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FRIDAY 2ND SEPTEMBER 2022

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 **CHAMBER - COUNTY HALL, CARMARTHEN. SA31 1JP AND REMOTELY AT 10.00 AM ON THURSDAY, 8TH SEPTEMBER, 2022** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Wendy Walters

CHIEF EXECUTIVE

Democratic Officer:	Janine Owen
Telephone (direct line):	01267 224030
E-Mail:	JanineOwen@carmarthenshire.gov.uk
This is a multi-location meeting. Committee members can attend in person at the venue detailed above or remotely via the Zoom link which is provided separately.	
The meeting can be viewed on the Authority's website via the following link:- https://carmarthenshire.public-i.tv/core/portal/home	

Wendy Walters Prif Weithredwr, *Chief Executive*,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

DEMOCRATIC SERVICES COMMITTEE

PLAID CYMRU GROUP - 2 Members

Cllr. Hazel Evans (Committee Member)
Cllr. Tyssul Evans (Committee Member)

LABOUR GROUP - 2 Members

Cllr. Lewis Davies (Chair)
Cllr. Philip Warlow (Committee Member)

INDEPENDENT GROUP - 1 Members

Cllr. Fiona Walters (Committee Member)

A G E N D A

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF PERSONAL INTERESTS.**
3. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 28TH FEBRUARY 2022** 5 - 8
4. **DEMOCRATIC SERVICES FUNCTION** 9 - 18
5. **UPDATE ON MEMBER INDUCTION PROGRAMME 2022** 19 - 26
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DEMOCRATIC SERVICES COMMITTEE

MONDAY, 28TH FEBRUARY, 2022

PRESENT: Councillor R. James [Chair]

Councillors:

W.T. Evans, H.I. Jones, E.M.J.G. Schiavone and D. Thomas

Also in Attendance in Respect of Agenda Item No. 4:

Councillor J.S. Edmunds

The following Officers were in attendance:

G. Morgan – Head of Democratic Services

H. Daniels – Learning & Development Advisor

M. Evans Thomas – Principal Democratic Services Officer

A. Owen – Principal Translator

Virtual Meeting : 1.30 pm - 1.48 pm

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF PERSONAL INTERESTS

There were no declarations of personal interest.

3. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THE 26TH NOVEMBER 2021

The Head of Democratic Services referred to minute 6 (Independent Remuneration Panel for Wales (IRPW) Draft Annual Report) and informed the Committee that, since the last meeting the IRPW have confirmed salary levels as proposed initially.

RESOLVED that the minutes of the meeting held on 26th November, 2021 be signed as a correct record.

4. DEMOCRATIC SERVICES COMMITTEE TASK & FINISH GROUP FINAL REPORT DEMOCRATIC PROCESS - NEW WAYS OF WORKING

At its meeting held on 23rd March, 2021 (minute 3 refers), the Democratic Services Committee agreed to establish a Task and Finish Group to review elected and co-opted members' requirements and consider new ways of working for the democratic services function moving forward.

The Chair welcomed to the meeting, Councillor Jeff Edmunds, Chair of the Task & Finish Group, who had been invited to present the final report, findings and recommendations of the Task & Finish Group.

The Group met on four occasions between May 2021 and February 2022. In addition, the Chair and Vice-Chair invited each political group to meet with them to discuss initial thoughts and obtain the views of elected members.

Councillor Edmunds paid tribute to the late Councillor Mair Stephens, who was a dedicated and invaluable member of the Task & Finish Group. She contributed greatly towards the work of the Group and was passionate about the New Ways of Working initiative.

Councillor Edmunds also paid thanks to all members of the Task & Finish Group for their contribution, to all members for their feedback and to officers for their assistance.

It was noted that the work of the Task and Finish Group was partly superseded by the Local Government and Elections (Wales) Act 2021 which introduced a legal requirement for Local Authorities to make and publish arrangements for the purpose of ensuring that meetings could be held by means of any equipment or other facility which meant that multi-location meetings (a mix of physical and remote attendance) must be held and this was reflected in the report.

The Task and Finish Group's review culminated in a report containing a total of five recommendations which had been formulated by the Group following the consideration of a wide range of evidence. The report was presented to the Democratic Services Committee for its consideration and recommendation to Council.

UNANIMOUSLY AGREED TO RECOMMEND TO COUNCIL that the final report and recommendations of the Task & Finish Group established to review the democratic process and new ways of working be endorsed.

5. DIVERSITY IN DEMOCRACY ACTION PLAN

Council, at its meeting held on the 14th July, 2021 (minute 5 refers) resolved to commit to being a 'Diverse Council' and endorsed the WLGA Council Diversity in Democracy declaration. In addition, Council agreed to task the Democratic Services Committee with developing an Action Plan in advance of the 2022 local government elections.

The Local Government and Elections Wales (Act) 2021 includes a number of provisions promoting diversity in local government including:-

- an entitlement to Job sharing for executive members and committee chairs.
- a duty on principal councils to produce a Public Participation Strategy encouraging people to participate in decision making and promoting awareness of how to become a member of the council.
- a duty on political group leaders to promote and maintain high standards of conduct by members of their group.
- Electronic broadcasting of full Council meetings.
- The ability to have multi-location attendance at council meetings including physical, hybrid and remote attendance.

- Provisions enabling the maximum period of absence for each type of family absence for members of local authorities to be specified within regulations and for adoptive leave to reflect that which is available to employees.

The Committee considered the draft Diversity in Democracy Action Plan. The objectives within the Action Plan were based on those suggested by the Welsh Government, however, others could be added if so desired.

Reference was made to the use of the acronym "BAME" in the Action Plan and it was suggested that the term be used in full rather than the acronym. The Head of Democratic Services agreed to follow this up and amend the Action Plan as appropriate.

UNANIMOUSLY RESOLVED TO RECOMMEND TO COUNCIL that the Diversity in Democracy Action Plan be approved.

CHAIR

DATE

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DEMOCRATIC SERVICES COMMITTEE 8TH SEPTEMBER 2022

DEMOCRATIC SERVICES COMMITTEE – FUNCTION

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

1. To note the role and function of the Democratic Services Committee
2. To reaffirm the appointment of Chair of the Democratic Services Committee as the Authority’s Member Development Champion.

