

## ISLE OF ANGLESEY COUNTY COUNCIL

<b>Committee:</b>	<b>Democratic Services Committee</b>
<b>Date:</b>	<b>30 July, 2020</b>
<b>Title of Report:</b>	<b>Democratic Services Committee Annual Report: 2019/20</b>
<b>Purpose of Report:</b>	<b>Report on the work of the Democratic Services Committee during 2019/20</b>
<b>Author:</b>	<b>J Huw Jones, Head of Democratic Services</b>

### 1. Recommendation

The **Committee is requested to:**

- R1** Accept the report and note the matters considered by the Committee during 2019/20.
- R2** Recommend the Annual Report for adoption by Full Council.

### 2. Background and context

- 2.1** This is the eighth annual report by the Democratic Services Committee since its establishment in 2012.
- 2.2** The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee supported by the Head of Democratic Services. The main purpose of the Committee is to review the adequacy of provision within the Authority in terms of staff, accommodation and other resources to fulfil the duties and functions of Democratic Services. It is a requirement under the Measure that the Committee meets at least once per annum and to report on such matters to Full Council.
- 2.3** The Annual Report provides an overview of all matters discussed by the Committee during 2019/20 and provides details of any decisions made.
- 2.4** Also, the report outlines what the content of the Committee's work programme will be during 2020/21 in terms of the matters that will be given consideration which will provide the foundation for the Committee's work for the next year.

### Appendix :

Democratic Services Committee Annual Report for 2019/20

## CYNGOR SIR YNYS MÔN

<b>REPORT TO:</b>	<b>County Council</b>
<b>DATE:</b>	<b>8 September, 2020</b>
<b>TITLE OF REPORT:</b>	<b>Democratic Services Committee- Annual Report 2019/20</b>
<b>REPORT BY:</b>	<b>Cllr Robert Llewelyn Jones, Chair of the Democratic Services Committee</b>
<b>PURPOSE OF REPORT:</b>	<b>To report on the work of the Committee during 2019/20</b>
<b>CONTACT OFFICER:</b>	<b>Huw Jones (Head of Democratic Services)</b>
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### 1. Introduction

The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee supported by the Head of Democratic Services. The main purpose of the Committee is to review the adequacy of provision within the Authority in terms of staff, accommodation and other resources to fulfil the duties and functions of Democratic Services. Under the Measure, the Committee is obliged to meet at least once per annum and to report on such matters to Full Council.

This is the eighth annual report by the Committee since its establishment in 2012.

### 2. Members' Professional Development

Supporting Elected Members is essential in order for them to fulfil their duties in terms of supporting and fully representing their communities, making decisions, and monitoring the Council's performance in the best interests of their constituents, to effectively represent the Council, to ensure internal governance and ethical standards, as described in the Role Description for Elected Members.

In order to develop and expand on the skills and knowledge of Members, there exists a Members Training and Development Plan which outlines all the development and training opportunities on offer for them throughout the year. The document is reviewed regularly in order to meet the needs of all Members, and responds to the requirements identified in the Councillors Personal Development Reviews. The Development Plan is submitted quarterly to the Standards Committee and the Democratic Services Committee in order for specific officers to identify specific or appropriate development inputs.

In the same manner, monthly briefing sessions for Members are held on specific topics, in order to ensure that they acquire knowledge on transformational and strategic matters within the Council which is crucial for them in order to fulfil their roles and duties.

### 3. Work Programme of Committee

This report summarises the issues discussed by the Committee during 2019/20 and also provides commentary on current status.

In general, the Committee has focused on the following areas:

- The Member Development and Training Plan including Personal Development Reviews;

- Webcasting of meetings;
- Members Annual Reports
- Independent Remuneration Panel Annual Report;
- Member related issues including - Wales Charter for Member development and support
- Relevant Welsh Government consultations including electoral arrangements.

A total of 4 meetings of the Committee were held during the past 12 months.

The table below summarises the issues discussed at each meeting during the past year.

Date of Committee	Subject	Current Status
14 May 2019	Election of Vice-Chairperson	This meeting was held to elect the Vice-Chairperson for 2019/20.
25 September 2019	Local Democracy and Boundary Commission for Wales- Electoral Review 2019- Anglesey	<p>The Head of Democratic Services submitted a report, which addressed the following matters in particular:</p> <ol style="list-style-type: none"> <li>i. The details in terms of establishing a cross party panel which included 8 Members to develop proposals and make recommendations, with the Panel meeting on four occasions between July and September 2019 to develop proposals.</li> <li>ii. It was noted that stakeholders are requested to submit their initial proposals to the Commission by 10 October 2019, and that the full Council will approve the recommendations before then.</li> <li>iii. It was outlined that the Commission, following accepting the initial proposals, would develop and publish its draft proposals for Spring 2020, with the final recommendations presented to Welsh Government in Winter 2020, following a consultation period.</li> <li>iv. The changes will be implemented across Wales in time for the 2022 local elections.</li> <li>v. Even though the Commission's methodology recommended an Authority of 33 Members based on 1 Member to 1,549 electors, the Panel concluded that it is appropriate to increase the number of Members to 35 with 14 electoral divisions. This conclusion was reached by following the Panel's criteria, and revising the current arrangements in terms of the number of Members, the wards and their</li> </ol>

