b>	<ul style="list-style-type: none"> <li>Introductory Training on working with Gypsies and Travellers in Wales.</li> </ul>	Presentation and activity (face-to-face)  Housing / External Provider	All Elected Members and Lay Members	<b>13/07/2023</b> – AM or PM
<b>BRIEFING SESSIONS</b>	<ul style="list-style-type: none"> <li>Relevant and Current Subject matters presented and discussed</li> </ul>	Presentation: (virtual and/or face-to-face)  Relevant Officers / External Provider	All Elected Members	Dates remain <b>TBC</b>
<b>Health and Well-Being</b>				
<b>PERSONAL SAFETY / DEALING WITH DIFFICULT SITUATIONS</b>	<ul style="list-style-type: none"> <li>Overview of skills and techniques that can be adopted to ensure personal safety, and the ability to deal with difficult situations.</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider	All Elected Members	Dates <b>TBC</b> as new provider(s) need to be agreed upon as part of wider project
<b>HEALTH &amp; WELL-BEING – GENERAL AND AWARENESS</b>	Provide an overview and understanding strategies available with respect to developing: <ul style="list-style-type: none"> <li>- Resilience</li> <li>- Work life Balance</li> <li>- Managing Stress</li> <li>- Mental Health Awareness</li> </ul>	<a href="#">e-Learning Modules available</a>  Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members	Corporate / Staff events to be shared via e-mail as <i>appropriate</i> .  Dates for courses available on <i>Learning Pool</i> and/or: <a href="mailto:Training@Anglesey.gov.wales">Training@Anglesey.gov.wales</a>

## On Request

Page 30	<b>ICT SKILLS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Drop-in / One-to-One sessions</li> <li>• Support with specific ICT skills / Software</li> </ul>	Face-to-face Relevant Officers / External Providers	All Elected Members and Lay Members	
	<b>WORKPLACE ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• Ensure working in a safe environment</li> </ul>	<a href="#">e-Learning Module</a>	All Elected Members and Lay Members	
	<b>SOCIAL MEDIA</b>	<ul style="list-style-type: none"> <li>• Have an understanding of how to make Social Media work for Elected Members;</li> <li>• What to share and what not to;</li> <li>• How not to behave on Social Media;</li> <li>• Bullying and Personal Safety elements.</li> </ul>	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	
	<b>SCRUTINY</b>	<ul style="list-style-type: none"> <li>• Introduction to Scrutiny procedures</li> </ul>	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members	
	<b>CHAIRING SKILLS</b>	<ul style="list-style-type: none"> <li>• Training for Chairpersons and Vice-Chairpersons;</li> <li>• How to lead and contribute towards holding Effective Committees.</li> </ul>	Presentation: (virtual and/or face-to-face) External Provider	Relevant Elected Members and Lay Members <b>Mandatory for specific Members</b>	Dates <b>TBC</b>

## E-LEARNING MODULES

Elected Members have flexible access to e-Learning. Please see below details on the current topic areas that are available.

Mandatory Modules	Member Development	Welsh Language
<ul style="list-style-type: none"> <li>- <a href="#">Cyber Awareness</a></li> <li>- <a href="#">Emergency Planning for Members</a></li> <li>- <a href="#">Chairing Meetings Effectively</a></li> <li>- <a href="#">Prevent</a></li> <li>- <a href="#">Modern Slavery</a></li> <li>- <a href="#">General Data Protection Regulations (GDPR)</a></li> <li>- <a href="#">Violence Against Women, Domestic Abuse and Sexual Violence</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Ethics and Standards</a></li> <li>- <a href="#">Public Speaking and Working with the Media</a></li> <li>- <a href="#">The Effective Ward Councillor</a></li> <li>- <a href="#">Corporate Parenting</a></li> <li>- <a href="#">Well-being of Future Generations (Wales)</a></li> <li>- <a href="#">Effective Scrutiny</a></li> <li>- <a href="#">Social Services and Well-being Act (Wales)</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Welsh Language Standards</a></li> <li>- <a href="#">Welsh in the Workplace (1)</a></li> <li>- <a href="#">Welsh in the Workplace (2)</a></li> </ul>
Well-being	Health & Safety	Corporate Courses
<ul style="list-style-type: none"> <li>- <a href="#">Health &amp; Well-being in the Authority</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">The safe use of Display Screen Equipment (DSE)</a></li> <li>- <a href="#">Managing Health &amp; Safety</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Learning Pool: Online Booking</a></li> </ul>