REASONS:

To provide members of the Committee with the Committee’s functions and the background to its establishment.

Scrutiny Committee consulted	Not applicable
Cabinet Decision Required	NO
Council Decision Required	YES

Relevant Cabinet Member N/A

Directorate Name of Head of Service: Linda Rees Jones Report Author: Gaynor Morgan	Chief Executive’s Designations: Head of Administration & Law Head of Democratic Services	Tel Nos. 01267 224012 LRJ 01267 224026 GM E Mail Addresses: gmorgan@carthenshire.gov.uk
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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
8TH SEPTEMBER 2022

DEMOCRATIC SERVICES COMMITTEE – FUNCTION

This report sets out the statutory framework within which the Democratic Services Committee functions, and the remit and powers available to the Committee.

The Local Government (Wales) Measure 2011 requires each Principal Council to establish a Democratic Services Committee.

Sections 8 to 21 of the Local Government (Wales) Measure specifically relate to the provision of Democratic Services. Specifically further to section 11 the Committee is to :

- review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- make reports and recommendations to the authority in relation to such provision.

The Council at its meeting held on the 17th April 2013 agreed to a recommendation of the Democratic Services Committee to include the following additional responsibilities within Committee's functions/terms of reference:-

- To secure the provision of reasonable training and development opportunities for Councillors and prepare reports and recommendations to Council in relation to such provision;
- To appoint the Council's Member Development Champion;
- To be consulted on the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc.
- To promote and support good governance by the Council

It is for a Democratic Services Committee to determine how to exercise these democratic functions.

The Local Government (Democracy)(Wales) Act 2013 added section 11A which provides that the Democratic Services Committee may, at the request of the authority, review any matter relevant to :

- (a) the support and advice available to members of that authority, and
- (b) the terms and conditions of office of those members.

The committee must make reports and recommendations to the authority following a review; and again, it is for a Democratic Services Committee to determine how to exercise its functions under this section.

The Committee is asked to note its role and function and to re-affirm the appointment of Chair of the Committee as the Council's Member Development Champion, who would work closely with the Member Development lead for the Executive and officers of the Learning and Development Team on identifying and promoting member development issues

DETAILED REPORT ATTACHED?

Role Descriptions

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

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

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
Local Government Wales Measure 2011		http://www.legislation.gov.uk/mwa/2011/4/content_s
Local Government (Democracy)(Wales) Act 2013		http://www.legislation.gov.uk/anaw/2013/4/contents/enacted

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1 Accountabilities

- To Full Council

2 Role Purpose and Activity

- **Providing leadership and direction**

- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

- To lead the committee in its role in:

- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
- Make annual reports to the full council in relation to the above
- Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
- Considering reports prepared by the Head of Democratic Services
- Developing the Authority's member support and development strategy
- Ensuring that members have access to a reasonable level of training and development as described in the Authority's member development strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews

- To demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

- **To be the Council's Member Development Champion**

- To promote and develop Authority's member support and development strategy
- To promote the role of members and necessary support and development.
- To ensure as far as possible that members fully take up their opportunities to attend member development events and access personal development planning and annual personal development reviews

- **Promoting the role of the Democratic Services Committee**
 - To act as an ambassador for the DS committee, facilitating understanding of the role
 - To act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
 - To ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings.

- **Internal governance, ethical standards and relationships**
 - To develop the standing and integrity of the committee and its decision making
 - To understand the respective roles of members, officers and external parties operating within the Democratic services committee's area of responsibility
 - To promote and support good governance by the Council.

3 Values

- To be committed to the values of the council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural differences
 - Sustainability

1 Accountabilities

- To Full Council
- To the Chair of the Democratic Services committee

2 Role purpose and activity

- **Understanding the nature of the democratic services committee:**
 - To be aware of and effectively undertake the role of the committee in:
 - Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democratic services, ensuring that these are adequate
 - Make annual reports to the full council in relation to the above
 - Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
 - Considering reports prepared by the Head of Democratic Services
 - Developing the Authority's member support and development strategy
 - Ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development
 - Ensuring that the budget for member development is sufficient
 - Ensuring that members have access to personal development planning and annual personal development reviews
 - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee.
 - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the committee
- **Participating in meetings and making decisions**
 - To participate effectively in meetings of the Democratic services committee,
 - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Democratic Services committee's area of responsibility

3 Values

- To be committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Sustainability

MEMBER DEVELOPMENT CHAMPION - ROLE DESCRIPTION

1. Accountabilities

To Democratic Services Committee.
To Council.

2. Role Purpose and Activities

Key responsibilities are:

- to work alongside the Head of Democratic Services and the Corporate Learning Development Manager in drawing up the Councillor Development Programme and to ensure that appropriate support is available to deliver the programme to members.
- to lead on and actively promote the relevance and importance of the Programme within the Council;
- with the assistance of Members of the Democratic Services Committee to raise the profile of member development within the Council and to actively encourage Councillors to attend training and development events organised for them;
- to consult with colleagues in other authorities and identify areas of good practice;
- to engage with the Welsh Local Government Association who take the lead and support authorities in providing development opportunities for Councillors.
- to informally monitor Councillors' views of the development program and the opportunities provided and attended;
- in liaison with the Head of Democratic Services and the Corporate Learning Development Manager, to monitor the performance, resourcing, relevance and, quality of the development opportunities provided
- To act as an ambassador for the DS committee, facilitating understanding of the Committee's role in member development

Desirable skills include:

- the ability to think strategically;
- good interpersonal skills;
- the ability to communicate effectively;
- a commitment to enhance and extend knowledge and skills across subject areas and cross-cutting issues;
- skills in the use of ICT, including electronic communication;

Democratic Services Committee

Date: 8th September 2022

UPDATE ON MEMBER INDUCTION PROGRAMME 2022

Purpose: To update the committee on progress of the Member Induction Programme.