		<p>boundaries, as well as the number of Members in every ward.</p> <p>vi. The County Council accepted the recommendation of the Democratic Services Committee on 7 October, 2019 as the Council's initial response.</p> <p>vii. It was noted that this Committee will need to consider the Commission's draft proposals in spring 2020, and make recommendations to the County Council.</p>
	<p>Member Development</p>	<p>A progress report was submitted on the Member training and development plan including e-learning modules. In terms of e-learning, developments have taken place in relation to the NHS E-Learning Platform, which will result in the system becoming more user friendly, and training will also be easier to complete on ipads. It was noted that the IT Service have produced a handbook for Members which is available on MonITor, and that drop-in sessions had been arranged to assist Members with any ICT issues.</p> <p>It was emphasised that the plan is an evolving document that is reviewed and adapted regularly to meet the training needs of Elected Members, following input from the Senior Leadership Team, Group Leaders, Welsh Local Government Association and other external agencies.</p> <p>The Member Training and Development Plan was accepted, and it was agreed to circulate a copy of the Plan to the Standards Committee and the Democratic Services Committee every quarter. It was also decided to ask Group Leaders to remind Members of the need to attend mandatory training sessions and other training sessions.</p> <p>A further update was submitted to the Committee on 10 December, 2019.</p>
	<p>Member related issues</p>	<p>The report covered the following matters:</p> <ul style="list-style-type: none"> <li>• The report noted that 28 Members had completed and published their Annual Reports for 2018/19 on the Council's website.</li> <li>• It was reported that the County Council had received the Welsh Local Government Association Wales Charter for Member Support and Development and that an official certificate was presented to the Council. The Charter was formally presented to the Council in July for a period of three years.</li> </ul>

	Committee Work Programme 2019/20	The Committee's work programme was submitted. This report summarised the matters for the Committee's consideration in 2019/20 (these are outlined under point 3 above).
<b>10 December 2019</b>	Member Development	The report provided an update on the progress in terms of delivering the training plan and development opportunities offered to Elected Members since the report submitted on 25 September 2019. The intention of completing Personal Development Reviews by mid-March, 2020 was noted, in order to include them within the Member Development Plan for 2020/21. The Committee accepted the report.
	Independent Remuneration Panel for Wales- Draft Annual Report for 2020/21	The Panel's Draft Annual Report for 2020/21 has been published for consultation which closes on 10 December, 2019. The Committee was requested to consider the draft decisions within the report, and whether it wishes to respond to the consultation. The final report was published in February 2020.
<b>30 January, 2020</b>	Review of Polling Districts and Polling Stations	<p>The report addressed a number of aspects in terms of Reviewing Polling Districts and Polling Stations, including the below in particular:</p> <ul style="list-style-type: none"> <li>• It was noted that a preliminary review by the Acting Returning Officer of the polling districts, polling places, and polling stations within the Ynys Môn area had been undertaken, and in respect of the parliamentary constituency, with a view to establishing their suitability, and identify any potential alternatives where considered appropriate.</li> <li>• Whilst assessing current arrangements, the location, size, availability and accessibility of polling places and stations were considered. The appropriateness of some of the polling stations used for elections held in 2019 were considered.</li> <li>• The review was undertaken from 5 June 2019- January 2020, with an opportunity for stakeholders to comment on the Acting Returning Officer's recommendations.</li> <li>• The Committee was requested to confirm arrangements as noted in the Appendix which formed part of the report, and recommend to the County Council to accept in the same manner.</li> </ul>

**Looking forward to 2020/21:**

The Democratic Services Committee will focus on the following areas for 2020/21:

- The Member Development and Training Plan including Personal Development Reviews
- Webcasting of meetings
- Members Annual Reports
- Independent Remuneration Panel Annual Report
- Member related issues including - Wales Charter for Member development and support
- Relevant Welsh Government consultations including electoral arrangements.

**Recommendation:**

The County Council is requested to accept the report and note the matters considered by the Committee during 2019/20.

**Cllr Robert Llewelyn Jones**  
**Chair of the Democratic Services Committee**  
**(08.07.2020)**