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A number of the e-Learning modules can be used: to supplement classroom/*hybrid* sessions held; as renewed modules as required; as additional Personal Development provision for Members.

Note that this plan is an evolutionary one, and therefore it is likely that additional training will be included during the year in order to meet any changes in needs/priorities. Should unexpected circumstances beyond our control arise, it may be necessary to amend some of the dates/times stated above.

Details of these training sessions will be sent to Elected Members and Lay Members (as required) in email/calendar appointment form.

At least 7 days notice will be given, where practicable.

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Committee:</b>	Democratic Services Committee
<b>Date:</b>	28 June 2023
<b>Title of report:</b>	Members' Protocol for Hybrid Meetings
<b>Purpose of report:</b>	To review the protocol and raise awareness of members around the arrangements.
<b>Author:</b>	Head of Democracy

## **Background**

1. The Council has extensive experience by now of conducting virtual and hybrid meetings and of web-casting its main meetings. Multi location meetings have allowed the Council to transform the way it conducts its business. It has allowed the Council to be more flexible and efficient, and enabled the Council to raise its profile in the local community and bring its work directly into people's homes.
2. Arrangements were first made in legislation to allow for "remote meetings" in section 4 of the Local Government (Wales) Measure 2011. At the outset of the coronavirus pandemic in March 2020, the Welsh Government produced the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020. These established a framework within which all relevant authorities convened meetings by remote means throughout 2020 and part of 2021. By now, the statutory requirements around remote meetings and web-casting are included in the Local Government and Elections Act (Wales) 2021.
3. The Council has two documents providing guidance to Members on conduct and the function of hybrid and virtual meetings: the "Protocol for Hybrid Council / Committee Meetings" and the "Remote attendance at meetings guidance for Councillors".
4. The guidance document was written initially in response to the Covid regulations and the Protocol was developed in response to the 2021 Act. Some elements of

the information in both documents, and in the guidance document especially, need updating and there is some duplication between the two.

### **Next steps**

5. It is timely therefore to review the arrangements and to combine the two documents so that guidance for Members is up to date and in one place.
6. The aim of the draft Protocol presented to the Committee is to support and complement the guidance and procedures contained in the Council's Constitution, by providing additional information on hybrid meeting arrangements. It also aims to support the Member Code of Conduct by explaining the expectations on Members when they take part in remote meetings.
7. The Protocol contains information on general principles including the Council's aim to ensure that hybrid / remote meetings are conducted as closely as possible to meetings in one location.
8. It also deals with a number of practical issues, including:
  - Joining and leaving meetings
  - Ensuring confidentiality when taking part remotely
  - Conduct when joining remotely
  - Charing and voting
  - Exempted reports
  - Further support and guidance
9. The Protocol is in draft form, so we welcome comments and suggestions from Members, but note that will have to keep to statutory duties.

### **Recommendation**

10. The Committee is asked to consider the draft Protocol and subject to any comments, to recommend that the Council approves the document.

