

# Document Pack



Mark James LLM, DPA, DCA  
Prif Weithredwr,  
Chief Executive,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
County Hall, Carmarthen. SA31 1JP

**THURSDAY, 25 AUGUST 2016**

**TO: ALL MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **DEMOCRATIC SERVICES COMMITTEE** WHICH WILL BE HELD IN THE **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY HALL, CARMARTHEN AT 10.00 AM, ON THURSDAY, 1ST SEPTEMBER, 2016** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Mark James*

**CHIEF EXECUTIVE**



PLEASE RECYCLE

<b>Democratic Officer:</b>	<b>Martin Davies</b>
<b>Telephone (direct line):</b>	<b>01267 224059</b>
<b>Fax:</b>	<b>(01267) 224911</b>
<b>E-Mail:</b>	<b>MSDavies@carmarthenshire.gov.uk</b>
<b>Ref:</b>	<b>AD016-001</b>

<p><b>DEMOCRATIC SERVICES COMMITTEE</b> <b>MEMBERSHIP – 5 MEMBERS</b></p>
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**PLAID CYMRU GROUP 2 MEMBERS**

1. Councillor W.T. Evans [Vice-Chair]
2. Councillor D. Price

**LABOUR GROUP 2 MEMBERS**

1. Councillor T. Davies [Chair]
2. Councillor J.D. James

**INDEPENDENT GROUP 1 MEMBER**

1. Councillor H.B. Shepardson

# A G E N D A

1. APOLOGIES FOR ABSENCE.
2. DECLARATIONS OF PERSONAL INTERESTS.
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 17TH MARCH 2016 5 - 10
4. MEMBER DEVELOPMENT & INDUCTION 2016/17 11 - 16
5. REVIEWING THE COUNCIL'S ON-LINE INFORMATION UNDER COUNCIL & DEMOCRACY 17 - 20

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THURSDAY, 17<sup>TH</sup> MARCH, 2016

**PRESENT:** Councillor T. Davies [Chair]

**Councillors:**

W.T. Evans, P. Hughes-Griffiths (In place of D. Price), J.D. James and H.I. Jones (In place of H.B. Shepardson)

**Also present:**

Councillor L.M. Stephens, Executive Board Member for Human Resources, Efficiencies and Collaboration

**The following officers were in attendance:**

Ms L. Rees-Jones	-	Head of Administration & Law
Ms G. Morgan	-	Head of Democratic Services
Ms M. Edwards	-	Corporate Learning & Development Advisor
Mrs M. Evans Thomas	-	Democratic Services Officer

**Chamber, County Hall, Carmarthen : 2.00 p.m. - 2.40 p.m.**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D. Price and H.B. Shepardson.

**2. DECLARATIONS OF PERSONAL INTERESTS**

There were no declarations of personal interest.

**3. MINUTES OF THE MEETING HELD ON THE 15TH NOVEMBER 2015**

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Democratic Services Committee held on the 27<sup>th</sup> November, 2015 be signed as a correct record.

**4. MEMBER DEVELOPMENT PLAN 2015/16 - UPDATE**

The Committee considered a report providing an update on progress on the agreed Member Development Plan 2015/16 including additional programmes added recently, following requests by members. A further updated copy which included the topics of Corporate Manslaughter and Media Skills was circulated at the meeting.

Group Leaders and Deputy Leaders have been reminded of their role in identifying the development needs of their party members. Any additional needs arising from this would form the basis of next year's plan or, if deemed urgent, would be added to the current plan.

The Wales Audit Office Corporate Assessment report published in January 2016 included the following suggested areas for improvement in terms of member development:-

- Develop and deliver training to help Members understand their roles and responsibilities and refresh this training delivery as members move between roles

The Committee was informed that requests had been received for Welsh language training and as people's needs would be so different it was suggested that members be contacted to ascertain their requirements and training could then be tailored to their needs.

