

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Committee:</b>	Democratic Services Committee
<b>Date:</b>	27 November 2024
<b>Title of report:</b>	Democratic Services Update
<b>Purpose of report:</b>	To update the Committee on the work of the service in relation to member support and governance.
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**Background**

1. A report was presented to the Committee in February 2024 on a number of issues relating to governance and member support, including the hybrid meeting protocol, annual reports, register of members' interests and training.
2. This report provides an update on those issues, along with improvements to administrative arrangements following actions to recommendations from the Standards Committee over the summer.

**Protocol for Hybrid Meetings**

3. The Protocol was amended in 2023 to provide Council committee members with clear and up-to-date guidance on how to operate at hybrid meetings and when joining remotely. The Democratic Committee was consulted at the time.
4. The Protocol is intended to support and complement the guidance and rules contained in the Council Constitution by providing more information on hybrid meeting arrangements. The chair of each committee refers to the Protocol at the beginning of meetings.
5. We will be sharing the Protocol again before the end of the year to remind members who join remotely of the guidance and main requirements.

**Web-casting data**

6. The Council broadcasts all public Committee meetings live, and the recordings are available on the Council's website for 12 months after each meeting. Over the past year and a half, we have been collecting data from the broadcasting

provider that allows us to monitor how many people view committee broadcasts per meeting and in total.

7. Data from May 2023 onwards shows that the Planning Committee has the highest number of views on average. We publicise several committee meetings in advance through the Council's social media platforms and will continue to monitor the viewing data over the next period.
8. We are also working on developing the webcasting section of the website to make it easier for individuals to be able to identify individual items in meetings, and to leave comments or feedback.

### **Elected Member Annual Reports**

9. A total of 26 annual reports were received by members for 23/24, which is the same number received for 22/23 and a significant increase on the previous year. All reports have been published on the Council's website.
10. We will remind members of the annual report process early in the new year and share the report template for 24/25. Democratic officers will be available to assist in the usual way.

### **Registering and declaring members' interest**

11. The register of interests of all elected members is published on the Council's website. Democratic services sent a message to all members in October reminding them to register any changes in circumstances within 28 working days. Guidance on how to update the online register was shared with members and further support is available from democratic officers.
12. Following a recommendation from the Standards Committee, and in accordance with the Members Code of Conduct, a further effort has been made to ensure that members give written notice of declarations of interest at meetings by completing the appropriate form.
13. Chairs remind members to do so as part of the opening statement in committees and forms are available from the committee clerk. It is the responsibility of individual members to ensure they complete the form.

### **Gift and Hospitality Register**

14. A review was undertaken over the summer of members' gift and hospitality registers to ensure the information on the website was complete.

15. There is a duty on members, in accordance with the Code of Conduct, to notify the authority of donations and hospitality in excess of the threshold in the Gift and Hospitality Protocol, within 28 days of receipt and the information will be published on the Council's website.

### **Training Records**

16. Member training records on the Council's website have been revised and updated. To ensure they are consistent and up to date training updates are inputted by democratic officers.
17. Quarterly updates on member training will be sent to relevant group leaders. This facilitates the monitoring of attendance at training, and mandatory training specifically.

### **Committee meetings calendar**

18. A new calendar of committee meetings has recently been created in Outlook. It provides a convenient way to see when committees are being held and facilitates the planning and organisation of meetings.
19. Work will begin on the 25/26 committee calendar shortly, i.e. from May 2025. The aim is to confirm the calendar by the end of January and start sending out invitations to members soon after.

### **Recommendation**

20. For the Committee to note the content of the report.