Recommendations / key decisions required:

- To obtain the Committee's views on the Member Induction Programme to date
- To obtain the Committee's views on holding focus groups with all members at the end of November to seek feedback of the Induction Programme.

Reasons: To update the committee and invite comments on holding focus group to evaluate its effectiveness for members.

Relevant scrutiny committee to be consulted NA

Cabinet Decision Required NA

Council Decision Required NA

CABINET MEMBER PORTFOLIO HOLDER:- N/A – Chair of Democratic Services (Member Development Champion)

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Hayley Daniels

Designations: Corporate Development Advisor

Tel Nos. 01267 246186

E Mail Addresses:
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EXECUTIVE SUMMARY
Democratic Services Committee
8th September 2022

Members Induction Programme 2022

The Member Induction Programme was launched on the 18th May 2022.

The objectives of the launch were to inform new and returning members of;

- An outline of the main functions of the Council and of the responsibilities of each service.
- An overview of the organisation and its key functions.
- An understanding of the principal strategies and the vision for service delivery for Carmarthenshire.
- Further information on the arrangements for the Induction/Refresher Programme for Councillors.

The Induction Programme contained a total of 40 developmental sessions which were divided into sessions for all members, sessions specifically for Cabinet members and panel members sitting on relevant committees.

To date, 27 developmental sessions have been delivered since the launch with the remaining 13 sessions planned from September to November.

Members have had the opportunity to attend the majority of sessions either remotely via Zoom and/or physically in County Hall, Carmarthen.

Where some sessions have been recorded on Zoom, members have been able to watch the recording via the eLearning Platform following the session.

A breakdown of the attendance to each development session is attached.

Evaluation

To make sure that the Induction Programme has been effective in providing members with sufficient knowledge and understanding, it would be useful to seek feedback from members by holding focus groups.

The focus groups will discuss;

- What worked well at the 2022 Member Induction?
- What aspects of the 2022 Member Induction could have been better?
- Next steps – Member Development Programme 2023/24

DETAILED REPORT ATTACHED?	YES
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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	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: **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

Member Induction Programme 2022 – Attendance Details

Date	Module Title	Lead Officer	Zoom	Physical	Total in attendance
13/05/22	Introduction & Overview of Zoom	Hayley Daniels	16	n/a	16
16/05/22	Introduction & Overview of Modern.Gov	Martha Clampitt	33	n/a	33
17/05/22	Code of Conduct, Ethics, Standards, Legal Duties	Linda Rees Jones & Robert Edgecombe	29	10	39
20/05/22	Introduction & Overview of Modern.Gov	Martha Clampitt	10	n/a	10
23/05/22	Constitutional Matters & Meeting Preparation	Linda Rees Jones, Robert Edgecombe	28	3	31
26/05/22	Local Government Finance	Chris Moore, Randal Hemingway	34	4	38
27/05/22	Members of the Planning Committee	Rhodri Griffiths	9	4	13
06/06/22	Members of the Standards Committee	Linda Rees Jones, Robert Edgecombe	n/a	2	2
06/06/22	External Regulators	Noelwyn Daniels, Gwyneth Ayres	33	5	38
09/06/22	Scrutiny in Carmarthenshire	Lisa Smart CfGS	35	n/a	35
10/06/22	Climate Change	Rhodri Griffiths	30	5	35
15/06/22	Planning for non-planning members	Rhodri Griffiths	27	3	30

Member Induction Programme 2022 – Attendance Details

Date	Module Title	Lead Officer	Zoom	Physical	Total
16/06/22	Equalities & Diversity	Gwyneth Ayres	29	2	31
17/06/22	Cabinet Member Scrutiny Training	Lisa Smart	8	n/a	8
21/06/22	Members of the Licensing Committee	Robert Edgecombe, Emyr Jones, J Power	10	2	12
22/06/22	Members of the Appeals Committee	Robert Young, Lindsey Evans, Steve Murphy	9	n/a	9
27/06/22	Cabinet Media Training	Deina Hockenhull	n/a	10	10
30/06/22	Appointments Panel Training	Hayley Daniels	13	n/a	13
05/07/22	Carbon Literacy	APSE	7	n/a	7
08/07/22	Members of the Governance & Audit Committee	Chris Moore	3	6	9
12/07/22	Corporate Parenting & Safeguarding	Rebecca Copp, Cathy Richards	29	3	32
14/07/22	Carbon Literacy	APSE	8	n/a	8
18/07/22	Personal Safety & Self Care	Eddie Cummins, Erin Mason-George	21	1	22

22/07/22	Violence Against Women, Domestic Abuse & Sexual Violence	Mwenya Chimba, Dirk Neuman	29	n/a	29
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DEMOCRATIC SERVICES COMMITTEE
8TH SEPTEMBER 2022

MULTI-LOCATION MEETING POLICY

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That the Council approves the Multi-location meeting policy.

REASONS:

To provide a policy document for attendance at Multi-location meetings.

Scrutiny Committee consulted	Not applicable
Cabinet Decision Required	NO
Council Decision Required	YES

Cabinet Member Portfolio Holder(s): Cllr Linda Evans (Deputy Leader)
 Other:- Cllr Lewis Davies (Chair of Democratic Services Committee)

Directorate

Name of Head of Service:
 Linda Rees Jones

Report Author:
 Linda Rees Jones
 Gaynor Morgan

Chief Executive's

Designations:
 Head of Administration & Law

Head of Democratic Services

Tel Nos.

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EXECUTIVE SUMMARY

MULTI-LOCATION MEETING POLICY

With the implementation of “The Local Government and Elections (Wales) Act 2021 the Welsh Government has provided Councils the power and freedom to convene multi-location meetings which will enable greater accessibility and public participation in local government decision making.

Meetings must be capable of being held virtually, but each authority can decide whether their meetings will be held fully virtually or multi-location (where some participants are in the same physical location, whilst others join the meeting virtually, also referred to as ‘hybrid meetings’). Authorities cannot hold purely physical meetings (apart from the Dyfed Powys Police & Crime Panel which is subject to separate regulation).