**UNANIMOUSLY RESOLVED that the report be received.**

## **5. 2017 LOCAL GOVERNMENT ELECTIONS - PROPOSALS FOR MEMBER INDUCTION**

The Committee was advised that the All Wales Member Services Officer (MSO) Network, which is supported by the WLGA, discussed at its last meeting a generic approach to Member Induction Programmes across Wales. It was noted that Local Authorities and the Welsh Local Government Association had traditionally worked together to plan and support induction activities for new members in Wales following local elections and it was agreed that the WLGA would produce an induction curriculum which could be co-ordinated across authorities to save time and money.

The WLGA had produced an Induction consultation document and the Committee's views were sought on the Member Induction programmes for both new and returning elected members following the Local Government elections in 2017.

The Committee's views would be used primarily to identify induction resources and activities and to secure materials and providers where these do not already exist. Consultation responses would also be used to inform the MSO Network's discussions with relevant divisions in the Welsh Government (WG) and other potential providers of member support and development and the WG's considerations regarding mandatory training for councillors.

It was felt that the possibility should be explored of including the voluntary sector/outside bodies in any training programmes/provision.

**UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL to proceed with the co-ordinated member induction programme as outlined in the report and to pursue the possibility of including the voluntary sector/outside bodies.**

## **6. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2016)**

The IRPW published its Annual Report in February 2016 and the Committee was required to consider its determinations and recommendations and make recommendations to Council for inclusion with the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2016/17.

The Local Government (Wales) Act 2016 extended the Panel's remit to include changes to the salaries of Chief Officers of Authorities or Principal Councils. This

part of the Act became effective from the end of January 2016.

In setting the level of salaries and allowances for 2016/17 the IRPW has decided that there will be no increase in remuneration given the continuing constraints on local government spending. It has, however, introduced two salary levels for Executive Members (except Leaders and Deputy Leaders) and for Chairs of Committees so that each Local Authority can take account of the differences in responsibilities that may be attached to specific posts. It is at the discretion of each Council which salary level is paid according to local circumstances. However, the Panel considers that in many instances there are differences in the responsibilities attached to portfolios of Executive Members and Committee Chairs and this should be reflected in the level of salary paid. The Panel will examine the extent that this flexible approach has been used when they monitor the schedule of remuneration in the autumn.

The Committee's views were sought on the issue of payments to Executive Members, Chairs of Committees, Civic Heads and Deputies, Subsistence and Accommodation Allowances, Remuneration of Joint Overview and Scrutiny Committee Chairs and payment of Co-opted Members' Fees for the 2016/17 municipal year.

The need for two Deputy Leaders was queried particularly in view of the fact that the Authority is trying to save money. The Head of Administration & Law agreed to relay the Committee's comments to the Leader, however, she reminded the Committee that the responsibility for appointing Executive Board Members and Deputy Leaders and for drawing up their portfolios was delegated to the Leader, in accordance with the Council's constitution. The Head of Democratic Services explained that there was very little difference in the amount paid as the allowance was shared between the two Deputy Leaders.

## **RESOLVED TO RECOMMEND TO COUNCIL**

- 6.1 to note that the IRPW has determined that the basic salary for elected member of principal local authorities shall remain at £13,300 for 2016/17;**
- 6.2 that the status quo remain with regard to the level of senior salary paid to Executive Members for 2016/17;**
- 6.3 that the status quo remain with regard to the level of senior salary paid to Committee Chairs for 2016/17;**
- 6.4 that the status quo remain with regard to the salary paid to the Chair and Vice-Chair of Council for 2016/17;**
- 6.5 that the status quo remain in relation to the rates of reimbursement for subsistence costs for 2016/17 and the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit be continued;**
- 6.6 to continued with the current practice of noting arrangements for Joint Overview Scrutiny Committees with other Authorities and including these Committees within the Council's scheme in the event the**

**Council decides to establish Joint Committees during the 2016/17 municipal year and to pay a salary;**

**6.7 that payment of Co-opted Members' Fees remain capped for 2016/17 at the current level of 10 full day (of 20 half day) meetings;**