## **YNYS MON COUNTY COUNCIL**

### **PROTOCOL FOR HYBRID COUNCIL / COMMITTEE MEETINGS**

#### **1. PURPOSE OF THIS PROTOCOL**

- 1.1 The purpose of this Protocol is to provide guidance to members, about the processes to be followed when conducting hybrid Council/committee meetings. It is relevant to the Council's main formal meetings.
- 1.2 Hybrid meetings combine face to face meetings, and virtual meetings, with some members attending the Council Chamber/committee rooms and some attending remotely.
- 1.3 Local authorities must make arrangements for conducting hybrid meetings, or virtual meetings in accordance with Part 3 of the Local Government and Elections Act (Wales) 2021. The Council's constitution has been revised in accordance with this provision.
- 1.4 It is a statutory requirement for the Council to webcast its main meetings and to ensure access to those meetings remotely. It is also a statutory requirement that, during hybrid meetings, all participants must be able to see and hear each other and that simultaneous translation facilities be provided.
- 1.5 The Council's Constitution provides guidance on the governance and arrangements for Council meetings. The aim of this Protocol is to support the requirements of the constitution and to provide additional guidance on hybrid meetings.

#### **2. GENERAL PRINCIPLES**

- 2.1 multi-location meetings offer authorities the potential to update and transform the way they do business. It provides opportunities for authorities to become more flexible and efficient and also raise their profile in the local community and to bring their work directly into people's homes. Public access to multi-location meetings is likely to be significantly higher than the level of audiences of formal meetings when all were held physically.
- 2.2. Members of the public can still attend the Council Chamber, or the committee room to listen to public meetings, as long as the overall capacity does not go beyond any limitations imposed by health and safety or risk assessments.

- 2.3 Underpinning this Protocol are the fundamental principles that conduct shall be compliant with the Members' Code of Conduct and that the integrity and security of any exempt/confidential information shall be maintained. Members who are attending remotely are expected to conduct themselves as they would if they were attending in person in the Chamber or committee room. They are also expected to take account of the fact that meetings are broadcast and recorded.
- 2.4 The Council's objective shall be to make hybrid meetings as similar as possible to the Council's former practice and they shall follow the usual procedural rules in the Constitution, where possible.

### **3. PROTOCOL FOR HYBRID MEETINGS**

- 3.1 The Council will operate hybrid meetings using facilities within the Council Chamber and committee room, to enable both remote attendance and physical attendance at Council and committee meetings.
- 3.2 In advance of any meeting, Democratic Services will ensure that all members, relevant officers and any other participants have been invited to join the meeting and understand how they must digitally connect to the meeting.
- 3.3 In order to facilitate the arrangements in some meetings, Democratic Services may be required to have advance notice of the members likely to attend in person or remotely. In those circumstances group leaders will be asked in advance.
- 3.4 If a quorum is achieved, any meeting will proceed, notwithstanding that any member or members have been unable to achieve a connection. Should a member join a meeting late, they should make themselves known immediately to the chair and comment and vote only on those complete agenda items remaining. This may be done verbally or by sending a message to one of the Democratic Services officers attending the meeting.
- 3.5 When attending remotely, members need to ensure that they are able to remain on-line throughout debates with their camera turned on, and during voting, in order to maintain the integrity of the decision-making process and to reduce the opportunity for any legal challenge to a decision. Should a member need to leave a meeting temporarily, they should ensure that their video is turned off and send a message to one of the Democratic Services officers attending the meeting e.g. "I need to leave for 5 minutes" and "I'm back". This emulates the situation within the Council Chamber or committee room when the Democratic Services officer notes such activity. This will need to be managed carefully to ensure the accuracy of attendance and who can vote on any matter.