For all meetings, participants must be able to speak to and hear each other; and for meetings which are required to be broadcast participants must also be able to see and be seen by each other. These requirements took effect from May 2021, when the temporary provisions for remote attendance at meetings made under the Coronavirus Meeting Regulations 2020 ended.

The Policy should be considered alongside the existing arrangements for meetings as detailed within the Council Constitution, but will not be included in the Constitution itself.

The Constitutional Review Working Group considered the draft policy at its meeting held on the 20th July 2022 and recommended to the Democratic Services Committee that the policy be endorsed.

**DETAILED REPORT
ATTACHED?**

YES.

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

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

Legal

This Policy has been drafted having regard to the provisions of the Local Government and Elections (Wales) Act 2021 and the Welsh Government Interim Statutory Guidance on Multi-Location Meetings (August 2021). The document will be further reviewed once final guidance is issued.

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

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:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
WG Interim Statutory Guidance		https://gov.wales/sites/default/files/publications/2021-08/interim-statutory-guidance-on-multi-location-meetings.pdf
Council Constitution		https://www.carmarthenshire.gov.wales/home/council-democracy/the-council/councils-constitution/

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Carmarthenshire County Council

Democratic Services Multi-location Policy

Multi-Location Meetings (otherwise known as Hybrid meetings) came into force as part of the Local Government & Elections (Wales) Act 2021 – Section 47, with the aim of increasing accessibility and improved participation in Local Government.

Introduction

The purpose of this policy is to provide guidance to Councillors, Officers and the public as to how we manage and conduct multi-location (hybrid) Committee meetings.

Multi-location meetings (sometimes known as hybrid meetings) are a combination of face to face meetings and virtual meetings, whereby some Councillors, officers and the public attend the Council Chamber or other venue, and some attend remotely.

During Multi-location meetings, it is a legal requirement that all participants will be able to see and hear each other and translation facilities will be available for all.

As a Local Authority we have a duty to make and publish arrangements for the purpose of ensuring that local authority meetings are able to be held by means of any equipment or other facility which enables persons who are not in the same place to attend the meetings.

Multi-location meetings will operate as close as possible to the Council's usual meeting practice and all Constitution rules apply.

Broadcasting of Meetings

As a Council we will ensure that all formal meetings are broadcast live and available for Archive viewing for a period of 6 months. Any discussion in relation to exempt items will not be broadcast. Section 46 of the Local Government & Elections (Wales) Act 2021 requires us to make this provision so that members of the public not in attendance at the meeting can see and hear the proceedings. This section specifically applies to meeting which are open to the public.

Notice of a Meeting

We will ensure that each Agenda sets out how Committee Members, Officers and the Public can attend the meeting, and these will be published at least 3 clear days before the meeting is held. The Local Government & Elections (Wales) Act 2021 requires that notices of meetings and electronic information relating to meetings must remain available in an electronic format and be available for a minimum of six years following the date of the meeting.

Agendas, Reports and minutes of formal meetings are published on the Authority's website. A small number of hard copy agendas will also be available to members of the public attending physically.

Agendas, report and minutes can be viewed [here](#)

Physical attendance

Due to Covid 19, the number of persons allowed to attend in person will be determined in by the Chief Executive and takes into account the latest Covid 19 Guidance or regulations.

As of 16th June 2022 it has been agreed that there will be no limit on the number of people permitted in the Chamber, however the Authority's commitment to net Zero Carbon is one of our primary corporate objectives. Multi-location (hybrid) meetings can contribute to the Council's net Zero objective, and attending remotely helps by limiting the travelling and commuting we do is essential to achieving this .

Attend remotely if you can.

Remote attendance


- Committee members and officers can join meetings remotely via Zoom if they so wish.
 - Committee Members and Officers should consider their personal appearance and background, check what people can see behind and in front of you, be careful not to allow exempt or confidential papers to be seen in the video-feed.
 - When attending you should remember once on camera everyone can see your surroundings, try to ensure you are in a room by yourself with no distractions (i.e. family members or pets will be seen in the background). If possible, arrange for a non-descript background.
 - To maintain confidentiality and ensure you abide by the Code of Conduct, **members attending remotely must be alone when exempt reports are considered.**
-

Preparing for a Multi-location meeting

- Join the multi-location meeting no later than 15 minutes before the start to allow the Democratic Services Officers to gain an accurate list of people in attendance and the opportunity to resolve any equipment issues for those attending remotely.
- Make sure your equipment is fully charged or plugged in to a mains socket as remote meetings can use a lot of battery. Your iPad and laptop will be needed. We recommend that you use your iPad to read the paperwork via the Modern.gov app and your laptop to connect to Zoom if attending remotely. Also make sure your mobile phone is switched off or on silent.

- Make sure you have read the paperwork before the meeting. Prepare thoroughly as the Chair will assume that everyone has read the reports, any contributions are necessary and the debate is focussed.

During the meeting

- The Democratic Services Officer will note the participants. Physical attendees should sign the attendance register.
- The Chair will welcome everyone to the meeting and outline how the meeting will work.
- To aid the meeting arrangements, if you know in advance that you wish to speak, please notify the Chair or the Democratic Services Officer before the meeting starts. If you wish to speak, please use the 'raise your hand facility' on Zoom or raise a physical hand if attending in person.
- If attending remotely and you require Welsh to English simultaneous translation, you should click on the interpreter button and select 'English'. If attending in person, headphones are available at the rear of the Chamber and should be plugged into the microphone unit. Please choose the headphone icon  and select English from the list. Leave the headphone on the desk at conclusion of the meeting so that the headsets can be cleaned and isolated for 72 hours before re-use.
- Only speak when invited to by the Chair. Speakers should announce their name **before making a comment**. When referring to a specific report, page, or slide, mention the page number so that all members have a clear understanding of what is being discussed at all times.
- To speak remotely please switch on the microphone button and your camera on the bottom toolbar on your screen. To speak in the Chamber, press the microphone button on the device before you

For physical attendees, If the red light above the microphone button comes on, the microphone is activated and you can speak. If the green (flashing) light above the microphone button comes on, your request-to-speak is accepted and you are placed in the waiting list:

- **Green on:** In the waiting list.
- **Green flashing:** First in the waiting list.
- You cannot speak until the **red light** above the **microphone** button comes **on**
- Only one person may speak at any one time.
- Multi-location meetings will operate as close as possible to the Council's usual meetings practice and normal constitution rules apply.