**6.8 to accept the remaining IRPW recommendations and determinations for 2016 and incorporate them within the Council's existing Councillors' and Co-opted Members' Allowances Scheme for 2016/17.**

## **7. COUNCILLORS' ANNUAL REPORTS**

The Committee was reminded that the Local Government (Wales) Measure 2011 states that Local Authorities must make arrangements for:-

- (a) each person who is a member of the Authority to make an annual report about the person's activities as a member of the Authority during the year to which the report relates;
- (b) each person who is a member of the Authority's Executive to make an annual report about the person's activities as member of the Executive during the year to which the report relates; and
- (c) the Authority to publish all annual reports produced by its members and by the members of its executive.

The Committee considered a report providing an update on the number of annual reports completed for 2014/15 and the Committee's approval was sought for the draft guidance and annual report template for 2015/16 annual reports onwards.

Disappointment was expressed at the low number of members producing annual reports. The Head of Democratic Services informed the Committee that regular reminders are sent to members in this regard. She added that the report template had been revised and it was hoped that better guidance and a simpler form would lead to a higher return.

It was pointed out that there is no guidance available for new members on how to produce an annual report and it was not included in the training sessions for new members either. The Head of Democratic Services agreed to include this information in the Members' Handbook.

## **UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL**

**7.1 that the report be noted;**

**7.2 that the revised annual report template and guidance for 2015/16 onwards, as detailed within Appendix 1 of the report, be approved.**

## **8. WALES AUDIT OFFICE - CORPORATE ASSESSMENT REPORT 2015**

The Committee was advised that the Wales Audit Office (WAO) undertook the Corporate Assessment fieldwork in Carmarthenshire County Council during October 2015. The purpose of the Corporate Assessment is to provide a position statement of an Authority's capacity and capability to deliver continuous improvement.



The Authority was highly praised by the WAO for having a well established vision that is driven forward by a strong collective leadership from both Executive and Corporate Management Teams. A clear framework of well-aligned plans and strategies that translate high level outcomes the Council has agreed with partners into priorities for action was also recognised, ensuring a strong ethos of continuous improvement runs through everything the Council does.

The Democratic Services Committee is responsible for securing the provision of reasonable training and development opportunities for Councillors and the preparation of reports and recommendations to Council in relation to such provision and it is also tasked with the promotion and support of good governance by the Council.

The Corporate Assessment report included the following suggested areas for improvement, in terms of governance:-

- Develop forward work programmes to ensure that all appropriate committees have a published, up-to-date programme owned by committee members;
- Publish a register of delegated decisions;
- Develop and deliver training to help members understand their roles and responsibilities and refresh this training delivery as members move between roles;
- Review the remit of the Audit Committee to make sure it is delivering what is expected of it.

Further to the above suggestions, the Committee received for consideration a draft Forward Work Programme for 2016/17.

## **UNANIMOUSLY RESOLVED**

**8.1 that the Corporate Assessment Report 2015 be noted;**

**8.2 that the Committee's Forward Work Programme for 2016/17 be approved.**

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**CHAIR**

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**DATE**

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## Democratic Services Committee

Date: 01/09/16

**Subject:** Member Development & Induction 2016/17

**Purpose:**

To update the committee on progress in the development of a MD Plan 2017.

To consult with the committee on a survey for members to assist in planning the 2017 Councillor Induction

**Recommendations / key decisions required:**

- Support from the committee to promote the uptake of Member Development 1-1 meetings to gain a clear picture of any development needs to be addressed over the next 6-8 months.
- To obtain the Committee's views on the key questions needing to be asked of members in order to inform the delivery of a comprehensive, informative and effective induction programme for 2017.

