

# MEETING OF THE DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 25 March 2019

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors Carwyn Jones, Eric Wyn Jones, Vaughan Hughes, Dylan Rees, Dafydd Roberts
- IN ATTENDANCE:** Head of Democratic Services  
Committee Officer (SC)
- APOLOGIES:** Councillors Richard Griffiths, Robert G Parry, OBE, FRAgS, John Arwel Roberts
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### 1. DECLARATION OF INTEREST

None received.

### 2. MINUTES

The minutes of the meeting held on the 27 November 2018 were confirmed as correct.

The Head of Democratic Services reported that the meeting scheduled for 12 December 2018 was cancelled, as a Special Meeting of the Committee was convened on the 27 November 2018.

### 3. INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT FOR 2019/20

Submitted - a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales (IRP) - Annual Report for 2019/20.

The Head of Democratic Services reported that the Panel has increased the basic salary for an elected Member by £268 per year (an increase of 1.97%), bringing the total Members' allowance to £13,868 per annum. It was noted that the maximum number of senior salaries payable will remain at 16, which includes civic salaries for the Chair and Vice-Chair of the Council. An increase of £800 will be made to Members of the Executive, which includes the increase in the basic salary element.

The IRP has decided not to increase senior salaries of Committee Chairs and Leader of the largest opposition group, but the increase of £268 to the basic salary will be reflected in the total paid.

For 2019/20, the Panel has determined to increase civic salaries: the Chair of the Council's salary will be increased to Band 3 - £22,586, whilst the Vice-Chair's salary will be increased to Band 5 - £17, 568.

The Head of Democratic Services reported that the schedule of payments to Members and co-opted members for 2019/20, as prescribed by the IRP in its Annual Report will be reported to the County Council on 14 May 2019.

**RESOLVED to note the determinations within the report of the Independent Remuneration Panel for Wales for 2019/20.**

#### **4. MEMBER DEVELOPMENT STRATEGY 2019/22**

Submitted - a report by the Human Resources Development Manager on the Member Development Strategy for 2019/22.

The Head of Democratic Services reported that the Member Development Strategy has been revised and adopted by the Council for the next three years. The Strategy outlines the Council's commitment to learning and developing its Members, underpinned by a number of key principles and expectations placed of Members.

It was noted that the aim of the Strategy is to enable Members to operate efficiently and effectively in fulfilling their roles as Councillors, and identifying and meeting their individual training and development needs within that role.

The Chair highlighted the importance of Members' commitment to undertake mandatory training, as well as Group Leaders in overseeing Members' attendance at training sessions.

The Head of Democratic Services reported that once the Strategy has been approved by this Committee, a copy will be forwarded to the WLGA for inclusion in the submission for the Member Development Charter.

**RESOLVED:-**

- **To note the content of the report.**
- **To approve the Member Development Strategy for 2019/22.**

#### **5. MEMBER DEVELOPMENT**

Submitted - a progress report by the Human Resources Development Manager on development opportunities offered to Members since the previous report was submitted to this Committee on 12 September 2018. The report was presented to the Standards Committee on 13 March 2019.

The Head of Democratic Services reported that formal development sessions were offered to Members between September 2018 and the end of March 2019, covering a range of topic areas.

The Head of Democratic Services reported on the following:-

- During 2019/20 it is intended to develop and market E-Learning further to encourage Members to increase their usage of the modules. It was noted that the platform the Council currently uses could be replaced with a more streamlined and easier to access version.
- An ICT skills questionnaire was circulated to all Members in January to establish training needs. Feedback has been collated and tailored training sessions will be arranged to meet Members' individual training needs.
- It was noted that the guidance for Members on the use of I-pads would be issued shortly.
- Some Members have expressed their wish to undergo further social media training on Twitter and Facebook.
- The need for Members to record their training online immediately following any attendance at training sessions was highlighted.
- In relation to Personal Development Reviews (PDRs), some feedback had been received from Group Leaders. The Head of Democratic Services will be monitoring progress via Group Leaders' meetings.
- Work is in progress on the Development Programme for 2019/20. Feedback received on Members' development needs from PDRs, guidance from the Senior Leadership Team and Group Leaders will be included in the Programme.

The Head of Democratic Services reported on feedback from the Standards Committee held on 13 March 2019, which included Members' attendance at meetings and training sessions monitored via Group Leaders.

The Standards Committee had also raised the need to address the training requirements of co-opted Members, and relevant corporate training, which would be managed via Lead officers.

**RESOLVED to note progress made in terms of Member Development.**

## **6. MEMBER RELATED ISSUES**

Submitted - a report by the Head of Democratic Services on Member related issues, as presented to the Standards Committee on 13 March 2019.

The Head of Democratic Services reported that an update on Members' Annual Reports would be discussed in item 7 on the agenda.

With reference to the WLGA'S Wales Charter for Member Development, supporting evidence will be submitted to the WLGA by the end of March 2019.

In relation to DBS checks, it was noted that all Members have completed the registration process.

The Head of Democratic Services reported that information in relation to Members' Biography is now available on the Council website on both Committee attendance and training records.

In relation to outside bodies, links are now available on the Council website. It was noted that the schedule of outside bodies will need to be reviewed in consultation with Group Leaders and reported back to Council in May 2019.

**RESOLVED to note progress as detailed in the report.**

**7. MEMBERS' ANNUAL REPORTS 2018/19**

Submitted - an update report by the Head of Democratic Services in relation to Section 5 of the Local Government Measure (Wales) 2011, which places a duty on the County Council to ensure that arrangements are in place to enable Members to publish Annual Reports on their activities.

The Head of Democratic Services reported that Members would be requested to complete draft reports by the end of April 2019, for publishing on the Council website by 28 June 2019.

The Committee noted that non-attendance in Committee meetings due to other commitments associated with Council business should be highlighted in Annual Reports.

**RESOLVED to note the timetable for publishing Annual Reports for 2019/20.**

The meeting concluded at 3.10 pm

**COUNCILLOR ROBERT LL JONES  
CHAIR**