- Where members of the public are exercising speaking rights at the meeting either in person or via remote attendance, the Chair will as part of their introduction explain the procedure for their participation which will reflect those relevant elements of the above. Members of the public must adhere to this procedure.
- Remember, the meeting may be open to the public or webcast so it is important to conduct yourself as you would in any public meeting.
- When attending Councillors need to ensure that they remain in the meeting throughout debates and during voting in order to maintain the integrity of the decision-making process and to reduce the opportunity for legal challenge of any decision. If a Councillor needs to leave the meeting temporarily they should make sure they notify the Chair or Democratic Services Officer in person or via the chat function within Zoom.
- Given the nature of hybrid meetings, the Chair will use his/her absolute discretion as to the order in which Members are given the opportunity to contribute to the debate on a specific item. The Chair will ensure that every member has the opportunity to participate in the meeting.
- If Members lose connection during the live meeting, they should make every effort to re-connect, however the meeting will continue as long as the meeting is quorate. If a Member joins the meeting at a later time they must make themselves known immediately to the Chair or Democratic Services Officer, and comment and vote only on those complete agenda items remaining. This can be done using the chat function within Zoom.
- If the numbers present, fall below the quorum required, the meeting will end immediately.

Declarations of Interest

If a Councillor or officer declares a Prejudicial Interest at a Multi-Location meeting, that person should withdraw from the meeting unless a specific dispensation has been granted by the Standards Committee.

For remote attendees, the Councillor or Officer will be removed from the meeting by the Democratic Services Officer and placed in the 'waiting room' for the duration of the relevant item. If attendees are in the chamber, they will physically leave the chamber for the duration of the item. On conclusion of that item that person will be invited back into the meeting, once the item relating to the prejudicial item has concluded. Should that person not respond to the call to re-join, the meeting will continue without them providing it is quorate.

Voting

Voting shall be decided by a simple majority of those voting and present at the meeting. This will be carried out by show of hands via the Zoom app for large meetings, or for smaller committees a mix of physical and virtual hand. For full Council meetings, members attending in person will be asked to bring their laptops to the meeting with the camera and microphone switched off. All members will be asked to vote using the 'raise hand' function on Zoom. If a recorded vote is requested, a roll-call of all Members present will be undertaken (this means that the name of each member will be called and they will be asked if they are for, against or abstaining from the vote).

The Chair or Democratic Services will announce whether the vote has been carried or rejected. No voting numbers will be announced unless a recorded vote has been called - (CPR 16.5) or a member has asked for their individual vote to be recorded CPR 16.6).

As is normal procedure, details of how Members voted will not be kept or minuted unless a Recorded Vote is called.

Voting on Staff Appointments will be by ballot.

Exempt Items

If a Committee agenda includes an exempt report and following any decision to move into private session the broadcast will be stopped. Individuals who are not entitled to be present during the item will physically leave the Chamber those attending remotely will be removed from the virtual meeting by the Democratic Services Officer. No attendee is permitted to film, photograph or audio record any part of the proceedings which are exempt ('in camera').

Attendance by members of the public

The public gallery will be open as normal with a maximum capacity of 50 persons. Member of the public can also choose to view proceedings [online](#)

Members of the public who are making representations/asking questions or presenting a petition will be given the option to either attend the meeting in person or remotely. If attending remotely, the Authority's Remote attendance guidance will apply. If attending in person arrangements for physical attendance will be provided by the Democratic Services Team.

Press will be asked to view the [livestream](#) of the meeting.

DEMOCRATIC SERVICES COMMITTEE 8TH SEPTEMBER 2022

SURVEY – TIMING OF MEETINGS

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the results of the timing of meetings survey, and to make a recommendation to Council.

REASONS:

In accordance with the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new council is elected.

This report provides the findings of the survey undertaken following the recent local government elections.

Scrutiny Committee consulted	Not applicable
Cabinet Decision Required	NO
Council Decision Required	YES

Cabinet Member Portfolio Holder(s): Cllr Darren Price - Leader

<p>Directorate</p> <p>Name of Head of Service: Linda Rees Jones</p> <p>Report Author: Gaynor Morgan</p>	<p>Chief Executive's</p> <p>Designations: Head of Administration & Law</p> <p>Head of Democratic Services</p>	<p>Tel Nos.</p> <p>01267 224012 LRJ 01267 224026 GM</p> <p>E Mail Addresses:</p> <p>Lrjones@carmarthenshire.gov.uk gmorgan@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE

SURVEY – TIMING OF MEETINGS

In accordance with the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times and intervals at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once in every term, preferably shortly after the new council is elected.

Issues to be taken into account in conducting a survey should include : (i) Whether daytime or evening meetings are preferred. (ii) Whether meetings are to be multi-location. (iii) The preferred meeting length. (iv) Whether particular times cause difficulties for councillors with particular characteristics, such as age, gender, religion, having caring responsibilities or being in employment.

The Timing of Meetings Survey was open to all Elected Members to complete between 19th May 2022 and 30th May 2022 and 53 members responded.

The results of the survey suggest that the majority of members would prefer meeting arrangements to remain as at present, a copy of the full results is attached for the Committee's consideration.

DETAILED REPORT ATTACHED?

Survey Results

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

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

Legal

The Local Government Wales Measure 2011 requires authorities to consult its members on the times at which meetings are held.

Finance

The introduction of meetings outside of office hours would result in additional staffing costs.

Staffing Implications

Possible staffing implications should the Authority move towards evening meetings.