**Reasons:**

To update the committee and invite comments on draft survey

Relevant scrutiny committee to be consulted

NA

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- W.T. Evans – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Marie Edwards

Designations: Corporate Development Advisor

Tel Nos. 01267 246172

E Mail Addresses:  
marieedwards@car-marthenshire.gov.uk

**EXECUTIVE SUMMARY**  
**Democratic Services Committee**  
**01/09/2016**

**Member Development & Induction 2016/17**

Personal Development Reviews

Group Leaders and Deputies have been reminded of their role in identifying the development needs of their party members. To date, a small number of options have been put forward anecdotally including media training and awareness-raising on the Future Generations Bill. Further consultation amongst senior council officers will take place in September to identify any service-related training required. Group Leaders / Deputies will also be invited to meet with Learning & Development to feedback any needs arising as a result of their 1-1 meetings with Members.

Member Induction 2017

In order to plan an effective induction programme for new and returning councillors next May, we are seeking the views of existing members about the induction they received in 2012. Specifically, we will be looking for views on what was helpful, what was not so helpful and anything they believe, with the benefit of hindsight, could have been included to assist them in their role. We will also be seeking their views on how the various elements are delivered and considering the use of alternative methods such as e-learning where appropriate.

A draft survey is attached for comments. It is intended that this be developed as an online survey and circulated via email.

**DETAILED REPORT ATTACHED?**

**YES - Draft Survey**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: **P.R. Thomas** **Assistant Chief Executive**

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **P.R. Thomas** **Assistant Chief Executive**

**(Please specify the outcomes of consultations undertaken where they arise against the following headings)**

**1. Scrutiny Committee: N/A**

**2. Local Member(s)**

**Individual Members consulted as part of 1-1 Personal Development Meeting with Group Leaders or Deputy Group Leaders.**

**3. Community / Town Council – N/A**

**4. Relevant Partners – N/A**

**5. Staff Side Representatives and other Organisations – N/A**

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THERE ARE NONE** (Delete as applicable)

Title of Document	File Ref No.	Locations that the papers are available for public inspection



### Councillor Induction Survey

Work is now underway to develop the Councillor Induction Programme for 2017. To help us make sure that the programme is as comprehensive, informative and relevant as possible, we would be very grateful for your views on both the content and method of delivery.

We would appreciate it if you would take 5 - 10 minutes to complete this short survey. Your feedback as existing councillors is extremely valuable and will assist us in delivering an effective induction programme to both new and returning councillors.

1. At the 2012 Councillor Induction, were you a new or returning councillor
  - a. New
  - b. Returning
2. On a scale of 1-5, how happy were you with the induction you received? [*Add scale 1-5*]. If 2 or less, please add any comments on how it could have been improved.
3. Below is a list of topics that were covered at the 2012 Induction. For each programme, please rate how helpful you found it [*Add scale 1-5 for both content and delivery*]. If 2 or less, please add any comments on how it could have been improved.

<b>Introduction to Local Government – What the Council Does</b> The Role of Councillors; Roles of Council, Executive Board, Scrutiny, and Regulatory Committees; Meeting procedures
<b>Ethics, Standards, Legal Duties and Responsibilities</b>
<b>Local Government Finance</b>
<b>Council Policy Framework:</b> Equalities and Diversity; Welsh Language; Sustainability
<b>Scrutiny in Carmarthenshire Including Performance Management</b>
<b>Regulatory Functions i.e. Licensing and Planning</b>
<b>Community Planning &amp; Partnership Working; Collaboration</b>
<b>Championing Health &amp; Safety at Work</b>
<b>Familiarisation Tour of the West of the County for Newly Elected Members</b> To include Carmarthen Leisure Centre; Contact Centre/Careline Llandeilo; Extra Care Scheme Llanybydder
<b>Familiarisation Tour of the East of the County for Newly Elected Members.</b> To include 'Showcase; Eastgate Development; refurbished Library; Amman Valley; the Beacon (formerly the Technium)

4. With the benefit of hindsight, what additional topics, if any, would you recommend be added to the 2017 Councillor Induction Programme.
5. The WLGA have developed a number of e-learning modules to support the induction. This can be a good way of enabling you to undertake the relevant learning at a time and pace convenient to you. How much support, if any, would you need to access these modules?
  - a. I'm already comfortable using e-learning
  - b. I use IT regularly but would need additional support to confidently use e-learning
  - c. I am not yet confident using IT equipment
  - d. Other [Please state below]
6. What other forms of learning would you find useful to support your induction?
  - a. Reading materials
  - b. Directions to relevant websites
  - c. Having a more experienced mentor
  - d. Other [Please state below]
7. If you are re-elected as a returning councillor, would you be willing to act as a mentor to a new councillor?
8. As an experienced councillor, what do you know now that you wish you'd known when you started?
9. Any other comments you wish to make?

