

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. Chairing, 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**