- 3.6 When attending remotely, members and any participants must ensure that the room from which they are accessing the remote meeting is secure, that the door to the room is closed and that no disturbance occurs during the course of the meeting, as it is important to ensure a degree of formality during the proceedings. Members are encouraged to use the Council's corporate background. Democratic Services officers can help with this if needed. Otherwise, members are advised to sit in front of a neutral background.
- 3.7 When attending remotely, members must access the meeting individually. No other person/s may be present in the room from which members are accessing a remote meeting when confidential matters are discussed.
- 3.8 Members are required to declare any personal interests and prejudicial interests that arise when attending remotely in the same way as they would when attending in person. Should a member declare a prejudicial interest on a particular agenda item, in order to comply with the Members' Code of Conduct they will be removed from the meeting by the Democratic Services Officer and placed in the 'waiting room' for the duration of the relevant item. The Democratic Services officer will also be authorised to add and remove other attendees, such as public speakers, or members of the public after members have voted to go into a closed session in order to discuss exempt business. Should any member attending in person declare a personal and prejudicial interest, they will be expected to physically leave the room for the duration of the item, in accordance with usual practice. At the end of the item and before moving on to the next item on the agenda, the Chair will call the member back and the process will be administered by officers.
- 3.9 During the course of any meeting, whilst a member is not speaking, their microphone should be set to mute, and this should be clicked to un-mute when the member is invited to speak by the chair. Members are asked to avoid setting their devices to the highest volume, sit too close to the microphone, having other electronic devices operating during the course of the meeting, or shuffling papers in front of the microphone, as this is likely to cause feedback, creating difficulties for the chair and other members. Council/committee members should keep their cameras on at all times in order that they may be seen by members of the public throughout debates and voting.
- 3.10 Chairs will be fully supported by Democratic Services Officers, or the lead officer for the meeting, to enable the chair to conduct the meeting in accordance with the Rules of Procedure (Part 4.1 of the Council's Constitution) and the principles of this Protocol.
- 3.11 At the start of the meeting, the chair will ensure that the system allows everyone to participate. The chair will also:

- introduce themselves, the Council/committee members, officers present and other participants, in order to ensure that those watching or listening to a broadcast understand the respective roles and responsibilities.
  - provide a reminder of the meeting arrangements (including any technical issues)
- 3.12 Approval of minutes and items to be noted will be dealt with by affirmation of the meeting. This means they will be taken as read unless there is a specific objection.
- 3.13 All voting will be carried out by raising a hand if attending in person or by raising a virtual hand if attending remotely. All voting results, for, against and abstaining, will be announced by the chair before moving to the next item of business.
- 3.14 Given the nature of hybrid meetings, the chair will use their absolute discretion as to the order in which members are given the opportunity to contribute to the debate on any item. The chair will ensure that every member has the opportunity to contribute to the meeting, in accordance with the Rules of Procedure in the constitution.
- 3.15 The chair will allow officers to speak, should they indicate that they wish to do so.
- 3.16 In relation to exempt reports, members will be first asked to vote on applying the exemption. If the exemption is applied, then members must ensure that they strictly abide by paragraphs 3.6 and 3.7 above. The live link for the public will cease before the item commences and therefore there may be a hiatus in proceedings to ensure that no recording is taking place. Democratic Services officers will administer this process. Individuals who are not entitled to be present during the item will physically leave the Chamber / meeting room and will be removed from the virtual meeting by the Democratic Services officer. No member shall film, photograph or audio record any part of the proceedings which relate to exempt business.
- 3.17 Should connectivity be lost for any member attending remotely, and thereby lose the quorum, the chair will require the meeting to be paused to allow re-establishment of connectivity, if at all possible. If this proves impossible then any meeting which becomes/remains in quorate will have to be adjourned to a later date or time.
- 3.18 Any public speakers will be contacted by Democratic Services, or the lead department in the Council, in advance of the committee meeting, to establish whether they wish to attend in person or remotely. Those attending remotely will be provided with a link to the meeting. All remote public speakers will be invited to join the meeting when they enter the 'waiting room' but must remain muted until invited to speak by the chair. The chair will invite each speaker to begin their presentation at the appropriate time. The Public Speaking Protocol for the Planning and Orders Committee shall be followed, together with the Public Speaking Protocol for Scrutiny, as appropriate.

- 3.19 If there are any questions about the content of the Protocol, or any problems with the arrangement of hybrid meetings during meetings, Democratic Services officers will be available to try to resolve any issues. Training will also be offered to members as needed on the arrangements around participating in hybrid or virtual meetings.

DRAFT

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