Thank you for taking the time to complete this survey. Your views are appreciated.



## DEMOCRATIC SERVICES COMMITTEE 1<sup>ST</sup> SEPTEMBER 2016

<b>REVIEWING THE COUNCIL'S ON-LINE INFORMATION UNDER COUNCIL &amp; DEMOCRACY</b>								
<b>RECOMMENDATIONS / KEY DECISIONS REQUIRED:</b>  The Democratic Services Committee is asked to consider and comment on the information currently available on the Council & Democracy element of the Corporate Website.								
<b>REASONS:</b> To improve the information currently available to both Councillors and the public and to encourage public engagement in the democratic process.								
<table> <tr> <td>Scrutiny Committee consulted</td> <td>Not applicable</td> </tr> <tr> <td>Exec Board Decision Required</td> <td>NO</td> </tr> <tr> <td>Council Decision Required</td> <td>YES</td> </tr> </table>			Scrutiny Committee consulted	Not applicable	Exec Board Decision Required	NO	Council Decision Required	YES
Scrutiny Committee consulted	Not applicable							
Exec Board Decision Required	NO							
Council Decision Required	YES							
Executive Board Member Portfolio Holder(s): N/A – Cllr Terry Davies, Chair of the Democratic Services Committee.								
<b>Directorate</b>  <b>Name of Head of Service:</b> Linda Rees Jones  <b>Report Author:</b> Gaynor Morgan	<b>Chief Executive's</b>  <b>Designations:</b> Head of Administration & Law  Head of Democratic Services	<b>Tel Nos.</b> 01267 224012 LRJ 01267 224026 GM  <b>E Mail Addresses:</b> <a href="mailto:Lrjones@carmarthenshire.gov.uk">Lrjones@carmarthenshire.gov.uk</a> <a href="mailto:gmorgan@carmarthenshire.gov.uk">gmorgan@carmarthenshire.gov.uk</a>						

**EXECUTIVE SUMMARY**  
**DEMOCRATIC SERVICES COMMITTEE**  
**1<sup>ST</sup> SEPTEMBER 2016**

**REVIEWING THE COUNCIL'S ON-LINE INFORMATION UNDER COUNCIL  
& DEMOCRACY**

The Authority is currently looking at ways that customers can conveniently access both internal and external council services.

The Democratic Services Committee is asked to provide suggestions on what information they would like to include on the Council & Democracy pages which would not only support them in their role as Councillors but would also improve the information available to the public and encourage public engagement.

Recently published information includes a link to the revised Code of Conduct for Members and Co-opted members and application forms for Dispensation from the Standards Committee will shortly be included on the Authority's website, this will allow both County and Town and Community Councils to submit their application forms on-line.

In addition, over the next few months information on 'How to be a Councillor' will be added to the Council and Democracy Pages in readiness for the local government elections in May 2017.

**DETAILED REPORT ATTACHED?**

**NO**

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Linda Rees Jones, Head of Administration & Law

Gaynor Morgan, Head of Democratic Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linda Rees Jones, Head of Administration & Law

Gaynor Morgan, Head of Democratic Services

1. **Scrutiny Committee** Not applicable
2. **Local Member(s)** Not applicable
3. **Community / Town Council** Not applicable
4. **Relevant Partners** Not applicable
5. **Staff Side Representatives and other Organisations** Not applicable

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

**THESE ARE DETAILED BELOW:**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Council & Democracy		<a href="http://www.carmarthenshire.gov.wales/home/council-democracy/">http://www.carmarthenshire.gov.wales/home/council-democracy/</a>

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