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

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
Local Government Wales Measure 2011		http://gov.wales/topics/localgovernment/publications/lgmeasure11/?lang=en

snap template

snap template

This report was generated on 31/05/22. Overall 53 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Name:

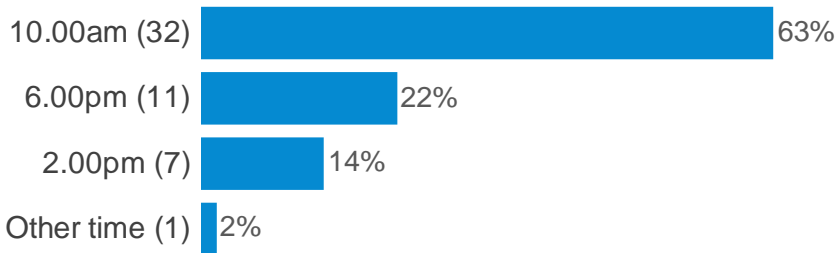
Arwel Davies	Ann Davies	Michelle Donoghue
Kim Broom	Councillor Martyn Palfreman	Cllr Philip T Warlow
Jane Tremlett	Peter Hughes Griffiths	R James
Cllr. Alex Evans	DAVID COLIN EVANS	Cllr Kevin Madge
Cllr Hugh Shepardson	Meinir James	Cllr Terry Davies
W R Anthony Davies you	Deian Harries	MANSEL CHARLES
Michael Thomas	John James	Betsan Jones
Karen Davies	Llinos Davies	Hefin Jones
Michael David Cranham	Fiona Walters	Neil Lewis
Lewis Davies	Dorian Phillips	Giles Morgan
Russell Sparks	Elwyn Williams	Michael D Cranham
JeanLewis	Linda Evans	Michael Thomas
Tyssul Evans	Gareth Beynon Thomas	Peter Cooper
Denise Owen	David Thomas	Bryan Davies
Cllr Terry Davies	Deryk	Carys Jones
Cllr Sharen Davies	kim Broom	

Please indicate your preference for the starting time for meetings below: (Council)

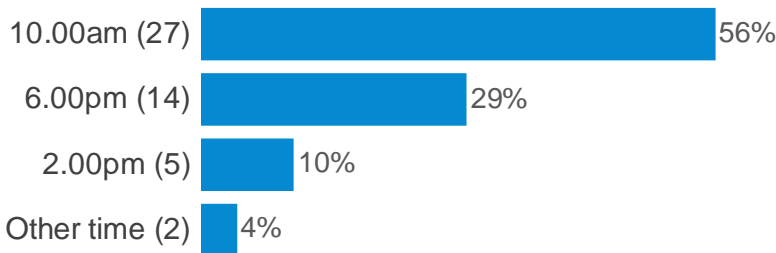


snap template

Please indicate your preference for the starting time for meetings below: (Committees and Sub Committees)



Please indicate your preference for the starting time for meetings below: (Development Sessions)



Please specify your preference for Council starting time:

9.00 neu 9.30 neu 10.00

Please specify your preference for Committees and Sub Committees starting time:

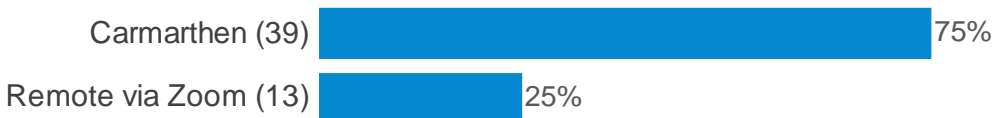
9.00 neu 9.30 neu 10.00

Please specify your preference for Development Sessions starting time:

Dim gwahaniaeth pa amser.

9.00 neu 9.30 neu 10.00

Please indicate your preferred location for meetings below: (Full Council)



Please indicate your preferred location for meetings below: (Cabinet)



snap template

Please indicate your preferred location for meetings below: (Audit Committee)



Please indicate your preferred location for meetings below: (Scrutiny Committees)



Please indicate your preferred location for meetings below: (Licensing Committee)



Please indicate your preferred location for meetings below: (Licensing Sub Committees)



Please indicate your preferred location for meetings below: (Planning)



Please indicate your preferred location for meetings below: (Democratic Services)



snap template

Please indicate your preferred location for meetings below: (Standards Committee)



Please indicate your preferred location for meetings below: (Other Committees)



Please indicate your preferred location for meetings below: (Member Development Events)



Please indicate your preferred committee cycle below: (Council (currently monthly))



Please indicate your preferred committee cycle below: (Audit (Quarterly))



Please indicate your preferred committee cycle below: (Planning (currently every 4 weeks))



snap template

Please indicate your preferred committee cycle below: (Licensing (currently every 6 weeks))



Please indicate your preferred committee cycle below: (Scrutiny (currently every 6-8 weeks))



Please indicate your preferred committee cycle below: (Democratic Services (Quarterly))



Please indicate your preferred committee cycle below: (Member Appointments (Quarterly))



Please indicate your preferred committee cycle below: (Standards (Quarterly))



Please indicate your preferred committee cycle below: (Other meetings i.e. Appeals & Licensing Sub (scheduled monthly/weekly but only held depending on business))



snap template

Starting Time

Work full time. Feel it unfair preferences of retired members take precedence over full time workers who have no choice!

To enable working members to participate fully in Council business holding meetings in the evenings starting at 6pm (maximum three hour duration as at present) would be of benefit during

Morning meetings that normally finish by lunchtime free up the rest of the day and also allow you to attend to the concerns of constituents .

Employment partly but am meeting should leave time later in the day for other activities etc

Afternoon meetings would allow me to work during the busy time of business, rather than taking a whole day off

My business operates in the evening mainly so day time is perfect for me.

10.00 o'r bore ac weithiau am 1.00 neu 2.00 y prynhawn. Nid wy'n ffafrio cyfarfodydd yn yr hwyr gan bod gennyf 5 cyngor cymuned a gweithgareddau amrywiol eraill yn cymryd lle yn y Ward.

Gwell cynnal cyfarfodydd yn foreol.

I am employed full-time, I am taking flexi and leave at the moment to attend meetings and training but I will want to have some leave and I don't want to run out of leave.

10am as to the meeting being productive with no pressure on time especially if there are serious issues to deal with and if not we have the ability to planning the rest of the day. T

Employment/ caring

Dwi'n gweld bod 10yb yn addas ac yn rhoi amser i bobl drefnu ei hun. Stim ots gen i os yw e ar zoom neu mewn person.

