

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 29th March, 2017

- PRESENT:** Councillor Vaughan Hughes (Chair)
Councillor Victor Hughes (Vice-Chair)
- Councillors Jim Evans, R Meirion Jones, Richard Owain Jones,
R G Parry OBE FRAgS
- IN ATTENDANCE:** Head of Democratic Services
Committee Officer (SC)
- APOLOGIES:** Councillors Dylan Rees, John Arwel Roberts,
Dafydd Rhys Thomas
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The Chair welcomed Councillor Jim Evans as a new Member of the Democratic Services Committee.

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The draft minutes of the meeting of the Democratic Services Committee held on the 14th December, 2016 were confirmed as correct.

Arising from the minutes - Item 3 Webcasting

The Chair advised the Committee that a response had been received from the Minister for Finance and Local Government on the financial implications of webcasting meetings.

3. INDEPENDENT REMUNERATION PANEL FOR WALES - ANNUAL REPORT FOR 2017/18

Submitted - a report by the Head of Democratic Services on the IRP's Annual Report for 2017/18.

The Head of Democratic Services reported that the Council has discretion regarding payment of certain senior salaries, as set by the IRP. The Council has been allocated 15 senior salary posts for 2017/18, which includes civic salaries. For 2015/16 and 2016/17, the Council awarded senior salaries to 14 office-holders to reduce democratic costs.

Group Leaders have been consulted on payment levels, and are of the opinion that the same payment levels as determined for 2016/17 should continue for Executive Members, Committee Chairs, the Civic Head and Deputy Civic Head in respect of 2017/18.

The report also dealt with other changes introduced by the IRP, including sickness absence for those in receipt of senior salaries.

The Head of Democratic Services reported that a letter was received from the IRP on 17th February, 2017 confirming that the Council has complied with the requirements of the IRP by publishing a statement of payments made to Members of the Council prior to 30th September last year.

RESOLVED to recommend to the full Council on 23rd May, 2017 that it approves:-

**5.1.1 The payment of Level 1 and Level 2 salaries for Executive Members;
5.1.2 The payment of Level 1 and 2 salaries for Committee Chairs;
5.1.3 The payment of either Levels 1, 2, or 3 for Civic Leaders and Deputy Civic Heads.**

4. ICT PROVISION FOR MEMBERS

Submitted - a report by the Head of Democratic Services on ICT requirements for Members following Council elections in May.

The Head of Democratic Services advised that ICT have assessed the Council's requirements with regard to iPads and ICT provision, and Group Leaders support issuing new iPad devices with added functionality to Members.

The report also made reference to criteria that needed to be met if Members wish to use their own equipment at home for Council business. It was also noted that training and support in iPad technology will be provided by ICT staff after Council elections.

The Chair referred to ICT training that Members have received since 2013, and thanked officers for their work and support.

RESOLVED:-

- **That the Council ceases to pay for broadband connections for Members after Council elections in May 2017, and that Members use their private broadband at home for Council business.**
- **That all Members be issued with new iPad devices, and that costs be met from Council funds.**
- **To prioritise training and support for Members in relation to the use of iPads following Council elections.**
- **To confirm that certain criteria needs to be met if Members use their own devices.**

5. MEMBER DEVELOPMENT INDUCTION PLAN – APRIL 2017 - MARCH 2018

Submitted - a report by the Head of Democratic Services in relation to the above.

The Programme provides an outline framework for the delivery of training which will include workshops, mentoring, e-learning, one-to-one sessions. A phased approach has been adopted with regard to the volume of sessions and time commitments.

The Head of Democratic Services reported that the Committee is responsible for monitoring Members' training needs, and progress reports will be submitted to this Committee in due course.

The Head of Democratic Services also noted that the Member Development Plan is presently in draft form, and Members were afforded an opportunity to provide their input on the Plan. It was noted that a more detailed training programme will be finalised over the next few weeks.

With reference to the Induction Training Plan, Members suggested that all Elected Members be offered training on planning issues; and, that Vice-Chairs should be involved in Chairing Skills.

Action: As noted above.

The Head of Democratic Services reported that he would raise the above matters with the Human Resources Development Manager.

RESOLVED:-

- **To note the report for information.**
- **To note that the County Council at its meeting on 28th February, 2017 adopted the Induction Training Plan as a framework for Member development following Council elections in May 2017.**

The meeting concluded at 2.40 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**