Fel y presenjol

Gan fy mod yn gweithio'n rhan-amser byddai cynnal rhai cyfarfodydd ar ôl 5 y prynhawn yn fwy cyfleus

To be flexible and attempt to cater for others.

Nid oedd yn bosib nodi amserau dechrau gwahanol ar gyfer gwahanol ddiwrnodau. I fi mae pob diwrnod gwaith yn wahanol er engraifft... Byddaf yn gweithio, ond nid yn dysgu, ar ddydd lau

I work part time and am only off on a Wednesday to attend meetings. I would be available for Zoom Calls at 6pm in the evening.

Some councillors are unable to attend due to work during the typical 9-5 day. At least some meetings of scrutiny should be early evening. Alternate ?

Am nad oes swydd arall gen i, mi fyddem yn hapus i ddechrau cyfarfodydd unrhyw amser - efallau bydde dechrau Cyngor llawn am 9yb yn helpu rhai aelodau, ar y llaw arall bydde cyfarfodydd

10:00 or 14:00

I have 2 daughters in school so 10 am start is perfect as it gives me a chance to get them to school, and be available for the on their return home. They also do music and ballet after s

Employment & childcare

Best start the day with a meeting early enough so that we have the rest of the day for business.

Should have some meetings in evening

By starting at 10am, this then frees up the rest of the day for any community work.

Meeting availability depends on work commitments

As I would prefer a physical meeting at Carmarthen a 10am start would allow sufficient time for travel etc

Cynharaf yn y bore gore gyd i fi oherwydd gwaith. Oes rhaid cael toriadau tê/ coffi ayyb?

10am a 2pm yn gyfleus iawn. Mae cyfarfodydd nos yn anodd gan bod gen i 6 ward cymunedol sy'n cynnal cyfarfodydd cyngor tref/cymuned, cyfarfodydd neuadd a phob cymdeithas arall gyda'r nos

snap template

Locations

Be nice to have the occasional meeting in Llanelli

Shared locations as and when needed with the majority of meetings held in the hybrid system

County Hall, Carmarthen. Good meeting facilities. Carmarthen is central and County hall has adequate parking facilities.

Zoom or hybrid meetings would be Beneficial. Whilst attending personally I think is essential some of the times having the other option would be useful

I am happy with both forms but feel more discussion available face to face

Where possible, I'd like to see hybrid scrutiny and committee sessions promoted

Easy to zoom in

Nid oes gennyf wahaniaeth. Er hynny, dwi'n teimlo fyddai tua hanner o gyfarfodydd ar lein a hanner yng Nghaerfyrddin yn ddelfrydol.

Zoom / Teams. Rhwyddineb, arbed tramwyo, arbed amser

If not Zoom then Carmarthen is easiest option for me

Hybrid if needed. however there is a need to be face to face on occasions where interaction to ideas and goals.

Employment

Mae angen i rhoi ohonom fod yn Neuadd y Sir er mwyn cyfathrebu'n effeithiol gyda swyddogion, ond mae'n hefyd yn bwysig cymysgu gyda'n gilydd.

I have indicated that my preferred location is Carmarthen because I would prefer where possible to attend meetings in person rather than via zoom. It would be valuable however to consider

Neuadd y Sir

Mae cael yr opsiwn hybrid i ymuno a chyfarfodydd yn hwyluso trefniadau'n fawr ag yn galluogi ymuno a chyfarfodydd pe bai achos i fethu ymuno wyneb-yn-wyneb e.e. salwch neu gofal teuluol

To limit travel

I feel it would be best to hold planning meetings in County Hall as some members have internet problems, but more important as we have seen in the last 2 years objectors, out side spea

We do not have a choice on this survey. It is either / or zoom or Carmarthen. I do not mind either. There was not a flexible option Don't mind. Prefer Full council in person and Planni

Dim pob cyfarfod yn Siamber!!! gall pwyllgorau gael eu gwneud o adre a cyfarfodydd fel y cyngor llawn i fod or Siamber ac adre, Bydd medium dewis o fudd i bawb ac mi ddylau sicrhau gwel

I think that we should have merged meetings where people could go to Carmarthen or Zoom

Joining meetings remotely reduces my carbon footprint and means I can be available at home should my children be unwell or during holidays,

Employment & childcare

We need some meetings at County to discuss important issues as a team face to face. Hybrid is OK as long as we can get cohesion and the chance to debate. Face to face is vital to bring t

I would have clicked hybrid meetings but there was not this choice.

Angen rhoi'r gorau i'r trefniant cwota aelodau grwpiau i fod yn y siambr ar unrhyw adeg ar unwaith (fel yn y cyfarfod cyffredinol blyneddol). Dylai'r dewis fod yn un personol i'r aelodau

Hybrid makes sense at every level.

Should have choice

Cuts out any technical problems that may arise.

Depends on work commitments

snap template

Locations

Feel physical meetings are required as whilst zoom meetings can be useful it is not the same as actually being in the room. Appreciate that zoom would work better for some members, there

Gwell gennyf yn Neuadd y Sir o ran awyrgylch ond sdim gwahaniaeth a dweud y gwir.

I mi mae'n bwysig bod yn y siambr os ydych yn Cadeirio neu'n Is-gadeirio. Fel arall mae ymuno ar ZOOM yn golygu y gallwn reoli ain hamser llawer gwell a pheidio bod yn gyrru nol a mlaen

Committee Cycle

Good as it is.

Current cycle seems to work well

The current Committee cycle is not too frequent and not too long between meetings. It allows officers to produce reports within an acceptable time frame. Why change something that isn't br

Think the existing frequency should be right. If the frequency was increased the workload would increase and the meetings would essentially just take longer

Happy with the cycle

No experience so I wouldn't feel confident to recommend change

Er mwyn bod yn effeithiol roeddwn i yn hapus gyda'r cylch y cyfarfod craffu. Yn hanesyddol, roeddent yn wahanol i'r hyn a nodir. Mae'r Pwyllgor Cynllunio wedi bod yn cyfarfod bob 12 d

Fel mae ar hyn o bryd.

I am new so selected the current timings as not ready to comment

The cycle must fit in with the operational standards of service of the county staff. To support them in delivering that standard. Each Committee must be tailored to meet that necessary

Employment

mae nhw'n berffaith.

Fel presennol

Mae angen i'r pwyllgorau gwrdd digon rheolaidd fel nad yw'r cyfarfodydd yn hir iawn ond heb fynd i gynnal gormod o gyfarfodydd nad sydd angen. Cyfarfodydd effeithlon sydd eu hangen.

Satisfied with current cycle which has proven to be flexible if needs be.

Planning should meet more often as it holds up the economy. If only one application then zoom it rather than wait four more weeks and maybe not fit on the agenda.

Hapus

4 weekly for Scrutiny to reduce volumes

I am happy for the cycles to remain as not yet experienced enough to make an informed judgement on changes.

Firstly It is imperative to look at the operational performance of the County and their operational procedures their "performance" to meet expected standards to deliver a quality service

Happy as is

Some should be more frequent as 8 weeks for some is too long in between and then too much crammed in to meetingb

No previous experience so nothing to compare against

Fel bo angen

Mae'r Pwyllgor Cynllunio'n cwrdd bob pythefnos fel rheol. Mae'n rhaid cynnal hyn i gwrdd a'r angen i benderfynu ceisiadau o fewn ein targedau. Efallai y dylai'r Pwyllgor Safonau gwrdd y

DEMOCRATIC SERVICES COMMITTEE 8th September 2022

DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME

Purpose: To ensure the Democratic Services Committee Agenda Items are appropriately planned

Recommendations / key decisions required:

To consider and identify a forward work programme for the Committee for 2022/23

Reasons:

Annual Forward Work Programme to discuss with Members the expected Agenda Items for the 2022/23 Democratic Committee Cycle

Relevant scrutiny committee to be consulted: Not Applicable

Cabinet Decision

NO

Council Decision

NO

CABINET MEMBER PORTFOLIO HOLDER:- N/A

Directorate:

Chief Executive's

Name of Head of Service:

Linda Rees Jones

Report Author:

Gaynor Morgan

Designations:

Head of Administration and Law

Head of Democratic Services

Tel No.01267224010

E Mail Address:
LRJones@carmarthenshire.gov.uk

Tel No. 01267 224026

E Mail Address:
GMorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY

DEMOCRATIC SERVICES COMMITTEE

Democratic Services Committee Forward Work Programme

The purpose of this report is to inform the development of the Democratic Services Committee forward work programme for the period 2022/23. The development of a programme of work for the Committee will ensure that all appropriate Committees of the Authority have published up to date programmes which are owned by the Committee members.

A suggested work programme is attached for the Committee's consideration and comment.

DETAILED REPORT ATTACHED ?

YES

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
Gaynor Morgan

Head of Administration and Law
Head of Democratic Services

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

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

Linda Rees Jones
Gaynor Morgan

Head of Administration and Law
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
Local Government Wales Measure		http://www.legislation.gov.uk/mwa/2011/4/contents/enacted
WAO Corporate Assessment		https://www.wao.gov.uk/publication/carmarthenshire-county-council-corporate-assessment-report-2015

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FORWARD WORK PROGRAMME DEMOCRATIC SERVICES COMMITTEE 2022/23

SUBJECT AREA AND BRIEF DESCRIPTION OF NATURE OF REPORT	LEAD DEPARTMENT	RESPONSIBLE OFFICER	DATE TO DEMOCRATIC SERVICES COMMITTEE
ANNUAL REPORT OF THE DEMOCRATIC SERVICES COMMITTEE 2021/22 To consider a report outlining the work the work of the Committee during the 2021/22 municipal year.	Chief Executive	Head of Democratic Services	NOVEMBER 2022
CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION ANNUAL REPORT 2021/22 To consider an overview of the Council's Scrutiny Function and the respective Scrutiny Committees' work during the 2021/22 municipal year.	Chief Executive	Head of Democratic Services	NOVEMBER 2022
RESOURCES TO DISCHARGE DEMOCRATIC SERVICES FUNCTIONS To receive the report of the Head of Democratic Services on the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions	Chief Executive	Head of Democratic Services	NOVEMBER 2022
INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT To consider and comment on the draft report.	Chief Executive	Head of Democratic Services	NOVEMBER 2022
ANNUAL AND SUPPLEMENTARY REPORTS OF THE INDEPENDENT REMUNERATION PANEL FOR WALES To consider the implementation of reports issued by the Independent Remuneration Panel for Wales in respect of members allowances etc	Chief Executive	Head of Democratic Services	MARCH 2023

<p>MEMBER DEVELOPMENT PROGRAMME 2022/23 To receive an update on the Member Development Programme for and identify additional training and development topics</p>	<p>Chief Executive</p>	<p>Learning & Development Manager/ Learning & Development Advisor</p>	<p>MARCH 2023</p>
<p>PERSONAL DEVELOPMENT REVIEWS – DISCUSSIONS WITH GROUP LEADERS To agree arrangements for discussions with Group Leaders on the annual development requirements for Members</p>	<p>Chief Executive</p>	<p>Learning & Development Manager/ Learning & Development Advisor</p>	<p>MARCH 2023</p>
<p>PERSONAL DEVELOPMENT REVIEWS – UPDATE ON DISCUSSIONS WITH GROUP LEADERS To receive an update on discussion between Corporate Learning & Development and Group Leaders regarding annual development requirements for Members</p>	<p>Chief Executive</p>	<p>Learning & Development Manager/ Learning & Development Advisor</p>	<p>JUNE 2023</p>
<p>MATTERS REFERRED FROM CRWG</p>	<p>Chief Executive's</p>	<p>Head of Administration & Law</p>	<p>AS REQUIRED</p>
<p>UPDATE ON THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021</p>	<p>Chief Executive</p>	<p>Head of Administration and Law/ Head of Democratic Services</p>	<p>AS REQUIRED</p>